

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, OCTOBER 22, 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. MAYOR'S REPORT
5. VISITORS' BUSINESS - Public comment is limited to three minutes per person
6. OMNIBUS VOTE AGENDA:
 - a. Waive Reading of Minutes (APPROVE)
 - b. Minutes - Regular Board Meeting - October 8, 2018 (APPROVE)
 - c. Warrants - \$399,518.66 (APPROVE)
 - d. Motion - Board Authorization for Staff to Process Current Delinquent Water Bills in Accordance with Past Practices (PASS)
 - e. Report - Annual Pension Board Pension Fund Report (RECEIVE)

NEW BUSINESS

7. RESOLUTION - A RESOLUTION OF THE VILLAGE OF WILLOWBROOK ESTIMATING THE PROPERTY TAXES TO BE LEVIED FOR THE 2018 PROPERTY TAX LEVY.
8. RESOLUTION - A RESOLUTION AUTHORIZING THE MAYOR AND VILLAGE CLERK TO EXECUTE A CERTAIN INTERGOVERNMENTAL AGREEMENT WITH MAERCKER SCHOOL DISTRICT 60 FOR THE PURPOSE OF ASSIGNING THE MAINTENANCE RESPONSIBILITIES OF CERTAIN RIGHT-OF-WAY IMPROVEMENTS TO THE SCHOOL DISTRICT

PRIOR BUSINESS

9. COMMITTEE REPORTS
10. ATTORNEY'S REPORT

11. CLERK'S REPORT
12. ADMINISTRATOR'S REPORT
 - a. Expenditure Over \$5,000: National Restoration Systems, Inc. - Lane Court Bridge Repairs, \$6,750
13. CLOSED SESSION
14. ADJOURNMENT

MINUTES OF THE REGULAR MEETING OF THE MAYOR AND BOARD OF TRUSTEES OF THE VILLAGE OF WILLOWBROOK HELD ON MONDAY, OCTOBER 8, 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, Village Clerk Leroy Hansen, Trustees Sue Berglund, Umberto Davi, Terrence Kelly, Michael Mistele, Gayle Neal, and Paul Oggerino.

ABSENT: None

Also present were Village Attorney Thomas Bastian, Village Administrator Timothy Halik, Director of Finance Carrie Dittman, Chief Robert Schaller, Deputy Chief Lauren Kaspar, Assistant Village Administrator Jeffrey Monteleone, and Deputy Clerk Cindy Stuchl.

A QUORUM WAS DECLARED

3. PLEDGE OF ALLEGIANCE

Mayor Trilla asked Willowbrook Resident Janel Damas to lead everyone in saying the Pledge of Allegiance.

Mayor Trilla provided an update on the environmental issue involving Sterigenics.

Trustee Neal provided an update on the Sterigenics Task Force.

4. VISITORS' BUSINESS

Several residents spoke about issues and concerns relating to Sterigenics.

Mayor Trilla requested that approval and discussion on Item #6 be brought forward at this time.

6. RESOLUTION - A RESOLUTION PROVIDING FOR THE SUBMISSION TO THE ELECTORS OF THE VILLAGE OF WILLOWBROOK, AT THE CONSOLIDATED ELECTION TO BE HELD ON APRIL 2, 2019, A PUBLIC QUESTION AS TO WHETHER THE VILLAGE SHOULD BECOME A HOME RULE UNIT

No discussion was necessary.

MOTION: Made by Trustee Berglund and seconded by Trustee Neal to adopt Resolution No. 18-R-67 as presented.

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

MOTION DECLARED CARRIED

Mayor Trilla requested that approval and discussion on Item #8 be brought forward at this time.

8. MOTION - A MOTION TO APPROVE THE FISCAL YEAR 2017/18 COMPREHENSIVE ANNUAL FINANCIAL REPORT (CAFR) AND MANAGEMENT LETTER

Director Dittman advised that in the Board packet are excerpts of the Annual Audit that was prepared. Highlights included:

- The Village received again this year an unqualified, "clean" opinion on its financial statements. This is the highest level of opinion that the Village can receive. The CAFR will again be submitted to the Government Finance Officers' Association for consideration of a Certificate of Achievement for Excellence in Financial Reporting. If successful, this will be the 30th year in row for receiving this award.
- General Fund Revenue exceeded budget by \$770,322 or 9.05%. Director Dittman advised that revenue from building permits was 156.56% higher than budgeted.
- General Fund Expenditures were under budget by \$299,157. The major contributing factor was the deferral of the municipal campus parking lot reconstruction project.
- The net decrease in the General Fund's fund balance was \$1,107,217; the Village had budgeted to draw down \$2,206,527 to complete the police department. The Village's ending General Fund balance for April 30, 2018 is \$5,048,506, of which \$4,862,049 is unrestricted and which represents approximately 191 days of operating expenditures, which exceeds the Village's targeted amount of 120 days.

Director Dittman introduced Kimberly Marshall from BKD, LLP., auditors for the Village of Willowbrook.

Ms. Marshall reviewed highlights of the Comprehensive Annual Financial Report.

MOTION: Made by Trustee Davi and seconded by Trustee Kelly to approve the Fiscal Year 2017/18 Comprehensive Annual Financial Report and Audit Management Letter as presented.

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

MOTION DECLARED CARRIED

5. OMNIBUS VOTE AGENDA

- a. Waive Reading of Minutes (APPROVE)
- b. Minutes - Regular Board Meeting - September 24, 2018 (APPROVE)
- c. Warrants - \$118,854.73 (APPROVE)
- d. Monthly Financial Report - September 30, 2018 (APPROVE)
- e. Resolution - A Resolution Proclaiming Red Ribbon Week in the Village of Willowbrook - Resolution No. 18-R-65 (ADOPT)
- f. Resolution - A Resolution Creating Set Hours for Halloween Solicitation - Resolution No. 18-R-66 (ADOPT)
- g. Motion - Motion to Approve - 2018 Motor Fuel Tax (MFT) Roadway Maintenance Program: Payout #1 - Partial Payment - M&J Asphalt Paving Company, Inc. (PASS)

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

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

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

MOTION DECLARED CARRIED

NEW BUSINESS

6. ORDINANCE - AN ORDINANCE APPROVING AND AUTHORIZING THE EXECUTION OF THE REDEVELOPMENT AGREEMENT BY AND BETWEEN WILLOWBROOK TOWN CENTER, LLC AND THE VILLAGE OF WILLOWBROOK, DUPAGE COUNTY, ILLINOIS

Item discussed earlier in tonight's meeting.

7. RESOLUTION - A RESOLUTION APPROVING A CONTRACT FOR THE BOARD AND COMMUNITY ROOM RENOVATION TO L.J. MORSE CONSTRUCTION IN THE AMOUNT OF \$353,500

Trustee Mistele recommended that the scope of the project be reduced by postponing the installation of the new HVAC system until further research is done on what would be required of the new facility.

Mayor Trilla was concerned how the two-phase bidding system for the renovations would occur. Administrator Halik advised that he would contact the architect on the project to discuss Trustee Mistele's suggestions, and if they were implemented, would request a change order from the general contractor if necessary.

Trustee Kelly suggested that the resolution should be approved as proposed then decide whether or not to remove the HVAC upgrades later if this is the best course of action. Administrator Halik agreed.

MOTION: Made by Trustee Davi and seconded by Trustee Kelly to adopt Resolution No. 18-R-68 as presented.

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

MOTION DECLARED CARRIED

8. MOTION - A MOTION TO APPROVE THE FISCAL YEAR 2017/18 COMPREHENSIVE ANNUAL FINANCIAL REPORT (CAFR) AND MANAGEMENT LETTER

Item discussed earlier in tonight's meeting.

PRIOR BUSINESS

9. COMMITTEE REPORTS

Trustee Neal provided her report earlier in tonight's meetings.

Trustee Kelly stated that the Village website is hard to negotiate and needs to be addressed. Assistant Administrator Monteleone advised that the current platform will be updated during the next fiscal year and hopefully some of the problems will be addressed at that time.

Trustee Mistele had no report.

Trustee Berglund advised that she had attended the most recent Plan Commission and Parks and Recreation Commission meetings and provided an update to upcoming events and projects.

Trustee Davi had no report.

Trustee Oggerino had no report.

10. ATTORNEY'S REPORT

Attorney Bastian had no report.

11. CLERK'S REPORT

Clerk Hansen advised if anyone has any questions about the upcoming election, to contact the Deputy Clerk's office.

12. ADMINISTRATOR'S REPORT

Administrator Halik had no report.

13. MAYOR'S REPORT

Mayor Trilla provided his report earlier in tonight's meeting.

14. CLOSED SESSION

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

15. ADJOURNMENT

MOTION: Made by Trustee Mistele and seconded by Trustee Berglund, to adjourn the Regular Meeting at the hour of 7:30 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.

October 22, 2018.

Mayor

Minutes transcribed by Deputy Clerk Cindy Stuchl.

W A R R A N T S

October 22, 2018

GENERAL CORPORATE FUND	-----	\$232,659.41
WATER FUND	-----	149,562.45
HOTEL/MOTEL TAX FUND	-----	300.00
POLICE PENSION FUND	-----	7,996.80
L.A.F.E.R FUND	-----	9,000.00
 TOTAL WARRANTS	-----	 \$399,518.66

Carrie Dittman, Director of Finance *C.D.*

APPROVED:
Frank A. Trilla, Mayor

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CHECK DISBURSEMENT REPORT FOR VILLAGE OF WILLOWBROOK
CHECK DATE FROM 10/10/2018 - 10/23/2018

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Check	Date	Bank	Check #	Payee	Description	Account	Dept	Amount
Fund: 01 GENERAL FUND								
10/23/2018 APCH 93126		AIRGAS USA LLC			EQUIPMENT RENTAL	750-290	35	85.17
10/23/2018 APCH 93127		AMERICAN FIRST AID SERVICE INC			OPERATING EQUIPMENT	630-401	30	19.85
10/23/2018 APCH 93128		AMERICAN TRAFFIC SOLUTIONS			RED LIGHT - CAMERA FEES	630-247	30	22,475.00
					RED LIGHT - MISC FEE	630-249	30	2,520.00
					CHECK APCHK 93128 TOTAL FOR FUND 01:			24,995.00
10/23/2018 APCH 93129		APPRISE PROMOTIONAL PRODUCTS			PRINTING & PUBLISHING	710-302	35	282.00
					PRINTING & PUBLISHING	710-302	35	149.00
					CHECK APCHK 93129 TOTAL FOR FUND 01:			431.00
10/23/2018 APCH 93130		ARAMARK UNIFORMS SERVICES			UNIFORMS	710-345	35	75.98
					UNIFORMS	710-345	35	142.97
					CHECK APCHK 93130 TOTAL FOR FUND 01:			218.95
10/23/2018 APCH 93131		ARTISTIC ENGRAVING			OPERATING EQUIPMENT	630-401	30	35.66
10/23/2018 APCH 93132		BLACK GOLD SEPTIC			MAINTENANCE - PW BUILDING	725-418	35	350.00
10/23/2018 APCH 93133		BRIAN WESTBURY			PUBLIC RELATIONS	475-365	10	625.00
10/23/2018 APCH 93134		CHICAGO SUN-TIMES, INC			PRINTING & PUBLISHING	455-302	10	70.08
10/23/2018 APCH 93135		CHICAGO TRIBUNE			PERSONNEL RECRUITMENT	455-131	10	640.00
10/23/2018 APCH 93136		CHOICE OFFICE EQUIP & SUPPLIES IN COPY SERVICE				455-315	10	727.03
10/23/2018 APCH 93137#		CHRISTOPHER B. BURKE			PRINTING & PUBLISHING	510-302	15	368.00
					PLAN REVIEW - ENGINEER	520-254	15	220.00
					PLAN REVIEW - ENGINEER	520-254	15	275.00
					FEES - ENGINEERING - REIMB.	720-245	35	184.00
					FEES - ENGINEERING REIMB.	820-245	40	220.00
					FEES - ENGINEERING REIMB.	820-245	40	825.00
					FEES - DRAINAGE ENGINEER REIMB	820-246	40	300.00
					FEES - DRAINAGE ENGINEER REIMB	820-246	40	300.00
					FEES - DRAINAGE ENGINEER	820-246	40	110.00
					PLAN REVIEW - ENGINEER REIMB.	820-254	40	440.00
					PLAN REVIEW - DRAINAGE ENGINEER - REI	820-259	40	110.00
					PLAN REVIEW - DRAINAGE ENGINEER REIMB	820-259	40	550.00
					CHECK APCHK 93137 TOTAL FOR FUND 01:			3,902.00
10/23/2018 APCH 93138		CITY WIDE OF ILLINOIS			MAINTENANCE - BUILDING	466-228	10	2,725.23

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CHECK DISBURSEMENT REPORT FOR VILLAGE OF WILLOWBROOK
CHECK DATE FROM 10/10/2018 - 10/23/2018

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Check Date	Bank	Check #	Payee	Description	Account	Dept	Amount
Fund: 01 GENERAL FUND							
10/23/2018	APCH	93139	COLLEGE OF DUPAGE	SCHOOLS/CONFERENCES/TRAVEL	630-304	30	590.00
10/23/2018	APCH	93140#	COMCAST CABLE	INTERNET/WEBSITE HOSTING	460-225	10	223.69
				INTERNET/WEBSITE HOSTING	715-225	35	104.85
				CHECK APCHK 93140 TOTAL FOR FUND 01:			328.54
10/23/2018	APCH	93141*#	COMED	ENERGY/COMED (835 MIDWAY)	466-240	10	457.51
				RED LIGHT - COM ED	630-248	30	40.22
				RED LIGHT - COM ED	630-248	30	48.40
				RED LIGHT - COM ED	630-248	30	48.23
				ENERGY - STREET LIGHTS	745-207	35	49.15
				ENERGY - STREET LIGHTS	745-207	35	476.76
				ENERGY - STREET LIGHTS	745-207	35	536.63
				CHECK APCHK 93141 TOTAL FOR FUND 01:			1,656.90
10/23/2018	APCH	93142	CYNTHIA STUCHL	SCHOOLS/CONFERENCES/TRAVEL	455-304	10	15.37
10/23/2018	APCH	93143#	DISCOVERY BENEFITS SIMPLIFY	EMP DED PAY - FSA FEE	210-221	00	33.00
				HEALTH/DENTAL/LIFE INSURANCE	455-141	10	17.00
				CHECK APCHK 93143 TOTAL FOR FUND 01:			50.00
10/23/2018	APCH	93144	DU-COMM	RADIO DISPATCHING	675-235	30	3,290.95
				RADIO DISPATCHING	675-235	30	63,796.50
				CHECK APCHK 93144 TOTAL FOR FUND 01:			67,087.45
10/23/2018	APCH	93145	DUPAGE COUNTY ANIMAL CARE & CONT	ANIMAL CONTROL	650-268	30	75.00
10/23/2018	APCH	93146	DUPAGE COUNTY TREASURER	EDP LICENSES	640-263	30	500.00
10/23/2018	APCH	93148	FALCO'S LANDSCAPING INC	STREET & ROW MAINTENANCE	750-328	35	8,800.00
10/23/2018	APCH	93149	GATE AMERICA, INC	SCHOOLS/CONFERENCES/TRAVEL	630-304	30	300.00
10/23/2018	APCH	93150	GOVT FINANCE OFCRS ASSN	SCHOOLS/CONFERENCES/TRAVEL	610-304	25	135.00
				FEES/DUES/SUBSCRIPTIONS	610-307	25	435.00
				CHECK APCHK 93150 TOTAL FOR FUND 01:			570.00
10/23/2018	APCH	93151	H AND R CONSTRUCTION INC.	STREET & ROW MAINTENANCE	750-328	35	1,875.00
10/23/2018	APCH	93152#	HANSON LANDSCAPE DESIGN	CONTRACTED MAINTENANCE	570-281	20	4,784.91
				ROUTE 83 BEAUTIFICATION	755-281	35	4,243.22

