

## 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, FEBRUARY 25, 2019, AT 6:30 P.M. AT THE WILLOWBROOK POLICE DEPARTMENT TRAINING ROOM, 7760 QUINCY STREET, WILLOWBROOK, IL, DUPAGE COUNTY, ILLINOIS

1. CALL TO ORDER
2. ROLL CALL
3. PLEDGE OF ALLEGIANCE
4. VISITORS' BUSINESS - Public comment is limited to three minutes per person
5. OMNIBUS VOTE AGENDA:
  - a. Waive Reading of Minutes (APPROVE)
  - b. Minutes - Regular Board Meeting - February 11, 2019 (APPROVE)
  - c. Warrants - \$277,096.06 (APPROVE)
  - d. Resolution - A Resolution to Designate Freedom of Information Officers as Required Under the Illinois Freedom of Information Act (ADOPT)
  - e. Motion - Board Authorization for Staff to Process Current Delinquent Water Bills in Accordance with Past Practices (PASS)
  - f. Motion - Motion to Approve - Community Resource Center/Village Council Chambers Renovation Project: Payout #3 - Partial Payment, L.J. Morse Construction Company (PASS)
  - g. Motion - A Motion to Approve Application for a License to Hold a Raffle - The Kerry Piper Irish Pub (PASS)

### NEW BUSINESS

6. RESOLUTION - A RESOLUTION AUTHORIZING THE MAYOR AND VILLAGE CLERK TO ACCEPT A PROPOSAL FOR PROFESSIONAL SERVICES BETWEEN THE VILLAGE OF WILLOWBROOK AND SERAFIN & ASSOCIATES, INC.

PRIOR BUSINESS

7. COMMITTEE REPORTS
8. ATTORNEY'S REPORT
9. CLERK'S REPORT
10. ADMINISTRATOR'S REPORT
  - a) Expenditure in Excess of \$5,000: Police Building Roof Top Unit (RTU) Replacement
11. MAYOR'S REPORT
12. CLOSED SESSION
13. ADJOURNMENT

MINUTES OF THE REGULAR MEETING OF THE MAYOR AND BOARD OF TRUSTEES OF THE VILLAGE OF WILLOWBROOK HELD ON MONDAY, FEBRUARY 11, 2019 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 Michael R. Durkin, Village Attorney Andy Acker, Village Administrator Timothy Halik, Director of Finance Carrie Dittman, Chief Robert Schaller, Deputy Chief Lauren Kaspar, Deputy Clerk Christine Mardegan, and former Deputy Clerk Cindy Stuchl.

A QUORUM WAS DECLARED

3. PLEDGE OF ALLEGIANCE

Mayor Trilla asked Attorney Acker to lead everyone in saying the Pledge of Allegiance.

4. VISITORS' BUSINESS

Several residents spoke about issues and concerns relating to Sterigenics.

5. OMNIBUS VOTE AGENDA

- a. Waive Reading of Minutes (APPROVE)
- b. Minutes - Regular Board Meeting - January 14, 2019 (APPROVE)
- c. Minutes - Closed Session Meetings - March 20, 2017, March 19, 2018, and April 9, 2018 (APPROVE)
- d. Warrants - \$203,725.04 (APPROVE)
- e. Monthly Financial Report - January 31, 2019 (APPROVE)
- f. Ordinance - An Ordinance Abating the Taxes Heretofore levied for the Year 2018 to Pay the principal and Interest on the \$4,930,000 General Obligation Bonds (Alternate Revenue Source), Series 2015 of the Village

Page 2  
Village Board Minutes  
February 11, 2019

of Willowbrook, DuPage county, Illinois - Ordinance No. 19-O-03 (PASS)

- g. Resolution - A Resolution Acknowledging Requirements of the Illinois Department of Transportation (IDOT) as they Pertain to the Maintenance of Village Owned Utilities Located within State Rights-of-Ways - Resolution 19-R-04 (ADOPT)
- h. Resolution - A Resolution to Endorse the Legislative Action Program (LAP) of the DuPage Mayors and Managers Conference (DMMC) for the 2019 legislative Session - Resolution No. 19-R-05 (ADOPT)
- i. Resolution - A Resolution Requesting the Temporary Suspension of Posted Parking Restriction Along Frontage Road (Joliet Road) from Illinois Route 83 (Kingery Highway) to Madison Street for the Kerry Piper Restaurant's Annual St. Patrick's Day Event - Resolution No. 19-R-06 (ADOPT)
- j. Resolution - A Resolution Approving a Plat of Easement - 7605 and 7645 Quincy Street - Resolution No. 19-R-05 (ADOPT)
- k. Motion - Board Authorization for Staff to Process current Delinquent Water Bills in Accordance with Past Practices (PASS)
- l. Motion - Motion to Approve - Community Resource Center/Village Council Chambers Renovation Project: Payout #2 - Partial Payment, L.J. Morse Construction Company (PASS)
- m. Motion - A Motion to Approve Application for a License to Hold a Raffle - West Suburban Symphony Society (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 Davi 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. OFFICIAL APPOINTMENT TO RANK OF SERGEANT - OFFICER SCOTT EISENBEIS

Chief Schaller introduced Sergeant Eisenbeis to the Board. Sergeant Eisenbeis was presented with his gold sergeant's star. Chief Schaller gave a speech addressing all Sergeant Eisenbeis accomplishments throughout his career.

7. RESOLUTION - A RESOLUTION ACCEPTING A PROPOSAL AND AUTHORIZING THE CHIEF OF POLICE TO PURCHASE ONE (1) 2019 CHEVROLET TAHOE POLICE PATROL PACKAGE VEHICLE THROUGH THE SUBURBAN PURCHASING COOPERATIVE (SPC) AT A TOTAL COST OF \$55,773.76

Chief Schaller said that purchasing the new vehicle is a budgeted expense in this fiscal year. The Tahoe has many features that will assist the police department in many ways to ensure officer safety.

MOTION: Made by Trustee Mistele and seconded by Trustee Oggerino to adopt Resolution No. 19-R-08 as presented.

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

MOTION DECLARED CARRIED

PRIOR BUSINESS

8. COMMITTEE REPORTS

Trustee Neal provided an update on the Task Force. The Mayor shared that the testing co-located canisters have begun on February 5, 2019 and the inside ambient air testing also began on February 5, 2019. This testing will run on 30-day consecutive time frame within the Police Department and Village Hall. Mayor Trilla asked, for clarification of the co-located test sites. Trustee Neal responded that there were five (5) total sites to be tested, which includes both Gower Schools and the public works facility in addition to the Police Department and Village Hall.

Trustee Kelly had no report.

Trustee Mistele had no report.

Trustee Berglund had no report.

Page 4  
Village Board Minutes  
February 11, 2019

Trustee Davi had no report, but stated he is looking forward to traveling down to Springfield to join our citizens as they meet with the legislators.

Trustee Oggerino had no report.

9. ATTORNEY'S REPORT

Attorney Durkin had no report.

10. CLERK'S REPORT

Clerk Hansen had no report.

11. ADMINISTRATOR'S REPORT

Administrator Halik had no report.

12. MAYOR'S REPORT

Mayor Trilla reported that he had attended a West Central Municipal Conference legislative meeting with Trustee Oggerino and Trustee Neal on Saturday. At the conference, one of the goals was to reach out to state and federal officials to gain support for our handling of the Sterigenics environmental matter. There were 52 towns located between Willowbrook and Lake Michigan in attendance that adopted a resolution to stand side by side with Willowbrook in support of our quest. This was passed by all that attended. On Friday, the entire board attended a press conference in Chicago. Congressmen Lipinski made a statement to call for additional congressional oversite of the E.P.A. which will be supported by the Village.

13. CLOSED SESSION

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

Lawfully Closed Under the Open Meetings Act for the Purpose of a Semi-Annual Review of Said Minutes as Mandated by 5 ILCS 120/2.06(d), for Purposes of Possible Release

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

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

MOTION: Made by Trustee Mistele and seconded by Trustee Berglund to adopt Resolution No. 19-R-09 as presented.

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

MOTION DECLARED CARRIED

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

MOTION: Made by Trustee Mistele and seconded by Trustee Berglund to adopt Resolution No. 19-R-10 as presented.