Check Date	Bank	Check #	Payee	Description	Account	Dept	Amount
Fund: 01 GENERAL FUND							
				CHECK APCHK 93152 TOTAL FOR FUND 01:			9,028.13
10/23/2018	APCH	93153*	HOME DEPOT CREDIT SERVICES	OPERATING SUPPLIES & EQUIPMENT	710-401	35	109.70
				MAINTENANCE - GARAGE	725-413	35	51.65
				MAINTENANCE - GARAGE	725-413	35	66.91
				MAINTENANCE - VEHICLES	735-409	35	30.74
				STREET & ROW MAINTENANCE	750-328	35	90.60
				TREE MAINTENANCE	750-338	35	19.88
				CHECK APCHK 93153 TOTAL FOR FUND 01:			369.48
10/23/2018	APCH	93154	HR SIMPLIFIED	HEALTH/DENTAL/LIFE INSURANCE	455-141	10	100.00
10/23/2018	APCH	93155	ILL. ASSN. CHIEFS OF POLICE	FEES/DUES/SUBSCRIPTIONS	630-307	30	95.00
10/23/2018	APCH	93156	ILL. FIRE & POLICE COMM. ASSN.	SCHOOLS/CONFERENCES/TRAVEL	435-304	07	525.00
10/23/2018	APCH	93158	IMPACT NETWORKING LLC	OFFICE SUPPLIES	455-301	10	334.80
				OFFICE SUPPLIES	455-301	10	144.00
				CHECK APCHK 93158 TOTAL FOR FUND 01:			478.80
10/23/2018	APCH	93160	KING CAR WASH	FUEL/MILEAGE/WASH	630-303	30	325.00
10/23/2018	APCH	93161#	KONICA MINOLTA BUSINESS SOLUTION	COPY SERVICE	455-315	10	325.38
				COPY SERVICE	630-315	30	50.04
				COPY SERVICE	630-315	30	186.48
				CHECK APCHK 93161 TOTAL FOR FUND 01:			561.90
10/23/2018	APCH	93162	KRUPSKE SPRINKLER SYSTEM INC	REIMB EXP - OTHER	755-283	35	105.00
10/23/2018	APCH	93163*	LA FASTENERS INC	OPERATING SUPPLIES & EQUIPMENT	710-401	35	22.29
				OPERATING SUPPLIES & EQUIPMENT	710-401	35	(37.15)
				OPERATING SUPPLIES & EQUIPMENT	710-401	35	(35.04)
				CHECK APCHK 93163 TOTAL FOR FUND 01:			(49.90)
10/23/2018	APCH	93164	LAKES PLUMBING & HEATING GREAT	RED LIGHT FINES	310-503	00	100.00
10/23/2018	APCH	93165	LEROY HANSEN	FUEL/MILEAGE/WASH	410-303	05	24.42
				SCHOOLS/CONFERENCES/TRAVEL	410-304	05	615.18
				CHECK APCHK 93165 TOTAL FOR FUND 01:			639.60
10/23/2018	APCH	93166*	LOGSDON OFFICE SUPPLY	OFFICE SUPPLIES	455-301	10	186.52

Check	Date	Bank	Check #	Payee	Description	Account	Dept	Amount
Fund: 01 GENERAL FUND								
					OFFICE SUPPLIES	510-301	15	13.91
					OFFICE SUPPLIES	610-301	25	3.46
					OFFICE SUPPLIES	610-301	25	14.24
					OFFICE SUPPLIES	810-301	40	13.91
					CHECK APCHK 93166 TOTAL FOR FUND 01:			<u>232.04</u>
10/23/2018	APCH	93167	LUCY FRAISER TOXICOLOGY CONSULTI	CRISIS MANAGEMENT	475-367	10		9,369.30
10/23/2018	APCH	93169	MIDCO	PHONE - TELEPHONES	455-201	10		156.00
10/23/2018	APCH	93170	MOTOROLA SOLUTIONS INC	PHONE - TELEPHONES	630-201	30		68.00
10/23/2018	APCH	93172	NATIONAL RESTORATION SYSTEMS	STREET & ROW MAINTENANCE	750-328	35		6,750.00
10/23/2018	APCH	93173#	NICOR GAS	NICOR GAS (835 MIDWAY) NICOR GAS (825 MIDWAY) NICOR GAS (7760 QUINCY) NICOR GAS	466-236 570-235 630-235 725-415	10 20 30 35		29.91 29.77 117.27 33.62
				CHECK APCHK 93173 TOTAL FOR FUND 01:				<u>210.57</u>
10/23/2018	APCH	93174	NJ RYAN TREE & LANDSCAPE LLC	TREE MAINTENANCE TREE MAINTENANCE TREE MAINTENANCE TREE MAINTENANCE TREE MAINTENANCE TREE MAINTENANCE	750-338 750-338 750-338 750-338 750-338 750-338	35 35 35 35 35 35		1,350.00 3,150.00
				CHECK APCHK 93174 TOTAL FOR FUND 01:				<u>25,950.00</u>
10/23/2018	APCH	93175	NORTH EAST MULTI REGIONAL TRNG.	SCHOOLS/CONFERENCES/TRAVEL	630-304	30		125.00
10/23/2018	APCH	93176	NUTOYS LEISURE PRODUCTS	MAINTENANCE - EQUIPMENT	570-411	20		98.43
10/23/2018	APCH	93177	ORIENTAL TRADING	CHILDRENS SPECIAL EVENTS - OTHER	585-150	20		163.62
10/23/2018	APCH	93178	ORKIN EXTERMINATING	MAINTENANCE - BUILDING	466-228	10		95.67
10/23/2018	APCH	93179	PAPER DIRECT	OFFICE SUPPLIES	455-301	10		121.17
10/23/2018	APCH	93180	PROFORMA	PUBLIC RELATIONS	475-365	10		364.27
10/23/2018	APCH	93181	PUBLIC SAFETY DIRECT INC	MAINTENANCE - VEHICLES	630-409	30		2,499.00
10/23/2018	APCH	93182	RAY O'HERRON CO., INC.	UNIFORMS	630-345	30		79.00
10/23/2018	APCH	93183	ROBERT BLOOD	RED LIGHT FINES	310-503	00		100.00
10/23/2018	APCH	93184	ROBERT SCHALLER	SCHOOLS/CONFERENCES/TRAVEL	630-304	30		750.00

Check	Date	Bank	Check #	Payee	Description	Account	Dept	Amount
Fund: 01 GENERAL FUND								
10/23/2018	APCH	93185#	SATELLITE PHONE STORE		PHONE - TELEPHONES	455-201	10	65.76
					PHONE - TELEPHONES	630-201	30	65.76
					CHECK APCHK 93185 TOTAL FOR FUND 01:			131.52
10/23/2018	APCH	93186	SCOTT EISENBEIS		SCHOOLS/CONFERENCES/TRAVEL	630-304	30	25.25
10/23/2018	APCH	93187	SECRETARY OF STATE		MAINTENANCE - VEHICLES	630-409	30	202.00
10/23/2018	APCH	93188	SERAFIN & ASSOCIATES INC		CRISIS MANAGEMENT	475-367	10	1,000.00
10/23/2018	APCH	93189	SIGNS NOW		OFFICE SUPPLIES	455-301	10	25.70
10/23/2018	APCH	93190#	STAPLES		OFFICE SUPPLIES	455-301	10	416.03
					OFFICE SUPPLIES	455-301	10	60.55
					COMMISSARY PROVISION	455-355	10	65.57
					OFFICE SUPPLIES	610-301	25	66.55
					CHECK APCHK 93190 TOTAL FOR FUND 01:			608.70
10/23/2018	APCH	93191	T. P. I.		CONSULTING SERVICES	815-306	40	3,656.25
					PLAN REVIEW - BUILDING CODE - REIMB.	820-258	40	8,274.00
					PLAN REVIEW - BUILDING CODE - REIMB.	820-258	40	10,862.63
					PART TIME - INSPECTOR	830-109	40	3,066.00
					PLUMBING INSPECTION - REIMB.	830-115	40	720.00
					CHECK APCHK 93191 TOTAL FOR FUND 01:			26,578.88
10/23/2018	APCH	93192*	TAMELING GRADING		LANDSCAPE MAINTENANCE SERVICES	565-342	20	150.00
					MAINTENANCE - SALT BINS	725-414	35	540.00
					STREET & ROW MAINTENANCE	750-328	35	7,667.00
					TREE MAINTENANCE	750-338	35	440.00
					REIMB EXP - OTHER	755-283	35	615.00
					CHECK APCHK 93192 TOTAL FOR FUND 01:			9,412.00
10/23/2018	APCH	93193*	TAMELING INDUSTRIES		LANDSCAPE MAINTENANCE SERVICES	565-342	20	108.00
					STREET & ROW MAINTENANCE	750-328	35	1,641.82
					STREET & ROW MAINTENANCE	750-328	35	58.97
					CHECK APCHK 93193 TOTAL FOR FUND 01:			1,808.79
10/23/2018	APCH	93194	TEMPERATURE ENGINEERING INC		MAINTENANCE - BUILDING	466-228	10	265.00
10/23/2018	APCH	93195	THOMPSON ELEV. INSPECT. SERVICE		ELEVATOR INSPECTION REIMB.	830-117	40	100.00
10/23/2018	APCH	93196	THOMSON REUTERS - WEST		FEES/DUES/SUBSCRIPTIONS	630-307	30	163.61

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CHECK DISBURSEMENT REPORT FOR VILLAGE OF WILLOWBROOK
CHECK DATE FROM 10/10/2018 - 10/23/2018

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Check	Date	Bank	Check #	Payee	Description	Account	Dept	Amount
Fund: 02 WATER FUND								
10/23/2018	APCH	103 (E)		DUPAGE WATER COMMISSION	PURCHASE OF WATER	420-575	50	146,164.72
10/23/2018	APCH	93141*#	COMED		ENERGY - ELECTRIC PUMP	420-206	50	351.10
10/23/2018	APCH	93147	ETP LABS INC		SAMPLING ANALYSIS	420-362	50	90.00
10/23/2018	APCH	93153*#	HOME DEPOT CREDIT SERVICES		MATERIAL & SUPPLIES - DISTRIBUTION	430-476	50	29.97
10/23/2018	APCH	93163*#	LA FASTENERS INC		MATERIAL & SUPPLIES - DISTRIBUTION	430-476	50	152.90
10/23/2018	APCH	93166*#	LOGSDON OFFICE SUPPLY		OFFICE SUPPLIES	401-301	50	20.21
10/23/2018	APCH	93168	METROPOLITAN INDUSTRIES INC		EDP LICENSES	417-263	50	138.00
10/23/2018	APCH	93192*#	TAMELING GRADING		WATER DISTRIBUTION REPAIRS/MAINTENANC	430-277	50	90.00
10/23/2018	APCH	93193*#	TAMELING INDUSTRIES		WATER DISTRIBUTION REPAIRS/MAINTENANC	430-277	50	45.72
10/23/2018	APCH	93200	UNDERGROUND PIPE & VALVE, CO.		MATERIAL & SUPPLIES - DISTRIBUTION	430-476	50	1,800.00
					MATERIAL & SUPPLIES - DISTRIBUTION	430-476	50	500.00
					CHECK APCHK 93200 TOTAL FOR FUND 02:			<u>2,300.00</u>
10/23/2018	APCH	93202*#	VERIZON WIRELESS		PHONE - TELEPHONES	401-201	50	179.83
					Total for Fund 02 WATER FUND			149,562.45

10/17/2018 11:40 AM
User: JKufrin
DB: Willowbrook

CHECK DISBURSEMENT REPORT FOR VILLAGE OF WILLOWBROOK
CHECK DATE FROM 10/10/2018 - 10/23/2018

Check	Date	Bank	Check #	Payee	Description	Account	Dept	Amount
Fund: 03 HOTEL/MOTEL TAX FUND								
10/23/2018	APCH	93157	ILLINOIS ROUTE 66 SCENIC BYWAY I	FEES DUES SUBSCRIPTIONS	401-307	53		300.00
				Total for fund 03 HOTEL/MOTEL TAX FUND				300.00

10/17/2018 11:40 AM
User: JKufrin
DB: Willowbrook

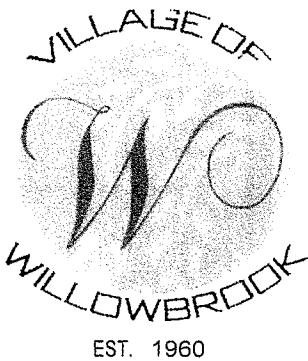
CHECK DISBURSEMENT REPORT FOR VILLAGE OF WILLOWBROOK
CHECK DATE FROM 10/10/2018 - 10/23/2018

Check Date	Bank	Check #	Payee	Description	Account	Dept	Amount
Fund: 07 POLICE PENSION FUND							
10/23/2018	APCH	93159	INSPE ASSOCIATES LTD	EXAMS - PHYSICAL	401-543	62	3,346.80
				EXAMS - PHYSICAL	401-543	62	3,000.00
				EXAMS - PHYSICAL	401-543	62	1,650.00
				CHECK APCHK 93159 TOTAL FOR FUND 07:			<u>7,996.80</u>
				Total for fund 07 POLICE PENSION FUND			7,996.80

Check	Date	Bank	Check #	Payee	Description	Account	Dept	Amount
Fund: 14 LAND ACQUISITION, FACILITY, EXPANSION &								
10/23/2018 APCH	93171			N. BATISTICH ARCHITECTS	CRC REMODEL (825 MIDWAY DR)	930-412	75	9,000.00
				TOTAL - ALL FUNDS	Total for fund 14 LAND ACQUISITION, FACILITY, E			9,000.00
								399,518.66

* - INDICATES CHECK DISTRIBUTED TO MORE THAN ONE FUND

- INDICATES CHECK DISTRIBUTED TO MORE THAN ONE DEPARTMENT



Willowbrook^{6d}

835 Midway Drive
Willowbrook, IL 60527-5549

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

September 26, 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

Robert Schaller

Director of Finance

Carrie Dittman

BALSYS, GITANA
638 67TH PL
WILLOWBROOK, IL 60527-5306

Re: Account 212595.007
PIN #: XXXXXXXXXX
Delinquent Water Bill

Dear Sir or Madam,

Please be advised that your water bill is now delinquent in the amount of \$ 282.66. 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 October 19, 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 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.

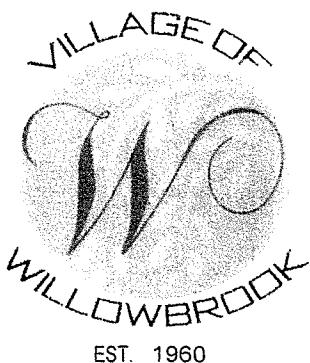
If you do not satisfy the bill or contact me, your water service will be automatically terminated.

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

September 26, 2018

Mayor

Frank A. Trilla

BASTI, SHOBHA & SURENDRA

6415 RALEIGH RD

WILLOWBROOK, IL 60527-5491

Village Clerk

Leroy R. Hansen

Village Trustees

Sue Berglund

Umberto Davi

Terrence Kelly

Michael Mistele

Gayle Neal

Paul Oggerino

Village Administrator

Tim Halik

Chief of Police

Robert Schaller

Director of Finance

Carrie Dittman

Re: Account 253180.003
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 October 19, 2018, will result in the immediate termination of your water service.

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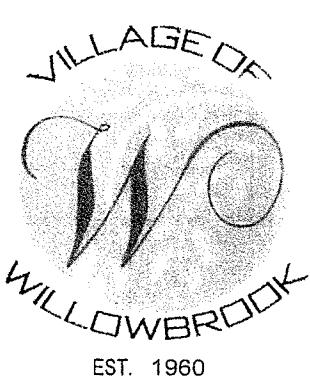
If you have any questions concerning your water bill, or if you wish to arrange a hearing before the Mayor and Board of Trustees to contest the termination of your water service, please contact me at the Village of Willowbrook by writing to 835 Midway Drive, Willowbrook, IL 60527 or call 630-323-8215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

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

Sincerely,

Timothy J. Halik
Director of Municipal Services





Willowbrook

835 Midway Drive
Willowbrook, IL 60527-5549

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

September 26, 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

Robert Schaller

Director of Finance

Carrie Dittman

BUENAVENTURA, JOSE
6602 RODGERS DR
WILLOWBROOK, IL 60527-5425

Re: Account 251195.000
PIN #: XXXXXXXXXX
Delinquent Water Bill

Dear Sir or Madam,

Please be advised that your water bill is now delinquent in the amount of \$ 329.71. 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 October 19, 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.