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

MOTION DECLARED CARRIED

16. ADJOURNMENT

MOTION: Made by Trustee Mistele and seconded by Trustee Oggerino, to adjourn the Regular Meeting at the hour of 6:50 p.m.

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

MOTION DECLARED CARRIED

Page 6  
Village Board Minutes  
February 11, 2019

PRESENTED, READ and APPROVED.

February 25, 2019.

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Mayor

Minutes transcribed by Deputy Clerk Christine Mardegan.

## WARRANTS

February 25, 2019

GENERAL CORPORATE FUND	-----	\$133,584.35
WATER FUND	-----	142,661.71
POLICE PENSION FUND	-----	850.00
 TOTAL WARRANTS	-----	 \$277,096.06

Carrie Dittman, Director of Finance C.D.

APPROVED:  
Frank A. Trilla, Mayor

Check Date	Bank	Check #	Payee	Description	Account	Dept	Amount
nd: 01 GENERAL FUND							
1/15/2019	APCH	93692	CR EMBROIDERY	OPERATING SUPPLIES	630-331	30	125.00
1/26/2019	APCH	118 (E) *#	INTERGOVERNMENTAL PERSONNEL	EMP DED PAY- INSURANCE	210-204	00	14,124.30
				LIFE INSURANCE - ELECTED OFFICIALS	410-141	05	67.76
				LIFE INSURANCE - COMMISSIONERS	435-148	07	18.48
				HEALTH/DENTAL/LIFE INSURANCE	455-141	10	90.27
				HEALTH/DENTAL/LIFE INSURANCE	455-141	10	339.34
				HEALTH/DENTAL/LIFE INSURANCE	510-141	15	566.78
				LIFE INSURANCE - PLAN COMMISSION	510-340	15	70.56
				LIFE INSURANCE - COMMISSIONERS	550-148	20	74.48
				HEALTH/DENTAL/LIFE INSURANCE	610-141	25	2,786.17
				HEALTH/DENTAL/LIFE INSURANCE	630-141	30	24,983.22
				HEALTH/DENTAL/LIFE INSURANCE	710-141	35	3,980.42
				HEALTH/DENTAL/LIFE INSURANCE	810-141	40	1,724.11
				CHECK APCHK 118 (E) TOTAL FOR FUND 01:			48,325.89
1/26/2019	APCH	93693	AFTERMATH, INC.	JAIL SUPPLIES	650-343	30	105.00
1/26/2019	APCH	93694	AIRGAS USA LLC	EQUIPMENT RENTAL	750-290	35	89.79
1/26/2019	APCH	93695	ALL AMERICAN PAPER COMPANY	MAINTENANCE - PW BUILDING	725-418	35	264.31
1/26/2019	APCH	93696	AMERICAN PUB. WKS. ASSN.	FEES/DUES/SUBSCRIPTIONS	710-307	35	99.00
1/26/2019	APCH	93698 *#	CALL ONE INC	PHONE - TELEPHONES	455-201	10	820.32
				PHONE - TELEPHONES	630-201	30	677.32
				CHECK APCHK 93698 TOTAL FOR FUND 01:			1,497.64
1/26/2019	APCH	93699	CHOICE OFFICE EQUIP & SUPPLIES IN COPY SERVICE		455-315	10	520.95
1/26/2019	APCH	93700 *#	CHRISTOPHER B. BURKE	PLAN REVIEW - PLANNER	520-257	15	110.00
				PLAN REVIEW - PLANNER	520-257	15	110.00
				PLAN REVIEW - PLANNER	520-257	15	454.26
				FEES - ENGINEERING	720-245	35	1,265.00
				FEES - DRAINAGE ENGINEER - REIMB.	820-246	40	300.00
				FEES - DRAINAGE ENGINEER	820-246	40	300.00
				FEES - DRAINAGE ENGINEER	820-246	40	55.00

Check Date	Bank	Check #	Payee	Description	Account	Dept	Amount
01/26/2019	APCH	93701	COMCAST CABLE	PLAN REVIEW - DRAINAGE ENGINEER	820-259	40	220.00
				CHECK APCHK 93700 TOTAL FOR FUND 01:			2,814.26
				INTERNET/WEBSITE HOSTING	715-225	35	106.85
01/26/2019	APCH	93702*	COMED	ENERGY/COMED (835 MIDWAY)	466-240	10	497.96
				RED LIGHT - COM ED	630-248	30	39.33
				RED LIGHT - COM ED	630-248	30	51.67
				RED LIGHT - COM ED	630-248	30	50.66
				ENERGY - STREET LIGHTS	745-207	35	595.24
				ENERGY - STREET LIGHTS	745-207	35	489.38
				ENERGY - STREET LIGHTS	745-207	35	51.17
				CHECK APCHK 93702 TOTAL FOR FUND 01:			1,775.41
01/26/2019	APCH	93703	DETROIT SALT COMPANY LLC	OPERATING SUPPLIES	755-331	35	2,619.52
				OPERATING SUPPLIES	755-331	35	1,368.52
				OPERATING SUPPLIES	755-331	35	4,101.52
				OPERATING SUPPLIES	755-331	35	7,007.11
				CHECK APCHK 93703 TOTAL FOR FUND 01:			15,096.67
01/26/2019	APCH	93704*	DISCOVERY BENEFITS SIMPLIFY	EMP DED PAY - FSA FEE	210-221	00	36.30
				HEALTH/DENTAL/LIFE INSURANCE	455-141	10	13.70
				CHECK APCHK 93704 TOTAL FOR FUND 01:			50.00
01/26/2019	APCH	93705	DUPAGE COUNTY PUBLIC WORKS	SANITARY (835 MIDWAY)	466-251	10	47.24
01/26/2019	APCH	93706*	DUPAGE MAYORS AND MGRS. CONF.	SCHOOLS/CONFERENCES/TRAVEL	410-304	05	110.00
				SCHOOLS/CONFERENCES/TRAVEL	455-304	10	55.00
				CHECK APCHK 93706 TOTAL FOR FUND 01:			165.00
01/26/2019	APCH	93707	GARY BREYZ	RED LIGHT FINES	310-503	00	100.00
01/26/2019	APCH	93708	H AND R CONSTRUCTION INC.	SNOW REMOVAL CONTRACT	740-287	35	920.00
				SNOW REMOVAL CONTRACT	740-287	35	9,627.50
				SNOW REMOVAL CONTRACT	740-287	35	17,692.50

Check Date	Bank	Check #	Payee	Description	Account	Dept	Amount
Ind: 01 GENERAL FUND				CHECK APCHK 93708 TOTAL FOR FUND 01:			28,240.00
1/26/2019	APCH	93709	HENDERSON PRODUCTS INC	MAINTENANCE - EQUIPMENT	735-411	35	148.50
1/26/2019	APCH	93710	HINSDALE HUMANE SOCIETY	ANIMAL CONTROL	650-268	30	185.00
1/26/2019	APCH	93711	HOME DEPOT CREDIT SERVICES	UNIFORMS	710-345	35	48.43
				MAINTENANCE - PW BUILDING	725-418	35	3.70
				MAINTENANCE - VEHICLES	735-409	35	35.42
				CHECK APCHK 93711 TOTAL FOR FUND 01:			87.55
1/26/2019	APCH	93712	HR SIMPLIFIED	HEALTH/DENTAL/LIFE INSURANCE	455-141	10	100.00
1/26/2019	APCH	93713	INDUSTRIAL ORGANIZATIONAL SOLUTIONS	EXAMS - WRITTEN	440-542	67	275.00
1/26/2019	APCH	93714	JOHN J. HANZLIK	UNIFORMS	630-345	30	180.34
1/26/2019	APCH	93715	JPMORGAN CHASE BANK N.A.	FEES/DUES/SUBSCRIPTIONS	630-307	30	11.69
				FEES/DUES/SUBSCRIPTIONS	630-307	30	43.35
				CHECK APCHK 93715 TOTAL FOR FUND 01:			55.04
1/26/2019	APCH	93716	KEVRON PRINTING & DESIGN INC	PRINTING & PUBLISHING	710-302	35	81.00
1/26/2019	APCH	93717	KING CAR WASH	FUEL/MILEAGE/WASH	630-303	30	325.00
1/26/2019	APCH	93718	KLEIN, THORPE & JENKINS, LTD.	FEES - SPECIAL ATTORNEY	470-241	10	2,404.08
1/26/2019	APCH	93719#	KONICA MINOLTA BUSINESS SOLUTION	COPY SERVICE	455-315	10	351.01
				COPY SERVICE	630-315	30	376.62
				COPY SERVICE	630-315	30	158.09
				CHECK APCHK 93719 TOTAL FOR FUND 01:			887.72
1/26/2019	APCH	93720	LAKESHORE RECYCLING SYSTEM	STREET & ROW MAINTENANCE	750-328	35	1,156.00
1/26/2019	APCH	93721	LAW ENFORCEMENT RECORDS MGRS IL	FEES/DUES/SUBSCRIPTIONS	630-307	30	30.00
1/26/2019	APCH	93722	LORI RINELLA	FUEL/MILEAGE/WASH	630-303	30	23.90
1/26/2019	APCH	93723	METROPOLITAN COMPOUNDS INC	MAINTENANCE - VEHICLES	735-409	35	735.53