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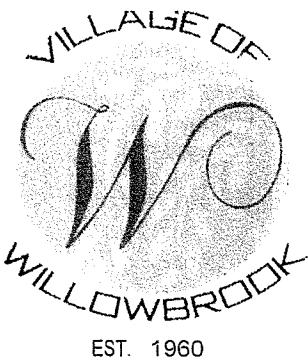
If you do not satisfy the bill or contact me, your water service will be automatically terminated.

Sincerely.

Timothy J. Halik
Director of Municipal Services



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Illinois Route 66 Scenic Byway



Willowbrook

835 Midway Drive
Willowbrook, IL 60527-5549

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

September 26, 2018

Mayor

Frank A. Trilla

MORALES, YOVANIA

801 68TH PL

WILLOWBROOK, IL 60527-5373

Village Clerk

Leroy R. Hansen

Re: Account 210485.015
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 \$ 272.48. 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 October 19, 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.

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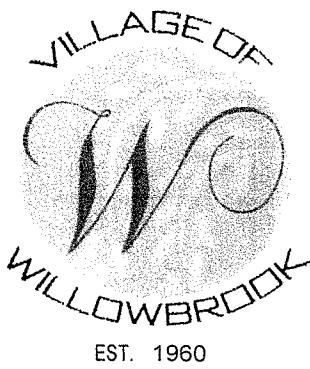
If you do not satisfy the bill or contact me, your water service will be automatically terminated.

Sincerely.

Timothy J. Halik
Director of Municipal Services



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Illinois Route 66 Scenic Byway



Willowbrook

835 Midway Drive
Willowbrook, IL 60527-5549

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

September 26, 2018

Mayor

Frank A. Trilla

STAHULAK, KELLY
528 RIDGEMOOR DR
WILLOWBROOK, IL 60527

Village Clerk

Leroy R. Hansen

Village Trustees

Sue Berglund

Umberto Davi

Terrence Kelly

Michael Mistele

Gayle Neal

Paul Oggerino

Village Administrator

Tim Halik

Chief of Police

Robert Schaller

Director of Finance

Carrie Dittman

Re: Account 253390.010
PIN #: XXXXXXXXXX
Delinquent Water Bill

Dear Sir or Madam,

Please be advised that your water bill is now delinquent in the amount of \$ 132.11. 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 October 19, 2018, will result in the immediate termination of your water service.

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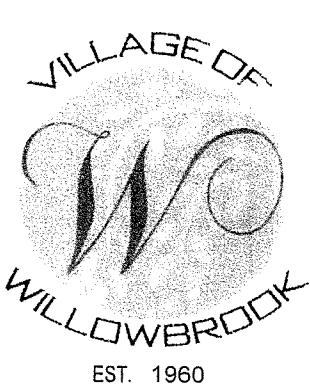
If you do not satisfy the bill or contact me, your water service will be automatically terminated.

Sincerely,

Timothy J. Halik
Director of Municipal Services



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Willowbrook

835 Midway Drive
Willowbrook, IL 60527-5549

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

September 26, 2018

Mayor

Frank A. Trilla

SCHWERTFEGER, GEORGE
6306 MARTIN DR
WILLOWBROOK, IL 60527-5328

Village Clerk

Leroy R. Hansen

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 \$ 347.94. 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 October 19, 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.

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

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

Sincerely.

Timothy J. Halik
Director of Municipal Services



Proud Member of the
Illinois Route 66 Scenic Byway

VILLAGE OF WILLOWBROOK

BOARD MEETING

AGENDA ITEM - HISTORY/COMMENTARY

ITEM TITLE: REPORT – Annual Pension Board Pension Fund Report	AGENDA NO. 6e
STAFF REVIEW: Carrie Dittman, Director of Finance	SIGNATURE: <i>C. Dittman</i>
LEGAL REVIEW: Thomas Bastian, Village Attorney	SIGNATURE: <i>THOMAS BASTIAN TH.</i>
RECOMMENDED BY: Tim Halik, Village Administrator	SIGNATURE: <i>TH. Halik</i>
REVIEWED BY COMMITTEE:	YES <input type="checkbox"/> NO <input type="checkbox"/> N/A <input checked="" type="checkbox"/>

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

Annually, by state statute 40 ILCS 5/3-143, the Police Pension Board is required to report to the municipality the financial condition of the pension fund at the end of its most recent fiscal year (4/30/2018). The report is used when determining the amount of taxes to levy to fund police pension benefits, although the Village has historically not levied a property tax and instead funded the police pension expenditures through General Fund sources.

At the October 17, 2018 police pension board meeting, the attached report was presented and was accepted by the pension board. The report contains excerpts from the police pension fund financial statements and actuarial valuation, which was also presented and accepted at the meeting.

The report contains the statutory minimum contribution of \$677,066 or 34.70% of covered payroll, calculated in accordance with the Projected Unit Credit actuarial cost method. The actuary's recommendation is **\$986,858** in municipal contributions or **50.57%** of covered payroll for the FY 2019/2020 fiscal year, in accordance with the Entry Age Normal actuarial cost method, which is the accepted method under accounting standards and what the Village has historically followed for funding purposes. The actual investment return for the fiscal year ended April 30, 2018 was 6.68% and the Police Pension plan is 73.58% funded.

The current contribution for FY 2018/2019 is \$871,084 or 41.18% of covered payroll.

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

The police pension board voted to approve the report at the October 17, 2018 pension board meeting and officially request **\$986,858** as the annual municipal contribution from the Village of Willowbrook for the FY 2019/2020 police pension fund benefits and administrative costs.

The Village board will determine during the budget process what amount to contribute into the police pension fund for FY 2019/2020.

ACTION PROPOSED: ACCEPT THE REPORT

REQUIRED REPORTING TO MUNICIPALITY BY PENSION BOARD
As of 4/30/2018 fiscal year end

(40 ILCS 5/3-143) (from Ch. 108 1/2, par. 3-143)

Sec. 3-143. Report by pension board.

The pension board shall report annually to the city council or board of trustees of the municipality on the condition of the pension fund at the end of its most recently completed fiscal year. The report shall be made prior to the council or board meeting held for the levying of taxes for the year for which the report is made.

1.

Total Trust Assets (see attachment 1 for complete listing)

Total Assets (market value):	\$21,575,155
Actuarial Value of Assets (see item 8 for explanation):	\$22,240,648

2.

Estimated receipts during the next succeeding fiscal year from:

Participant Contributions deducted from payroll:	\$185,942
Employer Contributions and all other sources:	\$677,066

3.

Estimated amount required during the next succeeding fiscal year to:

(a) pay all pensions and other obligations provided in this Article:	\$1,410,506
(b) meet the annual requirements of the fund as provided in Sections 3-125 and 3-127:	\$863,008

4.

Total Net Income received from investment of net assets:	\$1,410,153
--	-------------

Assumed Investment Return:	7.25%
Actual Investment Return:	6.68%

Total Net Income received from investment of net assets (FYE April 30, 2017):	\$1,457,634
---	-------------

Assumed Investment Return (FYE April 30, 2017):	7.25%
Actual Investment Return (FYE April 30, 2017):	7.39%

5.

Total number of Active Employees that are financially contributing to the fund:

21

6.

Disbursements to:

(i) Annuitants in receipt of a regular retirement pension:	
Total number of annuitants:	15
Total amount that was disbursed in benefits:	\$1,136,654
(ii) Recipients being paid a disability pension:	
Total number of annuitants:	2
Total amount that was disbursed in benefits:	\$ 68,861
(iii) Survivors and children in receipt of benefits:	
Total number of annuitants:	1
Total amount that was disbursed in benefits:	\$ 38,512

7.	Funded ratio of the fund:	73.58%
8.	Unfunded Actuarial Accrued Liability:	\$7,985,970

The Unfunded Actuarial Accrued Liability is the excess of the Actuarial Accrued Liability over the Actuarial Value of Assets.

The Actuarial Accrued Liability is the portion of the present value of future plan benefits reflecting projected credited service and salaries determined by the actuarial cost method based upon the plan's actuarial assumptions and not provided for at a valuation date by the actuarial present value of future normal costs. The normal cost is the portion of this present value which is allocated to the current valuation year.

The Actuarial Value of Assets is the asset value derived by using the plan's asset valuation method which is a method designed to smooth random fluctuations in asset values. The objective underlying the use of an asset valuation method is to provide for the long-term stability of municipal contributions.

9.
Investment Policy of the pension board under the statutory investment restrictions imposed on the fund.
(See attachment 2)

Certification

I, Umberto Davi, President of the Willowbrook Police Pension Board, Village of Willowbrook, DuPage County, Illinois, do hereby certify that this document is a true and correct copy of: "Required Reporting to Municipality By Pension Board" as outlined in 40 ILCS 5/3-143.

Witness my hand this 17th day of October, 2018.



Umberto Davi
President of Willowbrook Police Pension Board

Source: P.A. 95-950, eff. 8-29-08

Village of Willowbrook, Illinois
Police Pension Fund
Statement of Fiduciary Net Position
April 30, 2018

Assets

Cash and cash equivalents	\$ 39,881
Investments, at fair value	
Money market account	149,706
Certificates of deposits	99,873
Mutual funds	13,065,816
State and local obligations	536,705
U.S. treasury obligations	538,932
U.S. agency obligations	4,785,485
Mortgage backed securities	6,705
Corporate bonds	2,268,943
Receivables	
Accrued interest	<u>88,831</u>
Total assets	21,580,877

Liabilities

Accounts payable	<u>5,722</u>
------------------	--------------

Net Position

Restricted for pensions	<u>\$ 21,575,155</u>
-------------------------	----------------------

WILLOWBROOK POLICE PENSION FUND INVESTMENT POLICY

PURPOSE

The investment of pension funds is the responsibility of the members of the Board of Trustees of the Willowbrook Police Pension Fund (Pension Board). The purpose of this investment policy is to:

- Indicate a conscious, formal effort by the Pension Board to develop, implement and monitor the investment of pension funds;
- Define and assign the responsibilities of all parties involved;
- Establish the relevant investment horizon for which the Pension Fund will be managed;
- Offer guidance and limitations to all Investment Managers regarding the investment of Pension Fund
- Communicate the Pension Board's policy views on management of pension funds to the public, participants, and beneficiaries of the Willowbrook Police Pension Fund (Fund);
- Establish long-term expected rates; and
- Establish a basis of evaluation investment results.

In general, the purpose of this investment policy is to outline a philosophy which will guide the investment management of the assets toward the desired results. It is intended to be sufficiently specific to be meaningful, yet flexible enough to be practical. This document is intended to serve as a reference tool, an operating code, and a communications link between the Board of Trustees, its staff, and its investment professionals.

SCOPE

This policy governs the investment practices and applies to all financial transactions of the Willowbrook Police Pension Fund (Pension Fund).

OBJECTIVES

The Pension Board has a fiduciary responsibility to discharge its duties with respect to the Pension Fund solely in the interest of the participants and beneficiaries as set forth in the Illinois Pension Code.

Safety of Principal – Preservation of principal is the foremost objective of the Pension Board. Investment transactions shall seek to first ensure that large capital losses are avoided. Additionally, the objective of the Pension Board is to avoid erosion of principal resulting from securities defaults.

Return on Investments – The Pension Board seeks to attain or exceed market rates of return on investments consistent with constraints imposed by safety objectives, cash flow considerations and Illinois Laws that restrict the placement of public funds.

Maintenance of Public Trust – All participants in the investment process shall seek to act responsibly as custodians of the Pension Fund. Investment officials shall avoid any transactions that might reasonably impair Pension Fund participant's confidence in the Pension Board's ability to manage the Pension Fund.

Liquidity – The assets shall be sufficiently liquid to meet the Pension Fund's disbursement requirements for the payment of operating expenses and benefits.

RESPONSIBILITY

Management of the investment program is the responsibility of the Pension Board. No person may engage in an investment transaction except as provided under terms of this policy established by the Pension Board.

The Treasurer of the Pension Fund shall be responsible for establishing internal controls and written procedures for the operation of the investment program. (30 ILCS 230/2.5(a)(7)).

The Pension Board will generally be responsible for the following:

- Complying with applicable laws, regulations, and rulings.
- Selecting all qualified investment professionals.

- Monitoring and evaluating investment performance and compliance with this Policy.
- Reviewing and suggesting changes, as needed, to this Policy.
- Establishing and reviewing the appropriateness of the Pension Fund's asset allocation policy.
- Taking action according to this policy.

The Pension Board may appoint an investment manager (as defined in 40 ILCS 5/1 – 101.4) to assist in the management of the investment program. The investment manager shall acknowledge, in writing, that he or she is a fiduciary with respect to the Pension Fund. Any such written acknowledgement shall be attached to this policy or included in the agreement between the Pension Board and the investment manager.

The Pension Board will meet with the investment manager quarterly to review market conditions and to determine investment strategy. This review will include analysis of the investment portfolio, its effectiveness in meeting the Pension Fund's needs for safety, liquidity, rate of return, and diversification, and its general performance.

PRUDENCE

The standard of prudence to be used by investment officials shall be the "prudent investor" and shall be applied in the context of managing the portfolio. Investments shall be made with the care, skill, prudence and diligence that a prudent person acting in like capacity and familiar with such matters would use in the conduct of an enterprise of like character with like aims.

PROHIBITED TRANSACTIONS

A Fiduciary with respect to the Pension Fund shall not:

1. Deal with the assets of the Pension Fund in his or her own interests or for his or her own account.
2. In their individual or other capacity effect any transaction involving the Pension Fund on behalf of a party whose interests are adverse to the interests of the Pension Fund or the interests of its participants or beneficiaries.
3. Receive any consideration for his or her own personal account from any party dealing with the Pension Fund in connection with a transaction involving the assets of the Pension Fund.
4. Knowingly cause or advise the Pension Fund to engage in an investment transaction when the fiduciary (i) has any direct interest in the income, gains, or profits of the investment advisor through which the investment transaction is made or (ii) has a business relationship with that investment advisor that would result in a pecuniary benefit to the fiduciary as a result of the investment transaction. (40 ILCS 5/1-110)

INVESTMENT INSTRUMENTS

The Pension Fund may invest in any type of investment instrument permitted by Illinois law, as described in Chapter 40 of the Illinois Compiled Statutes, 40 ILCS 5/1-113.2 through 113.4a. Permitted investment instruments include, but are not limited to:

1. Interest bearing direct obligations of the United States of America.
2. Interest bearing obligations to the extent that they are fully guaranteed or insured as to payment of principal and interest by the United States of America.
3. Interest bearing bonds, notes, debentures, or other similar obligations of agencies of the United States of America. For the purposes of this section, "Agencies of the United States of America" include:
 - a. The Federal National Mortgage Association and the Student Loan Marketing Association.
 - b. Federal Land Banks, Federal Intermediate Credit Banks, Federal Farm Credit Banks, and any other entity authorized to issue direct debt obligations of the United States of America under the Farm Credit Act of 1971.
 - c. Federal Home Loan Banks and the Federal Home Loan Mortgage Corporation.