Check Date	Bank	Check #	Payee	Description	Account	Dept	Amount
2/26/2019	APCH	93724	MOORE MEDICAL CORP.	JAIL SUPPLIES	650-343	30	421.75
2/26/2019	APCH	93725	MOTOROLA SOLUTIONS INC	PHONE - TELEPHONES	630-201	30	102.00
2/26/2019	APCH	93726	NEOPOST USA INC	POSTAGE & METER RENT	455-311	10	314.99
				POSTAGE & METER RENT	455-311	10	(50.00)
				CHECK APCHK 93726 TOTAL FOR FUND 01:			264.99
2/26/2019	APCH	93727#	NICOR GAS	NICOR GAS (825 MIDWAY)	570-235	20	218.54
				NICOR GAS (825 MIDWAY)	570-235	20	242.24
				NICOR GAS	725-415	35	1,052.21
				CHECK APCHK 93727 TOTAL FOR FUND 01:			1,512.99
2/26/2019	APCH	93728	NORTHEASTERN ILLINOIS PUBLIC SCHOOLS/CONFERENCES/TRAVEL	SCHOOLS/CONFERENCES/TRAVEL	630-304	30	990.00
2/26/2019	APCH	93729	ORKIN EXTERMINATING	MAINTENANCE - BUILDING	466-228	10	95.67
2/26/2019	APCH	93730	P FARBER & ASSOCIATES LLC	CRISIS MANAGEMENT	475-367	10	250.00
2/26/2019	APCH	93731	PCS INTERNATIONAL	EDS EQUIPMENT/ SOFTWARE	615-212	25	161.00
2/26/2019	APCH	93732	PERSONNEL STRATEGIES LLC	EXAMS - PSYCHOLOGICAL	440-544	07	700.00
2/26/2019	APCH	93733	PHILLIP'S FLOWERS	PUBLIC RELATIONS	475-365	10	112.95
2/26/2019	APCH	93734*#	RAGS ELECTRIC, INC	MAINTENANCE - BUILDING	466-228	10	211.00
				MAINTENANCE - STREET LIGHTS	745-223	35	145.75
				CHECK APCHK 93734 TOTAL FOR FUND 01:			356.75
2/26/2019	APCH	93735	RAY O'HERRON CO., INC.	UNIFORMS	630-345	30	147.26
				UNIFORMS	630-345	30	139.98
				UNIFORMS	630-345	30	171.85
				OPERATING EQUIPMENT	630-401	30	240.00
				CHECK APCHK 93735 TOTAL FOR FUND 01:			699.09
2/26/2019	APCH	93736	RUTLEDGE PRINTING CO.	PRINTING & PUBLISHING	630-302	30	89.14