- d. Any agency created by act of Congress that is authorized to issue direct debt obligations of the United States of America.
- 4. Corporate bonds managed through an investment advisor must meet all of the following requirements:
 - a. The bonds must be rated as investment grade by one of the 2 largest rating services at the time of purchase.
 - b. If subsequently downgraded below investment grade, the bonds must be liquidated by the manager from the portfolio within 90 days after being downgraded.
- 5. Interest bearing savings accounts or certificates of deposit, issued by federally chartered banks or savings and loan associations, or by State of Illinois chartered banks or savings and loan associations, to the extent that the deposits are insured by agencies or instrumentalities of the federal government.
- 6. Interest bearing bonds of the State of Illinois or interest bearing bonds or tax anticipation warrants of any county, township, or municipal corporation of the State of Illinois.
- 7. Pooled interest bearing accounts managed by the Illinois Public Treasurer's Investment Pool in accordance with the deposit of state moneys act.
- 8. Direct obligations of the State of Israel.
- 9. Money Market Mutual Funds managed by investment companies that are registered under the Federal Investment Company Act of 1940 and the Illinois Securities Law of 1953 and are diversified, open-ended management investment companies; provided that the portfolio of the money market mutual fund is limited to:
 - a. Bonds, notes, certificates of indebtedness, treasury bills, or other securities that are guaranteed by the full faith and credit of the United States of America or its agencies.
 - b. Bonds, notes, debentures, or other similar obligations of the United States of America or its agencies.
- 10. Not to exceed 10% of the portfolio, separate accounts that are managed by life insurance companies authorized to transact business in Illinois and are comprised of diversified portfolios consisting of common or preferred stock, bonds or money market instruments or mutual funds that meet the requirement as outlined in item 11 below.
- 11. In addition to the items listed above, if the Pension Fund has net assets of \$2,500,000 or more it may invest a portion of its net assets in mutual funds that meet the following requirements:
 - a. The mutual fund is managed by an investment company as defined and registered under the Federal Investment Company Act of 1940 and registered under the Illinois Securities Law of 1953.
 - b. The mutual fund has been in operation for at least five years.
 - c. The mutual fund has total net assets of \$250 million or more.
 - d. The mutual fund is comprised of diversified portfolios of common or preferred stocks, bonds, or money market instruments.
- 12. In addition to the items listed above, if the Pension Fund has net assets of \$5,000,000 or more it may invest a portion of its net assets in common and preferred stocks that meet the following requirements:
 - a. Investments made through an investment advisor with a written contract.
 - b. Stocks of U.S. Corporations that have been in existence for 5 years.
 - c. Corporations not in arrears in payment of dividends in the last 5 years.
 - d. Market value of stock in any one corporation does not exceed 5% of cash and invested assets of pension fund.
 - e. Stock in any one corporation does not exceed 5% of the total outstanding stock in the corporation.
 - f. Stocks listed on national securities exchange or quoted in NASDAQNMS.

13. In addition to the items mentioned above, if the Pension Fund has net assets of at least \$10,000,000 the fund may, through that investment adviser, invest an additional portion of its assets in common and preferred stocks and mutual funds.

If the Pension Fund has net assets of at least \$2,500,000 but less than \$10,000,000, the Pension Fund's investment in the above equity investments (#10, 11 and 12) shall not exceed 45% of the market value of the Pension Fund's net present assets stated in its most recent annual report on file with the Illinois Department of Insurance.

If the Pension Fund has net assets of at least \$10,000,000, the Pension Fund's total investment in the above equity investments (#'s 10, 11 and 12) shall not exceed 60% effective July 1, 2011 and 65% effective July 1, 2012 of the market value of the Pension Fund's net present assets stated in its most recent annual report on file with the Illinois Department of Insurance.

The 65% maximum allocation is subject to statutory interpretation and any change to the maximum allocation will be made by motion and approval by the Board of Trustees of the Pension Fund.

Investments of the Pension Fund will be registered in the name of the Pension Fund and placed with a custodian approved by the Pension Board so long as the custodian meets the requirements of state statutes.

PERFORMANCE MEASUREMENTS

Performance will be calculated using professional standards as established by the CFA Institute. The Pension Board may include (but is not limited to) the following benchmarks for evaluating the Pension Fund's performance:

Application	Benchmark
Cash Equivalents	U.S. Treasury Bills (90 day)
Fixed Income	Barclay's U.S. Government Index
Fixed Income	Barclay's U.S. Government/Credit Index
Large Capitalization Equities	Standard & Poor's 500 Stock Index
Small Capitalization Equities	Russell 2000 Stock Index
International Equities	Morgan Stanley Capital International Europe/Australia/Far East Index

The investment performance of total portfolios, as well as asset class components, will be measured against said benchmarks. The Trustees reserve the right to terminate a manager for any reason including, but not limited to, the following:

- Investment performance which is significantly less than anticipated given the discipline employed and the risk parameters established, or unacceptable justification of poor results.
- Failure to adhere to any aspect of this statement of investment policy, including communication and reporting requirements.
- Significant qualitative changes to the investment management organization.

CONTROLS

The Pension Board maintains Pension Fund books and records in conformance with generally accepted accounting principles. Internal controls shall be reviewed by the Pension Board and may be reviewed by an independent auditor. The controls shall be designed to prevent losses of public funds arising from fraud, employee error, misrepresentation by third parties, or imprudent actions by employees and officers of the Pension Board.

DIVERSIFICATION / STRATEGY

Fixed Income

The average maturity/duration of the portfolio will be managed based upon the current existing interest rate environment. Under most circumstances the average maturity and duration of the portfolio will be maintained at approximately 5.0 years and will range from 2.0 years to 7.0 years. This type of strategy will often result in increasing the maturity/duration of the portfolio when interest rates are rising and decreasing the maturity/duration of the portfolio when interest rates are declining. The investment manager may change the duration of the portfolio as market conditions permit.

The allocation guidelines, by asset class, for the fixed income investments are as follows:

	Normal Allocation	Range of Allocation
U.S. Treasury Bills/Notes/Bonds	30%	0-100%
U.S. Government Agency Securities (non-MBS)	35%	0-70%
U.S. Government Agency Securities (Callable)	10%	0-30%
U.S. Government Agency Securities (MBS)	5%	0-10%
Taxable Municipal Securities	10%	0-20%
Certificates of Deposit	0%	0-20%
Investment Grade Corporate Bonds	10%	0-30%

Under normal market conditions the structure of the portfolio will be within these limits. However, the portfolio manager may diverge from the above guidelines due to abnormal market conditions.

Equities

Once the Pension Fund reaches the equity allocation approved by the Pension Board and permitted by law, normal asset allocation range for equity portfolio allocation weightings should be:

	Normal Allocation	Range of Allocation
U.S. Large Company Stocks	70%	40 - 100%
U.S. Small Company Stocks	20%	0 - 40%
International Stocks	10%	0 - 20%

The Pension Fund asset allocation should be rebalanced at least annually when the equity allocation rises above the maximum allowable as a percentage of assets as defined by Illinois State Statute.

LONG-TERM EXPECTED RATES (as required by GASB 67)

Annually, as of the fiscal year end date of the Pension Fund, the Investment Manager shall provide the Pension Board with Long-Term Expected Rates as required by GASB 67 at or before the next regularly scheduled pension board meeting. (The Long-Term Expected Rates as of the date of the signing of this policy are attached after the signature page. Future annual updates will be maintained in the files of the Pension Fund).

COLLATERALIZATION

It is the policy of the Pension Fund to require that all deposits in excess of FDIC insurable limits (applies to bank Certificates of Deposit and other cash deposits) be secured by collateral in order to protect deposits in the event of the bank's default. Eligible collateral instruments are U.S. Government Securities, Obligations of Federal Agencies, Obligations of the State of Illinois and/or local and municipal bonds rated "A" or better by Moody's. Collateral must be evidenced by a written agreement and held in safekeeping by a third party.

CUSTODY AND SAFEKEEPING OF INVESTMENTS

Third party safekeeping is required for all securities owned by the Pension Fund (40 ILCS 5/1-113.7). Custody arrangements shall be documented by an approved written agreement. The agreement may be in the form of a safekeeping agreement, trust agreement, escrow agreement or custody agreement.

ETHICS AND CONFLICTS OF INTEREST

Any fiduciary with respect to the Pension Fund shall refrain from personal business activity that could conflict with the proper execution of the investment program, or which could impair his or her ability to make impartial investment decisions.

REPORTING

At least quarterly, the Treasurer shall submit to the Pension Board an investment report which shall describe the portfolio in terms of investment securities, maturity, cost, transactions and earnings for the current period. The Treasurer shall also submit a comprehensive annual report on the Pension Fund and its activity.

MEETING SCHEDULE

The Pension Board shall schedule periodic meetings for the purposes of portfolio and investment manager review. Special meetings may be called from time-to-time by the Pension Board.

AUDIT

Pension Fund is subject to periodic examination by Illinois Department of Insurance-Public Pension Division.

FILING

The Board shall file a copy of this policy with the Illinois Department of Insurance, Public Pension Division within thirty (30) days of its adoption. The Board shall make a copy of this Policy available to the public at the main administrative office of the Pension Fund. (40 ILCS 5/1-113.6; 30 ILCS 235/2.5(c))

INDEMNIFICATION

The Pension Fund may indemnify and protect the trustees, staff and advisors against all damage claims and suits, including defense thereof, when damages are sought for negligent or wrongful acts alleged to have been committed in the scope of employment or under the direction of the trustees. However, the trustees, staff and advisors shall not be indemnified for willful misconduct and gross negligence.

DEFINITIONS

Beneficiary – person eligible for or receiving benefits from a pension fund.

Book Entry Security – securities that can be transferred from institution to institution using the federal electronic wire system, thus eliminating the physical transfer of certificates. Records are maintained on a computer system at the Federal Reserve.

Collateral – the pledging of a security to guarantee performance of an obligation.

Fiduciary – person entrusted with the control of assets for the benefit of others.

Investment Manager – an individual or organization that provides investment management services for a fee, either on a discretionary or nondiscretionary basis. Under Illinois law, an investment manager is considered a fiduciary with respect to the Pension Fund.

Market Value – the present price of a given security.

Barclay's Capital Government Bond Index - The Barclay's Capital Government Bond Index tracks the performance of the combined U.S. Treasury and U.S. Agency markets. It includes U.S. dollar-denominated U.S. Treasury and U.S. Agency Bonds, issued in the U.S. domestic bond market.

Morgan Stanley Capital International (EAFE) – Indices are based on the share prices of approximately 1,600 companies listed on stock exchanges in the twenty-two countries that make up the MSCI National Indices.

Return – the profit or interest as payment for investment.

Russell 2000 Stock Index – is comprised of the smallest 2000 companies in the Russell 3000 index, representing approximately 11% of the Russell 3000 total market capitalization. The Index was developed with a base value of 135.00 as of December 31, 1986.

Security – any note, stock, bond, certificate of interest or certificate of deposit.

Separate Account – term used of variable annuities. Because the risk is borne by the investor in a variable annuity, the issuer may not commingle funds invested in the variable annuity with the general funds of the issuer.

Standard & Poor's 500 Stock Index – is a capitalization-weighted index of 500 stocks designed to measure performance of the broad domestic economy through changes in the aggregate market value of 500 stocks representing all major industries. The index was developed with a base level of 10 for the 1941-43 base period.

Treasury Bill – short-term debt obligation of U.S. government which will mature in one year or less at the time of original issuance.

Treasury Note – debt obligations of U.S. government which will mature in ten years or less at the time of original issuance.

Treasury Bond – longer debt obligations of U.S. government which will mature in ten years or longer at the time of original issuance.

Current Yield – percentage derived by taking annual interest from an investment and dividing by current market value.

AMENDMENT

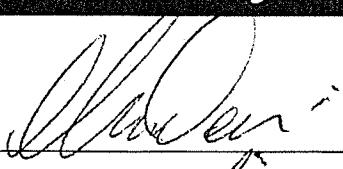
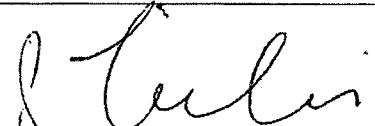
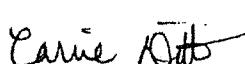
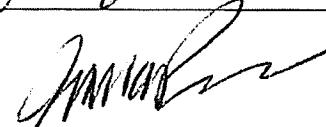
This policy may be amended from time to time by the Pension Board.

CONFLICT

In the event of any conflict between this Policy and the Illinois Compiled Statutes or case decisions of the State of Illinois, the Statutes and case law decisions shall govern.

ADOPTION

This Investment Policy is hereby adopted by the Willowbrook Police Pension Fund Board of Trustees on this the 18th day of July, 2018.

Title	Signature
President	
Secretary	
Treasurer	
Trustee	
Trustee	
Trustee	

7/2018 – Custom for Willowbrook Police Pension Fund

LONG-TERM EXPECTED RATES (as required by GASB 67)

Pension Fund: Willowbrook Police Pension Fund
Fiscal Year End: April 30, 2018

Target	Asset Class	Long-Term Expected Nominal Rate of Return	Inflation + Expenses	Long-Term Expected Real Rate of Return
31.5%	Large Cap Domestic Equity	9.5%	2.9%	6.7%
9.0%	Small Cap Domestic Equity	11.4%	2.9%	8.6%
4.5%	International Equity	9.3%	2.9%	6.5%
55.0%	Fixed Income	4.3%	2.9%	1.5%
100%	Long-Term Weighted Average Expected Return	6.8%		4.0%

Notes:

Past performance does not guarantee future investment returns. The Long-term Expected Real Rate of Returns are net of inflation and investment expense. Long-term returns for the asset classes are calculated on a geometric mean basis.

Asset class returns and risk premium data are from Morningstar Analyst Research Center - SBBI Data for the period of 12/31/1925 through 12/31/2017. International Equity = the MSCI EAFE Index 12/31/1969 through 12/31/2017.

VILLAGE OF WILLOWBROOK

BOARD MEETING

AGENDA ITEM - HISTORY/COMMENTARY

ITEM TITLE: A RESOLUTION OF THE VILLAGE OF WILLOWBROOK ESTIMATING THE PROPERTY TAXES TO BE LEVIED FOR THE 2018 PROPERTY TAX LEVY	AGENDA NO. 7 AGENDA DATE: 10/22/18
STAFF REVIEW: Carrie Dittman	SIGNATURE <i>C. Dittman</i>
LEGAL REVIEW: Thomas Bastian, Village Attorney	SIGNATURE <i>THOMAS BASTIAN TH.</i>
RECOMMENDED BY: Tim Halik, Village Administrator	SIGNATURE <i>TEK</i>
REVIEWED BY COMMITTEE:	YES <input checked="" type="checkbox"/> on October 8, 2018 NO <input type="checkbox"/> N/A <input type="checkbox"/>

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

One component of the Parks and Recreation Department budget is how the Special Recreation Tax Levy funds certain expenses. Attached is the summary of the Special Recreation projects for the 2018 Tax Levy, which was presented at the Finance and Administration Committee meeting on 10/8/18.

Since FY 2006, the Board levied the tax as an alternative to using other funds from the General Fund. Currently, the tax impact for a homeowner with a market value of \$300,000 is approximately \$18.02. The Village Board determined that the effect of funding the following items through the Special Recreation Tax is preferable to funding them from the General Fund:

- 1) Willowbrook's membership in the Gateway Special Recreation Association and direct staff costs
- 2) Expenses in assisting recreation participants requiring ADA accommodations
- 3) Improvements to our parks and playgrounds in providing better accessibility

Per 35 ILCS 200/18-60, the Village is required, not less than 20 days prior to the adoption of its aggregate levy, to determine the amounts of money, exclusive of any portion of that levy attributable to the cost of conducting an election required by the general election law, estimated to be necessary to be raised by taxation for that year upon the taxable property in its district. The attached resolution provides the estimation of the levy. The ordinance to adopt the tax levy will be presented at the November 12th Village Board mtg to comply with the 20-day requirement.

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

The 2018 proposed tax levy is **\$74,420**. At this amount, the tax impact for a home owner with a home market value of \$300,000 would be approximately \$17.22. This is a 5.01% decrease from the prior year's levy, or \$3,921, and includes amounts planned for ADA accessibility at Ridgemoor Park and the Community Resource Center. All tax collected is restricted to be used on special recreation activities.

As of April 30, 2018, the Village has \$48,494 in accumulated special recreation tax funds, which is anticipated to be exhausted on the FY 2019-20 items noted in the attached summary.

ACTION PROPOSED: ADOPT THE RESOLUTION

RESOLUTION NO. 18-R-_____

**A RESOLUTION OF THE VILLAGE OF WILLOWBROOK
ESTIMATING THE PROPERTY TAXES TO BE LEVIED
FOR THE 2018 PROPERTY TAX LEVY**

WHEREAS, Section 18-60 of the Truth-in-Taxation Act of the State of Illinois, 35 ILCS 200/18-60 *et. seq.*, requires the corporate authorities, not less than twenty (20) days prior to adoption of its aggregate levy, to determine the amounts of money estimated to be necessary to be raised by taxes from year to year, exclusive of cost of conducting an election as required by the Election Code and debt service levies; and

WHEREAS, the estimated net tax levy amount for the 2018 tax year for Village of Willowbrook, DuPage County, Illinois is Seventy-Four Thousand Four Hundred Twenty and no/100ths Dollars (\$74,420.00).

NOW, THEREFORE, BE IT RESOLVED, by the Mayor and Board of Trustees of the Village of Willowbrook, DuPage County, Illinois, that the corporate authorities hereby declare that the 2018 net tax levy for the Village of Willowbrook, exclusive of the cost of conducting an election and debt service levies, has been estimated to Seventy-Four Thousand Four Hundred Twenty and no/100ths Dollars (\$74,420.00).

PASSED and APPROVED this 22nd day of October, 2018.

APPROVED:

Frank A. Trilla, Mayor

ATTEST:

Leroy Hansen, Village Clerk

ROLL CALL VOTE:

AYES: _____

NAYS: _____

ABSTENTIONS: _____

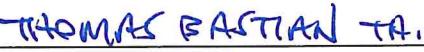
ABSENT: _____

2018 Special Recreation Tax Levy (To be Collected FY 2019-20)

A.	Gateway SRA Membership	(Account 01-20-590-518)	\$ 38,540
B.	Staff Costs (Account 01-20-550-101)		\$ 5,400
C.	ADA Accomodations (Account 01-20-590-520)		\$ 7,700
D.	ADA Park Maintenance (Account 01-20-590-519)		\$ 4,780
E.	ADA Park Improvements (Account 01-20-590-521)		\$ <u>95,000</u>
TOTAL Expenditures			\$ 151,420
LESS: Estimated Restricted accumulated SRA Funds as of 4/30/19			\$ (77,000)
Total for SRA Tax Levy - 2018			\$ 74,420
Total for SRA Tax Levy - 2017			\$ 78,341
\$ Increase (decrease)			\$ (3,921)
% Increase (decrease)			-5.01%

VILLAGE OF WILLOWBROOK

BOARD MEETING AGENDA ITEM - HISTORY/COMMENTARY

<p>ITEM TITLE: A RESOLUTION AUTHORIZING THE MAYOR AND VILLAGE CLERK TO EXECUTE A CERTAIN INTERGOVERNMENTAL AGREEMENT WITH MAERCKER SCHOOL DISTRICT 60 FOR THE PURPOSE OF ASSIGNING THE MAINTENANCE RESPONSIBILITIES OF CERTAIN RIGHT-OF-WAY IMPROVEMENTS TO THE SCHOOL DISTRICT</p>	AGENDA NO. 8 AGENDA DATE: 10/22/18
STAFF REVIEW: Tim Halik, Village Administrator	SIGNATURE: 
LEGAL REVIEW: Thomas Bastian, Village Attorney	SIGNATURE: 
RECOMMENDED BY: Tim Halik, Village Administrator	SIGNATURE: 
REVIEWED & APPROVED BY MUNI. SERV. COMMITTEE: YES <input type="checkbox"/> NO <input checked="" type="checkbox"/> N/A <input type="checkbox"/>	

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

As a result of funding made available through a previous public referendum approval, Maercker School District 60 will begin construction this fall of a two-story 32,000 square foot addition, along with site improvements to the bus drop area and reworking of the play area and landscaping, to Holmes Elementary School located at 5800 Holmes Avenue. In accordance with current state law, the Village has no authority to enforce local building code requirements as they pertain to the planned school addition. Therefore, no Willowbrook building permit will be required to construct the addition. However, the law does require that local zoning code requirements be followed. As such, a site development permit must be obtained from the Village of Willowbrook. The existing school was annexed to the Village in 2002 and a Special Use Permit (SUP) was granted at that time. The SUP was subsequently amended in 2016 to allow for other site alterations that were completed. The current project also required that the SUP be amended again. The School District applied for an amendment to the existing SUP along with variations required to complete the project. A Public Notice was published on August 16, 2018 in the Chicago Sun-Times newspaper and a public hearing before the Plan Commission was held on September 5, 2018. The Plan Commission recommended approval of the project, which was forwarded to the Village Board on September 10, 2018. The Village Board subsequently passed an ordinance approving the SUP amendment for the project on September 24, 2018.

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

The site development plans for the project include improvements to the existing bus lane drop-off and pick-up area along 58th Place. At the western end of the bus lane, additional asphalt paving, concrete curb, and concrete sidewalk will be installed upon the Village right-of-way to accommodate the new bus lane configuration. Although the Village does not object to locating these improvements on Village right-of-way, they will only serve the school. Therefore, the future maintenance responsibilities of these improvements must be assigned to the school district and not the Village. To provide for this, an Intergovernmental Agreement (IGA) was drafted by the Village Attorney and sent to Maercker School District 60. Among other items, the IGA provides that the School District will be responsible for maintaining the bus lane improvements on Village right-of-way for a term of forty (40) years. The School Board approved and executed the IGA at their regular meeting on October 16, 2018. Once the Village Board approves and executes the IGA the future maintenance responsibilities of those ROW improvements will rest with the School District.

ACTION PROPOSED: Adopt Resolution.

RESOLUTION NO. 18-R-_____

**A RESOLUTION AUTHORIZING THE MAYOR AND
VILLAGE CLERK TO EXECUTE A CERTAIN
INTERGOVERNMENTAL AGREEMENT WITH MAERCKER SCHOOL
DISTRICT 60 FOR THE PURPOSE OF
ASSIGNING MAINTENANCE RESPONSIBILITIES
OF CERTAIN RIGHT-OF-WAY IMPROVEMENTS**

WHEREAS, the Board of Education of Maercker School District 60 (the “District”) and the Village of Willowbrook (the “Village”) are units of local government, as defined in the Intergovernmental Cooperation Act (5 ILCS 220/1 *et seq.*); and

WHEREAS, the District wishes to improve the public right-of-way with an expanded bus lane to service Holmes Elementary School as described in, and subject to the terms of, that certain “Intergovernmental Agreement Providing for Improvements to the Northwest Corner of 58th Place and Holmes Avenue Located in Willowbrook, Illinois” (the “Agreement”), in substantially the form which is attached hereto as Exhibit “A” and made a part hereof; and

WHEREAS, Article VII, Section 10 of the Illinois Constitution of 1970 and 5 ILCS 220/1 *et seq.* authorize units of local government to contract or otherwise associate among themselves to obtain or share services, to exercise, combine, or transfer any power or function, in any manner not prohibited by law, and to use their credit, revenues, and other reserves to pay costs and to service debt related to intergovernmental activities; and

WHEREAS, the Village finds that it is necessary and in the public interest to enter into that certain “Intergovernmental Agreement Providing for Improvements to the Northwest Corner of 58th Place and Holmes Avenue Located in Willowbrook, Illinois” (the “Agreement”), in substantially the form which is attached hereto as Exhibit “A” and made a part hereof.

NOW THEREFORE, BE IT RESOLVED by the Mayor and Board of Trustees of the Village of Willowbrook, DuPage County, Illinois that the certain Intergovernmental Agreement Providing for Improvements to the Northwest Corner of 58th Place and Holmes Avenue Located in Willowbrook, Illinois in substantially the form attached hereto as Exhibit "A" is hereby approved.

BE IT FURTHER RESOLVED, that Mayor of the Village of Willowbrook is hereby authorized to execute on behalf of the Village, and the Village Clerk is authorized to attest to, that certain Intergovernmental Agreement Providing for Improvements to the Northwest Corner of 58th Place and Holmes Avenue Located in Willowbrook, Illinois, in substantially the form attached hereto and made a part hereof as Exhibit "A."

This Resolution shall be in full force and effect upon its passage and approval in accordance with law.

RESOLVED THIS 22ND DAY OF OCTOBER, 2018.

APPROVED:

Frank A. Trilla, Mayor

ATTEST:

Leroy Hansen, Village Clerk

ROLL CALL VOTE:

AYES: _____

NAYS: _____

ABSTENTIONS: _____

ABSENT: _____

EXHIBIT "A"

**INTERGOVERNMENTAL AGREEMENT PROVIDING FOR
IMPROVEMENTS TO THE NORTHWEST CORNER OF
58TH PLACE AND HOLMES AVENUE
LOCATED IN WILLOWBROOK, ILLINOIS**

THIS INTERGOVERNMENTAL AGREEMENT is made and entered into by and between the Board of Education of Maercker School District 60 (the "District"), an Illinois School District, as "Licensee" and the Village of Willowbrook (the "Village"), an Illinois Municipality, as "Licensor". Each of the foregoing are hereinafter collectively referred to as "the Parties".

WITNESSETH:

WHEREAS, Article VII, Section 10 of the Constitution of the State of Illinois authorizes and encourages units of local government to contract or otherwise associate amongst themselves and with the State to obtain or share services and to exercise, combine or transfer any power or function; and

WHEREAS, the Intergovernmental Cooperation Act, 5 ILCS 220/1 *et seq.*, authorizes and encourages cooperative agreements between units of local government; and

WHEREAS, the parties have determined that it is in their best interest to make improvements to the public right-of-way northwest corner of 58th Place and Holmes Avenue; and

WHEREAS, these improvements will be performed by the District on public property under the jurisdiction of the Village, in Willowbrook, DuPage County, Illinois; and

WHEREAS, original concept plans and specification ("Plans") for the proposed improvements have been prepared for the Village's review and approval, a copy of which is attached hereto as Exhibit "A"; and

WHEREAS, the District will undertake the responsibility to oversee and to pay for any and all expenses for the improvements, which will not be a cost borne by the Village in any manner whatsoever; and

WHEREAS, the purpose of this Intergovernmental Agreement is limited to the improvement and maintenance of the specific area, identified in the attached Exhibit "A";

NOW, THEREFORE, in consideration of the mutual promises, terms and conditions set forth herein, and in the spirit of intergovernmental cooperation, the Parties hereto agree as follows:

1. **Incorporation of Preambles.** The preambles set forth above are incorporated herein and made a part hereof.
2. **Lead Party.** Each Party designates the District as the Lead Party for the improvements. In its capacity as the Lead Party, the District shall be responsible for procuring and coordinating all aspects of the improvements; however, all improvements shall require the written pre-approval of the Village.
3. **License.** This Agreement shall constitute a License for the District to make and to maintain the improvements, as described in paragraph 4 hereinafter, for a period of forty (40) years and continuing on a year-to-year basis thereafter (the "Term").

A. *Hours of Operation.* The District is permitted to exercise its rights under this Agreement regarding the improvements and maintenance of such, from dawn till dusk. Notwithstanding the foregoing, if the District desires access to the Village's property in cases of emergency, the District will make reasonable efforts to notify the Village prior to its entry, or as soon thereafter as is practicable.

4. **Improvements.** This Agreement authorizes the District to construct an extended bus lane in the public right-of-way under the jurisdiction of the Village as described in the attached Exhibit "A". Final plans for the bus lane, as well as the bus lane itself, must be approved by the Village in writing. Any other improvements to be undertaken by the District must have the Village's written pre-approval.

5. **Construction and Repair Cost.** The cost of the improvements during the Term shall not be an expense to the Village, and will be borne by the District.

6. **District's Contractual Rights.**

- a. (1) The District shall have the right to perform work on or to retain contractors to perform work relative to the improvements, as necessary and approved by the Village, pursuant to this Agreement.

(2) The District shall submit to the Village a detailed improvement schedule for approval. Improvements shall be denied or approved by the Village in its sole discretion. The District shall continue to consult with the Village regarding construction and operational schedules to minimize any interference with the Village's scheduled activities, if any. Prior to the commencement of work, all improvements as well as the plans for improvements must be approved by the Village in writing, which approval shall not be unreasonably withheld.
- b. The District shall not occupy or use the Property or any purpose, act or event that is in violation of any public law, ordinance or governmental regulation,. The District shall not do or permit anything be done upon the property that creates a nuisance in any way. All laws, codes and ordinances enacted by the Village shall apply and must be followed by the District and its Contractors.

7. **Construction Agreement.** The District and/or its designees may enter into a contract for the construction of the improvements. Pursuant to its role as the Lead Party, the District shall do the following:

- a. Monitor the performance of the improvement work and serve as a liaison between the respective Parties and the construction company. With the cooperation of the Village, the District shall supply the contractor with the information and documents the contractor needs for the improvements; and
- b. Cause to be executed, including payment of invoices for work completed, all of the District's obligations under the contract with the construction company, unless the District is excused from performance thereunder due to breach by the contractor; and

- c. Furnish the Village with documentation reasonably necessary for informational or financial purposes regarding the improvements; and
- d. Before construction of the improvements commences, the Village shall be furnished with a copy of all contracts related to the construction, if any. The Village shall have the right to monitor same and to insist that the improvements be completed according to the Plans, as well as within proper time periods.

8. **Use of property.** The Parties agree that the Property will be available for the use and benefit of the general public, subject to applicable Village ordinances.

9. **Necessary Permits.** The District shall, prior to construction, obtain the required permits from the appropriate federal, state or local governmental agencies, where required. The Village agrees to fully cooperate with the District in its applications for appropriate permits.

10. **Utilities.** If needed, the Village hereby grants the District the right to have electricity and water installed within the Property, in order to service the District's improvements. The Village agrees to cooperate with the District by granting approvals, licenses or permits reasonably necessary to obtain electric and water service, provided, however, that the required installation must comply with Village's ordinances and regulations. The District shall pay for the cost of the installation, maintenance and operation of any utility.

11. **Maintenance and Repairs.** During the Term and any renewal thereof, the District shall keep said Property and adjacent landscaping, including, but not limited to, lawn, shrubs and trees, in good repair, at its own cost and expense. The District shall be responsible for any and all maintenance and repairs necessary to maintain the safety and appearance of the Property and adjacent landscape, including re-paving, repairs, filling of cracks and the repair of any structural problems, if any. Upon failure of the District to properly keep the Property and adjacent landscape in good repair, after having received at least sixty (60) days written notice from the Village, the Village shall have the right to cause the same to be placed in good repair or maintenance, and it is understood and agreed that the District shall reimburse the Village for the cost or expense of such repair or maintenance.

12. **Ownership of the Property.**

- a. The Village and the District agree that said Property, once improved, shall remain public property under the jurisdiction of the Village.
- b. All Parties agree that the property is for the use of the general public and shall be used in accordance with the code of ordinances of the Village.
- c. Notwithstanding the Village's jurisdiction over the Property, the District shall remain responsible for keeping the Property in good repair, as set forth in this Agreement.

13. **No Estate in Land.** This Agreement grants to the District a license only to said Property. The District does not hold and shall not claim at any time any interest or estate of any kind or extent whatsoever in the Property, by virtue of this License, other than the grant of license contained herein.

14. **Public Convenience and Safety.** The District and/or Contractor shall at all times conduct the improvements in such manner so as to cause the least inconvenience and greatest protection to the

general public. The District and/or Contractor shall furnish and maintain barricades, temporary fencing and warning signs, as may be necessary, to protect the construction or repair site, and to safeguard the public.

15. Construction Operations. All construction operations, including vehicle movements and material storage, shall take place within the area required for construction. If temporary fencing is required, all operations shall take place within said fenced area.

All surplus excavated material, any trees or stumps removed, and any other debris resulting from construction shall be disposed off of Village property, at District's expense.

16. Temporary Fencing. All temporary fencing required shall be installed prior to the commencement of any construction operations. All fencing shall be maintained in place throughout construction and shall be repaired as needed by the District or its independent contractor. All fencing is to remain in place until the Project has been completed.

17. Restoration after Construction. All areas disturbed by construction operations, not including the improvements, shall be restored by the District, at its sole expense, to their pre-construction condition, consistent with the Plans submitted to and approved by the Village.

18. Indemnification and Waiver of Claims. To the extent permitted by law, the District shall protect, indemnify, defend and save harmless the Village, its elected officials, officers, agents, servants, attorneys and employees from and against any and all liabilities, losses, damages, costs, expenses, attorneys' fees, causes of action, suits, claims, damages or judgments of any nature whatsoever arising from the District's construction and improvements of the Property. The foregoing shall not apply to acts or omissions which constitute the Village's own negligence. To the extent permitted by law, the District hereby waives all claims for recovery from the Village, its elected officials, officers, agents, servants and employees for any loss or damage to any of the District's personal property arising from this Agreement.

19. Insurance and Casualty. The District shall maintain the following insurance coverage relating to the construction and improvements of said Property.

- a. **Workers Compensation and Occupational Disease Insurance:** In accordance with the laws of the State of Illinois or any other applicable jurisdiction, covering all employees who are to provide a service under this Agreement. Employer's liability coverage with limits of not less than \$500,000.00 for bodily injury by each accident, \$500,000.00 bodily injury by disease policy limit, or such lesser amount as may satisfy carriers of the District's umbrella liability coverage.
- b. **Commercial General Liability Insurance (Primary and Umbrella):** Commercial General Liability Insurance or equivalent with limits of not less than \$1,000,000.00 combined single limits per occurrence, and aggregate for bodily injury and property damage.
- c. **Automobile Liability Insurance (Primary and Umbrella):** Commercial Automobile Liability Insurance covering owned, non-owned, and hired vehicles, including the loading and unloading thereof, with limits of not less than \$1,000,000.00 combined single limits per occurrence, and aggregate for bodily injury and property damage.
- d. **Insurance Requirements:** All policies of insurance required hereunder shall be written by either: (1) a governmental self-insurance pool as defined in Article 9 of the Local

Governmental and Governmental Employees Tort Immunity Act; or (2) carriers which possess a B+ policyholders rating or better, and a minimum Class VIII financial size category, as listed at the time of issuance by A.M. Best Insurance Reports (the aforesaid rating classification to be adjusted as and to the extent that Best adjusts its rating categories.)

All policies of commercial general liability insurance or the equivalent self-insurance as described above shall name the Village as an Additional Insured or shall have an endorsement so naming the Village for any and all injury, damage, liability, expenses or judgments arising out of the construction and repair of said Property.

All policies shall provide that they may not be canceled, renewed or reduced unless at least thirty days prior written notice thereof has been provided to the Additional Insured.

- e. **Insurance Certificates:** District shall furnish insurance certificates as evidence of required coverage to the Village. No construction shall commence prior to the Village's approval of the insurance coverage, which shall not be unreasonably withheld.
- 20. **Casualty.** In the event the Property shall be damaged or destroyed by fire or other casualty, the District may seek to have same promptly repaired. Alternatively, the District may elect at its sole option, not to seek the repair of the Property damaged or destroyed by fire or other casualty, and this License shall terminate upon written notice of such election. In the event of such termination, the District shall restore the property to, as near as practicable, the condition which existed prior to the improvement of said Property.
- 21. **Performance and Payment Security.** If the District herein elects to make the improvements through the services of an independent contractor, the District shall require the said independent contractor to execute a Performance and Payment bond in the full amount of the contract. The Performance Bond and Payment Bond shall indicate the District as Owner of the Bond, or, if the Village requires it, both the District and Village as Owners of the Bond.
- 22. **Termination.**
 - a. If any Party at any time be in default in the performance of any terms, conditions or provisions of the Agreement, and the defaulting Party shall fail to remedy or commence to remedy with diligence and dispatch such default within sixty (60) days after written notice thereof from a non-defaulting Party, it shall be lawful for the non-defaulting Party/Parties to terminate this Agreement, upon written notice to the defaulting Party. In addition, after the initialforty (40) year term of the Agreement, the Village or the District may terminate this Agreement for convenience by providing at least ninety (90) days advance notice thereof to the other Party.
 - b. Notwithstanding the termination of this License, the Village shall retain jurisdiction of the property.
 - c. Notwithstanding any other provision contained herein, it is specifically agreed that the District will not remove any installed utility lines, upon termination of the Agreement.
- 23. **Interpretation.** The paragraph headings appearing in this Agreement have been inserted for the purpose of convenience and ready reference. They do not purport to and shall not be deemed to define, limit, or extend the scope of the intent of the paragraph to which they pertain. The Parties

have consulted legal counsel regarding the terms of this Agreement, and this Agreement shall be interpreted without applying any rule of construction against the drafting party.

24. **Governing Law.** This Agreement is governed by and shall be construed according to the laws of the State of Illinois and the County of DuPage.
25. **Severability.** In the event that any provision(s) of this Agreement is determined to be legally invalid, the Parties agree that particular provision shall be null and void, but the remainder of this Agreement shall remain in full force and effect.
26. **No Third Party Beneficiaries.** The Parties agree that this Agreement is solely for the benefit of the Parties, and nothing herein is intended to create any rights or remedies for any persons other than the Parties.
27. **Representative.** The Parties have each designated a single individual of its respective staffs who will represent the Parties as a primary contact in all matters under this Agreement. The Village hereby designates the Village Administrator and its legal counsel, at the addresses set forth in paragraph 30. The District hereby designates the Superintendent and its legal counsel, at the addresses set forth in paragraph 30.
28. **Cooperation.** If any Party has reason to believe that a violation of this Agreement has occurred or is about to occur, written notice thereof specifying in detail the violation of the facts supporting the claim shall be served upon the other Parties. The Parties agree to act in good faith and to cooperate with each other to resolve any disputes which may arise in the performance of this Agreement. In the event that a dispute cannot be resolved in good faith and through cooperation, then the Parties may use any legal action or proceeding, whether at law or inequity, to enforce any provision of this Agreement and to recover any damages including, but not limited to, reasonable attorneys' fees.
29. **Transfers.** No Party shall sell, assign or otherwise transfer its interest under this Agreement without the written approval of the other Party. The provisions set forth in this Agreement shall be binding upon and inure to the benefit of the approved successors and assignees of the Parties.
30. **Notices.** All notices given under this Agreement shall be in writing and shall be either: (a) served personally during regular business hours; or (b) served by facsimile transmission during regular business hours, coupled with the mailing of the original in the U.S. Mail on the same day, by certified or registered mail, return receipt requested, properly addressed with postage prepaid and deposited in the United States mail. Notice served personally shall be effective upon receipt and notices served by facsimile coupled with mailing shall be effective upon receipt as verified by the United States Postal Service. Notices shall be served at the following addresses:

If the VILLAGE:

Village of Willowbrook
835 Midway Drive
Willowbrook, IL 60527

with a copy to:
Matthew Holmes
Storino, Ramello & Durkin

If to the DISTRICT:

Superintendent
Maercker School District No. 60
1 S. Cass Ave, Suite 202
Westmont, IL 60559

with a copy to:
Steve Richart
Hodges, Loizzi, Eisenhammer, Rodick & Kohn LLP

9501 W Devon Ave Ste 800
Rosemont, IL 60018

3030 Salt Creek Ln Suite 202
Arlington Heights, IL 60005

31. **Execution.** This Agreement may be executed in counterparts, each of which shall constitute an original, but all of which, when taken together, shall constitute but one Agreement. All executed counterparts shall be returned to Nicholas Peppers, Attorney for the Village of Willowbrook, at 9501 W. Devon Avenue, Suite 800, Rosemont, Illinois 60018. Upon receipt, the Village will assemble the counterparts into two Agreements with original signatures and shall send one Agreement to each of those persons specified in paragraph 30.
32. **Incorporation.** The provisions set forth herein represent the entire agreement between the Parties and supersede any previous oral or written agreements. It is the intent of the parties to provide for integration of all prior agreements and understandings within the terms of this Agreement. No provision may be modified in any respect unless such modification is in writing and signed by each Party.
33. **Prior Notice.** The District shall give forty-eight (48) hours prior notice to the Village Administrator of the Village, or his authorized representative, before starting any of the aforesaid work.
34. **Requirements before beginning Construction.** Prior to construction, the Village must review and approve in writing the final alignment, final plans and construction specifications, including landscape plans, of the proposed improvements and all requirements regarding insurance and bonds must be met. No development or improvement beyond such final plans and specifications is authorized herein.
35. **Policing Improvements and Costs.** The Village shall police the Property in the same manner as it polices other public rights-of-way. The Village shall bear the cost of such policing. To the extent permitted by law, the District shall protect, indemnify, defend and hold harmless, the Village, its elected officials, officers, agents, servants and employees, from and against any and all liabilities, losses, damages, costs, expenses, attorneys' fees, causes of action, suits, claims, damages or judgments of any nature whatsoever arising from the District's use of the property. The foregoing shall not apply to acts or omissions which constitute the Village's own negligence.
36. **Effective Date.** This Agreement/License shall become effective upon signature of all interested parties.

IN WITNESS WHEREOF, the parties have entered into this Agreement as of the _____ day of _____, 2018.

VILLAGE OF WILLOWBROOK

BY: _____
, Village President

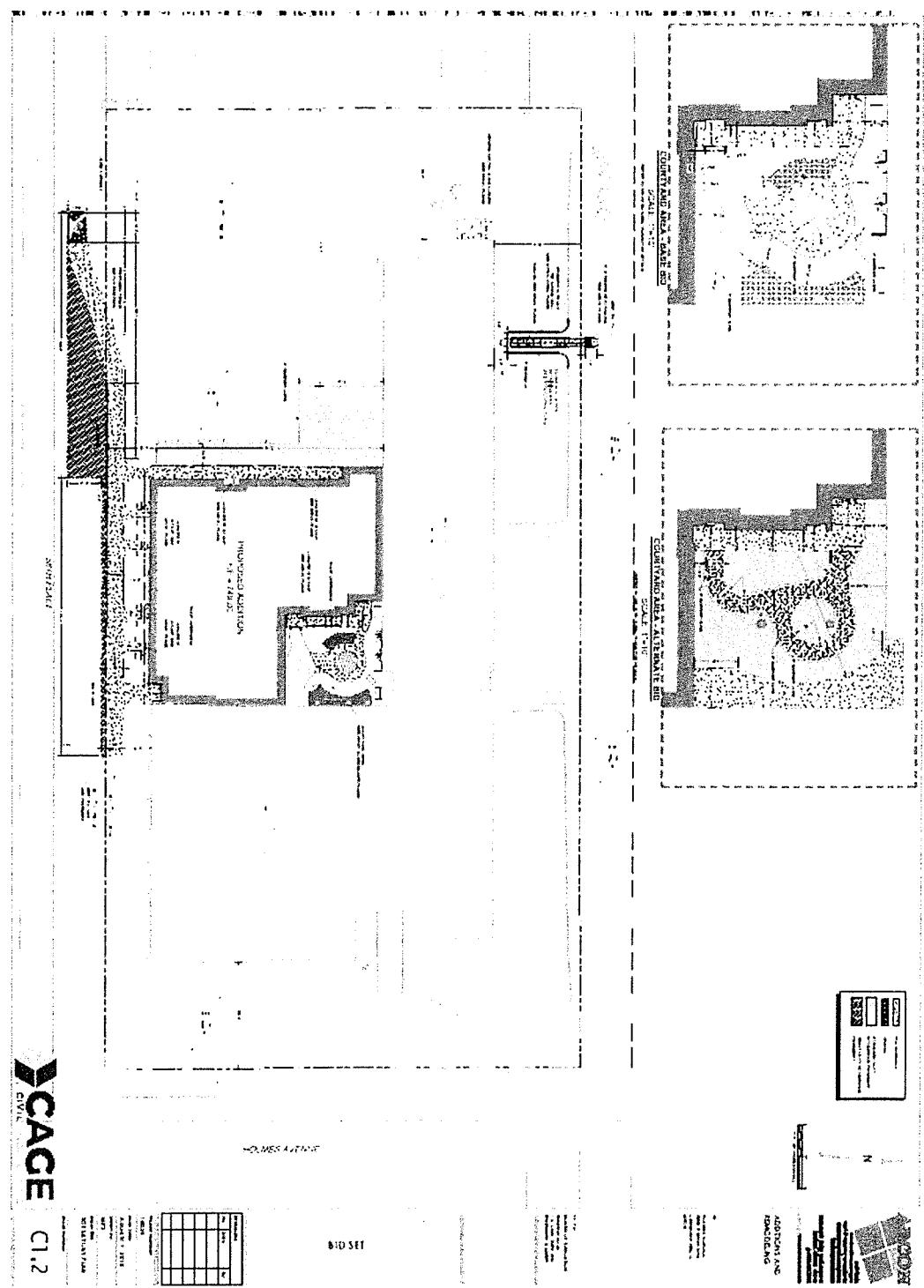
Attest: _____
Village Clerk

BOARD OF EDUCATION
MAERCKER SCHOOL DISTRICT 60

BY: Lynn Bishop

Attest: Kathleen Spina
Recording Secretary

EXHIBIT A



MINUTES OF THE SPECIAL MEETING OF THE BOARD OF POLICE COMMISSIONERS
HELD ON SEPTEMBER 10, 2018 AT THE WILLOWBROOK POLICE DEPARTMENT,
7760 QUINCY STREET, WILLOWBROOK, DUPAGE COUNTY, ILLINOIS

1. CALL TO ORDER

The meeting was called to order by Chairman Heery at the hour of 8:00 a.m.

2. ROLL CALL

Those present at roll call were Chairman Joseph Heery, Secretary Sailer, and Commissioner Mark Astrella.

ABSENT: None.

Also present were Chief of Police Robert Schaller, Deputy Chief Lauren Kaspar, and Executive Secretary Cindy Stuchl.

A QUORUM WAS DECLARED

3. VISITORS' BUSINESS

None presented.

4. OMNIBUS VOTE AGENDA

- a. Review and Approve Minutes - Regular BOPC Meeting - August 17, 2018 (APPROVE)
- b. Review and Approve Minutes - Closed Session - August 17, 2018 (APPROVE)

The Commission reviewed the Omnibus Vote Agenda.

MOTION: Made by Secretary Sailer, seconded by Commissioner Astrella, to approve the Omnibus Vote Agenda as presented.

UNANIMOUS VOICE VOTE

MOTION DECLARED CARRIED

5. NEW BUSINESS

- a. DISCUSSION - WRITTEN EXAM - Overview Patrol Officer Orientation and Written Exam

Chief Schaller related that 27 applications had been turn in to I/O Solutions. 23 attended the Orientation/Written Exam. Of the 23, 13 applicants passed the written exam.

b. APPROVAL - Initial Patrol Officer Eligibility Register

Chief Schaller advised that once the Initial Patrol Officer Eligibility Register is approved, a copy of the list will be sent to the applicants on the list along with a deadline to turn in any military preference points.

MOTION: Made by Secretary Sailer, seconded by Commissioner Astrella, to approve the Initial Patrol Officer Eligibility Register as presented.

UNANIMOUS VOICE VOTE

MOTION DECLARED CARRIED

c. DISCUSSION - ORAL INTERVIEW - Location, Schedule, Greeter(s), Documentation, Results Compilation

The Commissioners reviewed the calendar to schedule the oral interview date. The consensus was to hold the oral interviews on Saturday, September 29, 2018 beginning at 8:00 a.m. Interviews will be scheduled in 15-minute blocks.

6. CLOSED SESSION

a. Consideration of the Appointment, Employment, Compensation, Performance, or Dismissal of a Specific Village Employee in Accordance with 5 ILCS 120/2(c)(1)

RECESS INTO CLOSED SESSION

MOTION: Made by Secretary Sailer and seconded by Commissioner Astrella to recess into Closed Session at the hour of 8:19 a.m.

UNANIMOUS VOICE VOTE

MOTION DECLARED CARRIED

The Commission reconvened the Regular Meeting at the hour of 8:36 a.m.

7. ADJOURNMENT

MOTION: Made by Commissioner Astrella, seconded by Secretary Sailer, to adjourn the meeting at the hour of 8:37 a.m.

UNANIMOUS VOICE VOTE

MOTION DECLARED CARRIED

Board of Police Commissioners
Special Meeting Minutes - September 10, 2018
Page 3

PRESENTED, READ and APPROVED,

October 19, 2018

Chairman

Minutes transcribed by Executive Secretary Cindy Stuchl.

MINUTES OF THE SPECIAL MEETING OF THE BOARD OF POLICE COMMISSIONERS
HELD ON SEPTEMBER 29, 2018 AT THE VILLAGE HALL, 835 MIDWAY DRIVE,
WILLOWBROOK, DUPAGE COUNTY, ILLINOIS

1. CALL TO ORDER

The meeting was called to order by Chairman Heery at the hour of 7:55 a.m.

2. ROLL CALL

Those present at roll call were Chairman Joseph Heery, Secretary Thomas Sailer, and Commissioner Mark Astrella.

ABSENT: None

Also present was Executive Secretary Cindy Stuchl.

A QUORUM WAS DECLARED

3. VISITORS' BUSINESS

None presented.

4. CLOSED SESSION

a. Appointment, Employment, Compensation, Performance of a Specific Employee Pursuant to 5 ILCS 120/2(c)(1)

RECESS INTO CLOSED SESSION

MOTION: Made by Secretary Sailer and seconded by Commissioner Astrella to recess into Closed Session at the hour of 7:59 a.m.

UNANIMOUS VOICE VOTE

MOTION DECLARED CARRIED

The Commission reconvened the Special Meeting at the hour of 11:26 a.m.

5. ADJOURNMENT

MOTION: Made by Secretary Sailer, seconded by Commissioner Astrella, to adjourn the meeting at the hour of 11:26 a.m.

UNANIMOUS VOICE VOTE

MOTION DECLARED CARRIED

Board of Police Commissioners
Special Meeting Minutes - September 29, 2018
Page 2

PRESENTED, READ and APPROVED,

October 19 , 2018

Chairman

Minutes transcribed by Executive Secretary Cindy Stuchl.

MINUTES OF THE REGULAR MEETING OF THE FINANCE AND ADMINISTRATION COMMITTEE OF THE VILLAGE OF WILLOWBROOK HELD ON MONDAY, SEPTEMBER 10, 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 5:34 p.m.

2. ROLL CALL

Those present at roll call were Chairwoman Sue Berglund, Trustee Michael Mistele and Director of Finance Carrie Dittman.

3. APPROVAL OF MINUTES

Minutes of the Regular Finance/Administration Committee held on Monday, August 13, 2018 were reviewed. Motion to approve by Chairwoman Berglund, second by Trustee Mistele. Motion carried.

4. REPORT – Monthly Disbursement Reports – August 2018

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

- Total cash outlay for all Village funds – \$1,140,853. Fiscal Year to Date is \$4,210,328.
- Payroll monthly total for active employees including all funds - \$419,939 (3 payrolls). The average payroll for the year was \$148,442, which is a 4.34% decrease from the prior fiscal year. Director Dittman explained that the payrolls contain not only the union and non-union increases of 2.5%, but also step increases for the sworn officers and payouts of accumulated sick, vacation and other time due to employees that retire or terminate employment.
- Average daily outlay of cash for all Village funds for the current month: \$36,802. Daily average fiscal YTD: \$34,230. Average monthly cash outlay for all Village funds fiscal year to date (FYTD): \$1,052,582.
- Average daily expenditures for the General Fund only: \$26,618. Fiscal YTD average is \$22,316 which is a 24.28% decrease from the prior year due to the non-continuance of large capital projects that occurred last year.

5. 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.

- Sales tax receipts - \$376,154 up 6.33% from the prior year. Trending 15.7% over budget.
- Business District sales tax receipts - \$39,441. Year to date is \$148,330, 3.15% above the prior year and 6.5% over budget. This represents 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 - \$53,704 up 3.01% compared to the prior year, 8.3% over budget. Director Dittman relayed that we budgeted for a continued 10% reduction in income taxes for this year's budget, although subsequently the state passed their budget with only a 5% reduction planned.
- Utility tax receipts - \$76,782 down 4.28% from the prior year, 5.7% under budget, consisting of:

- Telecomm tax - down 8.77%
- Northern IL gas – up 21.62%
- ComEd - down 4.05%

Director Dittman relayed that this year's budget was reduced by \$50,000 to account for the continued decline in telecomm tax.

- Places of Eating Tax receipts - \$44,386 up 5.47% compared to the prior year, trending 11.98% over budget.
- Fines - \$11,967 down 24.92% compared with the prior year, 10.33% under budget. Fines come from County distributions and also local fine tickets written by Village police officers. Director Dittman noted that local fine revenue is down significantly, however we do utilize a collection agency to attempt to collect unpaid tickets written by officers.
- Red Light Fines – \$92,970 up 48.22% from the prior year receipts, trending 78.6% over budget. All three approaches are live. This was the highest month of collections the Village has experienced since the inception of the program.
- Building Permit receipts - \$42,532 up 31.66% from the prior year, 222.08% above budget. We have just about reached the budget for this account for the fiscal year.
- Water sales receipts - \$316,533 down 2.25% from the prior year, 7.33% below budget.
- Hotel/Motel Tax receipts - \$28,026 up 5.52% compared with the prior year. The revenue is trending at 4.3% higher than budget. Three of the four hotels are open and active.
- Motor Fuel Tax receipts - \$19,360, up 1.31% from the prior year, on target with budget.

6. VISITOR'S BUSINESS

There were no visitors present at the meeting.

7. COMMUNICATIONS

Director Dittman relayed that audit fieldwork had recently completed. Also, Director Dittman submitted the Village's budget on August 31 for consideration of the GFOA Distinguished Budget Award.

8. ADJOURNMENT

Motion to adjourn at 6:00 p.m. was made by Chairwoman Berglund, seconded by Trustee Mistele. Motion carried.

(Minutes transcribed by: Carrie Dittman)

MINUTES OF THE REGULAR MEETING OF THE MUNICIPAL SERVICES
COMMITTEE OF THE VILLAGE OF WILLOWBROOK HELD ON MONDAY,
SEPTEMBER 10, 2018 AT THE VILLAGE HALL, 835 MIDWAY DRIVE, IN
THE VILLAGE OF WILLOWBROOK, DUPAGE COUNTY, ILLINOIS

1. CALL TO ORDER

Chairman 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, Village Administrator Tim Halik, and Assistant Village Administrator Jeffrey Monteleone.

3. APPROVAL OF MINUTES

After review of the draft minutes from the August 13, 2018 regular meeting of the Municipal Services Committee, Trustee Terrence Kelly made a motion to approve the minutes as presented. Chairman Paul Oggerino seconded the Motion. Motion Carried.

4. DISCUSSION – Village-Wide Fall Brush Collection Program

Administrator Halik advised that this past Spring, the Village's EAB abatement tree contractor, NJ Ryan Tree & Landscape, LLC, completed the Village-wide brush collection program. The program included curb-side collection of piled brush throughout town with the resulting chipped hauled away. The program was completed on-time and without incident, and the Village also received several compliments from residents commenting on the good site clean-up practices of the contractor. Halik advised that the Fall 2018 program will also consist of a curb-side chipping program. NJ Ryan Tree & Landscape, LLC. has offered a proposal to complete the program at the same price as the Spring program. Halik advised that staff has attempted to solicit proposals from other local landscape maintenance contractors, however, they have been largely unresponsive, likely due to the fact that in the past they have been unable to come in lower than NJ Ryan's price. Therefore, the Village-wide Fall collection program can be completed by NJ Ryan for \$9,800 and staff recommends that the proposal from NJ Ryan be accepted. The Committee concurred with staff's recommendation to accept the proposal from NJ Ryan.

5. REPORTS – Municipal Services Department

- a. Administrator Halik reviewed the monthly permit activity report for the month of August 2018. Halik advised that the Village received about \$42,700 in permit revenue for the month. Halik advised that for the first four months in fiscal year 2018/19, the department has brought in a total of approximately 98% of the budgeted revenue, indicating a high level of construction activity.
- b. Administrator Halik reviewed the water system pumpage report for the month of July 2018. The report indicates that the Village pumped 36,319,000 gallons of water in the month. This volume represents a 10.24% increase when compared to the pumpage in the same time period of FY 2017/18.
- c. Administrator Halik advised that the July 2018 Mosquito Abatement Program Update was for information only.

- d. Administrator Halik advised that at the time the committee packet was copied and distributed, the August 2018 Scavenger Report was not yet received from Republic Services. However, the report has since been received. Assistant Village Administrator Jeff Monteleone distributed copies of the report for the Committee's information only.

6. **VISITOR'S BUSINESS**

(None)

7. **COMMUNICATIONS**

- a) FY 2019/20 Budget Suggestion:

Administrator Halik shared that now that the new streetlights have been installed at Kingery Highway & 63rd Street, Halik thought that may be a good location to consider placing Village banners on the streetlight poles. Halik reminded the Committee that the Village last ordered and installed streetlight banners for the Village's 50th Anniversary Celebration in 2010. At that time, Chamber member Bannerville USA in Burr Ridge designed the anniversary banners, produced them, rented the Village the mounting hardware, and installed and removed them after the desired period of time we wanted them displayed. Halik recalled the project all went very well and was not too expensive. Halik thought that perhaps we could design a Willowbrook themed banner or different seasonal themes and display them at the intersection if the cost was not prohibitive. The Committee seemed willing to further explore the concept, so Halik advised that staff would work with Bannerville to obtain a proposal that could be considered during our FY 2019/20 budget process.

- b) Community Resource Center (CRC) Project:

Assistant Village Administrator Jeff Monteleone shared that the Village was currently out to bid on the Phase I exterior work on the Community Resource Center building. Monteleone advised that a pre-bid meeting is scheduled to occur on September 17th and the public bid opening will be on September 28th at 10:00 AM at the Village Hall. After the bid opening occurs and the bids are tabulated, the bid results will be reviewed with the Committee at the regular meeting on October 8th. Due to time constraints as a result of the season the contract award will also be included on the agenda for the October 8th regular meeting of the Village Board for consideration.

8. **ADJOURNMENT**

Motion to adjourn was made by Chairman Oggerino. Seconded by Trustee Kelly. The meeting was adjourned at 5:46 PM.

(Minutes transcribed by: Tim Halik, 10/4/18)

MINUTES OF THE REGULAR MEETING OF THE PARKS AND RECREATION COMMISSION
HELD ON TUESDAY, SEPTEMBER 4, 2018, AT THE VILLAGE HALL, 835 MIDWAY DRIVE,
WILLOWBROOK, DUPAGE COUNTY, ILLINOIS

1. CALL TO ORDER

Chairman Robert Pionke called the meeting to order at the hour of 7:00 p.m.

2. ROLL CALL

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

ABSENT: None.

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

A QUORUM WAS DECLARED

3. APPROVAL OF MINUTES

a. Minutes – August 7, 2018 Regular Meeting – Parks & Recreation Commission

The Commission reviewed the August 7, 2018 minutes. Commissioner Landsman related that under the approval of the minutes from the previous meeting, it was a race participant had recommended a greeter and not herself. Commissioner Kaczmarek also wanted to add under the discussion of the Holiday Party that she volunteered to organize the craft table and the picture area.

MOTION: A Motion was made by Commissioner Grimsby and seconded by Commissioner Stetina to approve the August 7, 2018 minutes as amended.

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

4. REPORT

a. Back to School Bash – Wednesday, August 15, 2018

Interim Superintendent Fenske advised that this event was held in cooperation with the Gower PTO and the Village of Burr Ridge. Event went well and thanked Chairman Pionke and Commissioner Stetina for their assistance in the event.

Chick-fil-A donated chicken nuggets and Kiwanis Club donated Papa John's pizza for the event.

5. **DISCUSSION**

a. 2018 Children's Holiday Party

Interim Superintendent Fenske related that this year's event will be held on December 16, 2018 from 2:00 p.m. – 4:00 p.m. Interim Superintendent Fenske advised that the School District no longer allows animal acts inside the school. After discussion, the consensus was to hire Circus Boy for the entertainment at \$400.00.

Interim Superintendent Fenske reviewed the online ticket registration system and the postcard that will be mailed to residents.

Interim Superintendent Fenske advised that the donation request letter will be sent out to Willowbrook and Chamber businesses by the end of this month.

b. Marketing Plan

Chairman Pionke related that he is still putting information together to present to Mayor Trilla and Administrator Halik. Chairman Pionke stated that he has been in contact with three (3) marketing companies.

Chairman Pionke advised that creating a marketing plan was included in the most recent update to the Parks Master Plan.

c. Park Rental Policy

Interim Superintendent Fenske reviewed the current policy and fee schedule. Chairman Pionke requested that a monthly calendar printout be included in future Parks Agenda Packets so that they can see how often the parks are reserved and to also see upcoming reservations.

Commissioner Stetina advised that he has observed on several occasions that large parties were using the pavilions at Willow Pond and do not have a park permit. Chairman Pionke related that he and Interim Superintendent Fenske will work with Administrator Halik and the Police Department to see the best way of enforcing permit applications for large groups.

Chairman Pionke stated that the park fees should be reevaluated now that Willow Pond Park has been renovated. Interim Superintendent Fenske related that the fees were last increased in 2013.

d. Calendar

Chairman Pionke reviewed the creation of a Parks and Recreation Planning Calendar. The purpose is to present upcoming events and deadlines for the next year. Chairman Pionke advised that planning dates need

to be scheduled well before the actual event and this calendar will help to streamline and organize the planning.

e. Park Maintenance Update

Interim Superintendent Fenske advised that the new fence was installed at Lake Hinsdale Park on August 9, 2018. Interim Superintendent Fenske related that he ordered a new message board for Willow Pond.

Interim Superintendent Fenske stated that the replacement parts for the picnic table have been received and will be installed in the near future.

Interim Superintendent Fenske advised that the nylon fence around Willow Pond has been removed. The electrical contractor was at Willow Pond Park. He advised that the electrical service to the old pavilion is 20 amp and does not need to be upgraded. The outlets have been replaced with updated receptacles.

6. NEW BUSINESS/IDEAS

Chairman Pionke stated that this is a new agenda item for the purpose of discussing new ideas by the Commissioners.

Commissioner Stetina suggested that the Movie Night and Camp Out should be combined into one event. Commissioner Stetina also suggested adding a kite fly event. It had been done in the past and should be revisited.

Chairman Pionke suggested a “Pop Up Preschool” concept. Once a week, a teacher can take the preschoolers to a different park. Parents would be required to drop the kids off at the park and must stay at the park during the session. Chairman Pionke suggested to reach out to the Burr Ridge Park District for their thoughts on the idea since they already have a preschool program.

Chairman Pionke and Commissioner Stetina also talked about instituting Village/neighborhood picnics and various parks throughout the Village.

Interim Superintendent Fenske advised that Mayor Trilla has requested that a tree lighting event be scheduled for this year. Interim Superintendent Fenske stated that there is approximately \$2,500 remaining in the budget from the Willow Pond grand opening. The consensus of the Commission was to hold the tree lighting on Friday, November 30, 2018 beginning at 6:00 p.m. Commissioner Grimsby volunteered to chair the planning committee for this event.

7. VISITORS’ BUSINESS

None presented.

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Parks and Recreation Commission Meeting
September 4, 2018

8. COMMUNICATIONS

Interim Superintendent Fenske related that he had received a letter from the screen company that had put on the Movie Night. The employee that worked the event contacted the Village and requested to put on a fundraiser Movie Night for the Hinsdale Humane Society in Community Park. There was no cost to the Village. The screen company sponsored and advertised the event. Only four families attended the event.

Interim Superintendent Fenske provided information for the Oak Brook Park District grand opening event of their ADA playground.

Chairman Pionke advised that the park tours of Ridgemoor and Creekside will be postponed.

9. ADJOURNMENT

MOTION: Made by Commissioner Stetina, seconded by Commissioner Lazarski to adjourn the meeting at the hour of 9:06 p.m.

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

MOTION DECLARED CARRIED

PRESENTED, READ and APPROVED,

October 2, 2018

Chairman

Minutes transcribed by Executive Secretary Cindy Stuchl.

MINUTES OF THE REGULAR MEETING OF THE BOARD OF TRUSTEES OF THE POLICE PENSION FUND OF THE VILLAGE OF WILLOWBROOK HELD ON JULY 18, 2018, AT 3:00 PM, AT THE WILLOWBROOK POLICE DEPARTMENT, 7760 S QUINCY STREET, WILLOWBROOK, DUPAGE COUNTY, ILLINOIS

1. CALL TO ORDER

The meeting was called to order at the hour of 3:02 p.m. by President Davi.

2. ROLL CALL

Those present at roll call were President Umberto Davi, Trustee Timothy Kobler, Trustee Joseph Pec, and Trustee Carrie Dittman. Also present: John Falduto and David Harrington of Sawyer & Falduto, Recording Secretary Nancy Turville. Absent: Trustee Eisenbeis.

3. VISITOR BUSINESS

None presented.

4. APPROVAL - MINUTES OF THE REGULAR MEETING - April 18, 2018

The Board reviewed the minutes from the April 18, 2018 meeting.

MOTION: Made by Trustee Kobler, seconded by Trustee Pec to approve the minutes of the regular meeting of the Willowbrook Police Pension Fund Board of Trustees held on April 18, 2018.

UNANIMOUS VOICE VOTE

MOTION DECLARED CARRIED

5. APPROVAL - EXPENSES INCURRED APRIL THROUGH JUNE 2018

Trustee Dittman reviewed the quarterly expense report for the period April through June 2018. Expenses include three months of legal fees from Atwell & Atwell of \$4,395.31, quarterly financial advisory fees were \$6,765.00, IPPFA conference fees from October 2017 were \$1,727.07 and the conference hotel cost deposit for October 2-5th 2018 was \$685.72. Dept. of Insurance filing fee was \$4,096.96. The pension benefits for April, May, and June totaled \$310,846.53; widow's benefit was \$6,418.74 (April and May); and disability benefits totaled \$17,406.21, as detailed out by pensioner in the attached schedule. A separation refund to Joel Rudnick of \$5,081.01 was also paid.

After Trustee Dittman reviewed the expenses, the following motion was made:

MOTION: Made by Trustee Kobler, seconded by Trustee Pec, to approve the quarterly expense report for April through June 2018.

UNANIMOUS VOICE VOTE

MOTION DECLARED CARRIED

6. REPORT - POLICE PENSION BALANCES THROUGH April 30, 2018 (UNAUDITED)

Trustee Dittman advised total assets were \$21,580,877.53 as of April 30, 2018 vs \$20,396,498.83 at April 30, 2017. At April 30, 2018 there is \$5,722.38 in Accounts Payable.

Revenues for the fiscal year 2018 are Village contribution of \$871,362.96, which equals the budget based on the actuary's recommended contribution, and Police contributions of \$199,070.84. Total revenues are \$2,480,587.39 vs budget of \$1,580,318.00.

Total expenditures as of April 30, 2018 were \$1,301,931.07 and the budgeted expenditure amount was \$1,136,105.00. The main line item that affected this was Police Pension Retirement Benefits which were higher than budgeted due to additional officer retirements during the year that were not contemplated when the budget was adopted.

The Board accepted the report as presented by Trustee Dittman.

7. REPORT - POLICE PENSION BALANCES THROUGH JUNE 30, 2018

Trustee Dittman reviewed the police pension fund trial balance as of June 30, 2018.

Village contribution of \$134,012.92, police contributions of \$32,008.72, interest income of \$31,076.91, unrealized gain on investments of \$340,419.51, and loss on investment of (\$3,216.85) are included in the total revenues of \$534,301.21.

Total expenditures as of June 30, 2018 were \$226,827.21 vs. June 30, 2017 of \$186,506.23. The main cause of this increase is the additional officer retirements.

Trustee Pec asked if the reimbursement to the Village's General Fund was up to date. Trustee Dittman advised the reimbursements are current as of June 30 and another will be needed in August or September and will be ratified at the October meeting.

The Board accepted the report as presented by Trustee Dittman.

8. APPROVAL - ELECTION OF POLICE PENSION BOARD OFFICERS

After a discussion was held clarifying that the current officer positions are: President Davi, Vice President Kobler, Secretary Eisenbeis, Treasurer Dittman, and Assistant Secretary Pec, the board made the following motion:

MOTION: Motion to keep officer positions the same, was made by Trustee Pec, seconded by Trustee Dittman.

UNANIMOUS VOICE VOTE

MOTION DECLARED CARRIED

9. APPROVAL - APPLICATION OF NEW OFFICER TERESA ESQUEDA

New Tier 2 Officer Teresa Esqueda started as a patrol officer with the Village of Willowbrook on May 14, 2018. President Davi requested the application be updated to include application date, tier level, clarify the applicant's signature line, and application completely filled in, as the spaces for spouse and children were left blank. These should be completed or marked "N/A."

MOTION: Made by Trustee Kobler, seconded by Trustee Pec to approve the application for membership for Officer Teresa Esqueda after corrections have been made.

UNANIMOUS VOICE VOTE

MOTION DECLARED CARRIED

10. APPROVAL - REFUND OF CONTRIBUTIONS TO OFC EULALIO MESTRE- \$4,243.02

Trustee Dittman noted that former Officer Eulalio Mestre separated from employment with the Village on April 2, 2018, and Officer Mestre requested a refund of accumulated pension contributions payable directly to him, which was received June 12, 2018. Gross contributions are \$4,243.02 before taxes and there is no interest component to that. The refund can be issued on next Village payroll after approval by the board. Taxes will be withheld through payroll.

MOTION: Made by Trustee Pec, seconded by Trustee Kobler to approve a refund of pension contributions to Officer Eulalio Mestre in the amount of \$4,243.02.

UNANIMOUS VOICE VOTE

MOTION DECLARED CARRIED

11. APPROVAL-MILITARY SERVICE TIME BUYBACK REQUEST-OFFICER ALEX ERDMANN- \$46,525.58

Trustee Dittman advised that a request was received on July 9, 2018 from Officer Erdmann to buyback the maximum allowable military service credit, which is 24 months. Actuary Art Tepfer and Trustee Dittman both calculated the cost and determined the amount would be \$46,525.58 as of August 1, 2018. The Board could allow Officer Erdmann to make payments up to 5 years as long as the payment was made in full before termination of employment. Officer Erdmann withdrew his request after consideration of

the cost associated with it. This information will be added to his pension file and no approval is now needed.

12. APPROVAL- DEATH OF SURVIVING SPOUSE BENEFICIARY MARTHA KLEVIN, TERMINATION OF PENSION BENEFITS AND RETURN OF PENSION OVERPAYMENTS

On June 6, 2018, Trustee Dittman received notice from Martha's son-in-law, Tom Novotny, that Mrs. Klevin passed away May 30, 2018 at the age of 84. Obituary notices are included in the packet and the death certificate has now been received. According to Mr. Novotny, there are no surviving minor or disabled dependent children, which was confirmed via a review of Richard Klevin's pension file. The May benefit payment was made to Martha on May 25, 2018 and according to the Pension Board attorney, Charlie Atwell, the board could request repayment for the portion of the month that the beneficiary was deceased. This would be for only one day, May 31, 2018, and would total \$103.53. The board has the ability to waive the collection of the overpayment.

MOTION: Made by Trustee Kobler and seconded by Trustee Pec to waive the collection of the overpayment of one day of pension benefits with the proviso that this will not set a precedent for future action.

UNANIMOUS VOICE VOTE

MOTION DECLARED CARRIED

MOTION: Made by Trustee Pec and seconded by President Davi to acknowledge beneficiary Martha Klevin passed away on May 30, 2018 and pension benefits have been ceased as of June 1, 2018.

UNANIMOUS VOICE VOTE

MOTION DECLARED CARRIED

President Davi requested a moment of silence to honor Chief Richard Klevin and his wife Martha Ruth Klevin.

13. APPROVAL - INVESTMENT POLICY

Trustee Dittman discussed changes that have been made to the investment policy after discussion was held with the Pension Fund's auditors. The two items of discussion were collateralization of deposits, denoted as item "23" on the existing policy in the packet, and the table of expected long term rates of return on investments. Trustee Dittman and the auditors provided revised language to say "Collateralization

It is the policy of the Pension Fund to require that all deposits in excess of FDIC insurable limits (applies to bank Certificates of Deposit and other cash deposits) be secured by collateral in order to protect deposits in the event of the bank's default. Eligible collateral instruments are U.S. Government Securities, Obligations of Federal Agencies, Obligations of the State of Illinois and/or local and municipal bonds rated "A" or better by Moody's. Collateral must be evidenced by a written agreement and held in safekeeping by a third party."

Trustee Dittman worked with John Falduto to incorporate this language in the policy. The auditors also stated that the Long-Term Expected Rates of Return (as required by GASB 67) is good to have in the policy for transparency purposes. As discussed at the last meeting, it will be included as an addendum at the end of policy and updates can be approved separately each year as rates change.

MOTION: Made by Trustee Dittman and seconded by Trustee Pec to accept the revised Investment Policy as prepared by Sawyer Falduto and reviewed by the Board.

UNANIMOUS VOICE VOTE

MOTION DECLARED CARRIED

14. APPROVAL-BOARD SELECTED PHYSICIANS FOR SERGEANT CHRISTOPHER DRAKE

Trustee Dittman advised that Police Pension Board Attorney Charlie Atwell was not available for the meeting, but updated her that he received all the required documents that were subpoenaed for Sgt. Drake's disability application and forwarded them to INSPE. INSPE suggested three doctors, Dr. Scott Sagerman and Dr. William Vitello, that specialize in Orthopaedics, and Dr. Daniel Samo that is an ER specialist. The curriculum vitae are included in the packet. The board discussed their qualifications and whether to ask INSPE to substitute another doctor that has more expertise specifically in shoulder injuries, which is the injury alleged to have been sustained by Sgt. Drake. Ultimately, the board decided that the three doctors currently being suggested by INSPE have sufficient experience to be used in evaluating Sgt. Drake. Upon approval by the pension board, Attorney Atwell will send all three doctors the subpoenaed documents and they will each examine Sgt. Drake independently to perform their analysis.

MOTION: Made by Trustee Dittman and seconded by Trustee Kobler to approve the three INSPE selected doctors to evaluate Sergeant Christopher Drake.

UNANIMOUS VOICE VOTE

MOTION DECLARED CARRIED

15. APPROVAL - QUARTERLY INVESTMENT REPORT BY SAWYER & FALDUTO: APRIL THROUGH JUNE 2018-

Mr. Falduto reviewed the Investment Guidelines under tab 1. The proposed legislation affecting pension funds was not passed and policy does not need to be changed.

Tab 2 - Cash Flow and Performance Review: Investment return for the 2nd quarter of 2018 were \$418,239 over the 3-month period and the year-to-date Investment return was \$294,717. Total account return in the 2nd quarter was 1.94% gross and 1.91% net. Year to date those returns are at 1.36%

and 1.31% respectively. The benchmark is 1.57%. 2nd quarter equity return was at 3.20% and YTD was 3.06% which can be compared to the blended benchmark of 3.86% (Quarter 2) and 3.16% (year to date). Fixed income return was up 2 basis points in the 2nd quarter and Year to Date it is at -1.20%.

Tab 3 - Tax Reform - Mr. Harrington explained that the tariff issues are the biggest influence on market volatility. Federal Reserve raised short-term interest rate (for the 7th time) and forecasted two additional increases this year. Year to date, S&P 500 Index is at +2.65%, Russell 2000 Index is at +7.66%, and the MSCI-EAFE Index is at -2.37%.

Tab 4 - Portfolio Statement - Mr. Falduto advised the portfolio allocations as of June 30, 2018 are on target with Equities at 61.0%, Fixed Income at 38.5%, and Cash Equivalent at 0.5%.

Tab 5 - Mr. Falduto highlighted the two new mutual funds that have been added to the equity portfolio. Goldman Sachs Small Cap Eq Insights Instl ranked in the 4% for quarter 1, 8% in 2nd and 3rd quarter and 20% in the 4th quarter. Victory Sycamore Established Value I, a mid-cap fund, ranked in the 24% for quarter 1, 7% for quarter 2, 2% in 3rd quarter and 13% in the 4th quarter.

Tab 6 - Fixed Income Portfolio - Mr. Falduto noted that the fixed income portfolio yield-to-maturity is at 2.85% and will be getting to 3% soon.

Tab 7 - Mr. Falduto pointed out the buy and sell transactions that occurred on June 13th and June 25th. The importance of the purchases and sales occurring on the same days was explained.

MOTION: Made by Trustee Pec, seconded by Trustee Dittman to approve Sawyer & Falduto's Quarterly report.

UNANIMOUS VOICE VOTE

MOTION DECLARED CARRIED

16. NEW BUSINESS

None presented.

17. OLD BUSINESS

None presented.

19. COMMUNICATIONS

None presented.

20. ADJOURNMENT

MOTION: Made by Trustee Kobler, seconded by Trustee Pec to adjourn the Board of Trustees meeting of the Police Pension Fund at the hour of 4:06 p.m.

UNANIMOUS VOICE VOTE

MOTION DECLARED CARRIED

PRESENTED, READ and APPROVED,

Date

President

Minutes transcribed by Nancy Turville.

A G E N D A

MINUTES OF THE PUBLIC SAFETY COMMITTEE OF THE VILLAGE OF WILLOWBROOK HELD ON SEPTEMBER 10TH, 2018 AT 5:30 P.M. AT THE WILLOWBROOK POLICE DEPARTMENT, 7760 QUINCY STREET, IN THE VILLAGE OF WILLOWBROOK, DUPAGE COUNTY, ILLINOIS.

CALL TO ORDER

Meeting called to order at 5:30pm. Trustee Davi arrived at 5:31 p.m.

ROLL CALL

In attendance, Trustee Umberto Davi, Chairperson Gayle Neal, Chief Robert Schaller and Deputy Chief Lauren Kaspar.

1. REVIEW AUGUST 20TH, 2018 PUBLIC SAFETY COMMITTEE MEETING MINUTES.
The Committee approved the August 20th, 2018 meeting minutes.
2. REVIEW WEEKLY PRESS RELEASES – INFORMATION.
The Committee reviewed the Weekly Press Releases. Chief Schaller discussed an arrest that occurred on 08/28/2018.
3. REVIEW MONTHLY EXPENDITURE REPORT FOR AUGUST 2018 – INFORMATION.
The Committee reviewed the Monthly Expenditure Report. Chief Schaller discussed the DuPage Children's Center line item and the recent expenditure for radio maintenance.
4. REVIEW OVERTIME REPORT FOR 07/16/2018 – 08/12/2018 - INFORMATION.
The Committee reviewed the Overtime Report. Chief Schaller discussed the new overtime report that is now being generated.
5. REVIEW MONTHLY OFFENSE SUMMARY REPORT FOR AUGUST 2018 - INFORMATION.
The Committee had no comment(s) on the Monthly Offense Summary Report.
6. DISCUSSION ITEMS
 - DuPage County Children's Center Annual Report.
Chief Schaller updated the Committee on the Children's Center report.
 - Regional Peer Jury
Chief Schaller discussed the re-introduction of a Regional Peer Jury Program that will be overseen by the Downers Grove Police Department. A M.O.U. will be forthcoming. Both Trustee Davi and Trustee Neal were in agreement on the need

for a Regional Peer Jury Program.

7. REVIEW LETTER(S) OF RECOGNITION AND APPRECIATION – INFORMATION.
The Committee reviewed the Letters of Recognition and Appreciation.

- Detective Daniel Polfliet
- Detective John Handzik
- Officer James Martino
- Officer Jose Lopez

8. * VISITOR'S BUSINESS (Public comment is limited to three minutes per person).
There was one (1) member of the public present at this meeting. No comment.

9. ADJOURNMENT.

The meeting was adjourned at 6:16 p.m.

NEXT MEETING SCHEDULED OCTOBER 8TH, 2018 AT 5:30 P.M.