Check Date	Bank	Check #	Payee	Description	Account	Dept	Amount
1/26/2019	APCH	93737*	SATELLITE PHONE STORE	PHONE - TELEPHONES	455-201	10	65.76
				PHONE - TELEPHONES	630-201	30	65.76
				CHECK APCHK 93737 TOTAL FOR FUND 01:			131.52
1/26/2019	APCH	93738	SBOC	SCHOOLS/CONFERENCES/TRAVEL	810-304	40	500.00
1/26/2019	APCH	93739	SIGNS NOW	OFFICE SUPPLIES	455-301	10	25.70
1/26/2019	APCH	93740*	STAPLES	OFFICE SUPPLIES	455-301	10	36.58
				COMMISSARY PROVISION	455-355	10	58.88
				OFFICE SUPPLIES	610-301	25	109.71
				OFFICE SUPPLIES	610-301	25	101.56
				OFFICE SUPPLIES	710-301	35	371.99
				CHECK APCHK 93740 TOTAL FOR FUND 01:			678.72
1/26/2019	APCH	93741	SUBURBAN DOOR CHECK & LOCK SERV	OPERATING EQUIPMENT	630-401	30	170.00
1/26/2019	APCH	93742	SUBURBAN LIFE PUBLICATIONS	FEES/DUES/SUBSCRIPTIONS	410-307	05	42.00
1/26/2019	APCH	93743	T.P.I.	PLAN REVIEW - BUILDING CODE	820-258	40	6,405.00
				PLAN REVIEW - BUILDING CODE REIMB	820-258	40	4,776.40
				PART TIME - INSPECTOR	830-109	40	2,457.00
				PLUMBING INSPECTION REIMB	830-115	40	855.00
				CHECK APCHK 93743 TOTAL FOR FUND 01:			14,493.40
				LANDSCAPE MAINTENANCE SERVICES	565-342	20	720.00
				STREET & ROW MAINTENANCE	750-328	35	540.00
				REIMB EXP - OTHER	755-283	35	357.18
				REIMB EXP - OTHER	755-283	35	853.49
				CHECK APCHK 93744 TOTAL FOR FUND 01:			2,470.67
1/26/2019	APCH	93745	TEMPERATURE ENGINEERING INC	MAINTENANCE - BUILDING	466-228	10	205.00
1/26/2019	APCH	93746	THOMPSON ELEV. INSPECT. SERVICE	ELEVATOR INSPECTION - REIMB	830-117	40	688.00
1/26/2019	APCH	93747	THOMSON REUTERS - WEST	FEES/DUES/SUBSCRIPTIONS	630-307	30	163.61
1/26/2019	APCH	93748	TOM & JERRY'S SHELL SERVICES	MAINTENANCE - VEHICLES	630-409	30	85.00

Check Date	Bank	Check #	Payee	Description	Account	Dept	Amount
Ind: 01 GENERAL FUND							
1/26/2019	APCH	93750	UNIFIRST	MAINTENANCE - FW BUILDING	725-418	35	111.25
				PHONE - TELEPHONES	410-201	05	56.10
				PHONE - TELEPHONES	455-201	10	22.03
				PHONE - TELEPHONES	630-201	30	957.46
				TELEPHONES	710-201	35	147.09
				TELEPHONES	810-201	40	93.55
				CHECK APCHK 93751 TOTAL FOR FUND 01:			1,276.23
				OPERATING EQUIPMENT	630-401	30	68.38
				OPERATING SUPPLIES	630-331	30	58.06
				OPERATING EQUIPMENT	630-401	30	(6.95)
				MAINTENANCE - FW BUILDING	725-418	35	48.20
				CHECK APCHK 93753 TOTAL FOR FUND 01:			99.31
				MAINTENANCE - VEHICLES	735-409	35	28.00
				MAINTENANCE - VEHICLES	735-409	35	71.23
				MAINTENANCE - VEHICLES	735-409	35	267.07
				MAINTENANCE - VEHICLES	735-409	35	53.26
				CHECK APCHK 93754 TOTAL FOR FUND 01:			419.56
				MAINTENANCE - VEHICLES	630-409	30	100.00
				Total for fund 01 GENERAL FUND			133,584.35

Check Date	Bank	Check #	Payee	Description	Account	Dept	Amount
2/26/2019	APCH	117 (E)	DUPAGE WATER COMMISSION	PURCHASE OF WATER	420-575	50	132,189.46
2/26/2019	APCH	118 (E) *#	INTERGOVERNMENTAL PERSONNEL	HEALTH/DENTAL/LIFE INSURANCE	401-141	50	3,567.30
2/26/2019	APCH	93698*#	CALL ONE INC	PHONE - TELEPHONES	401-201	50	237.67
2/26/2019	APCH	93702*#	COMED	ENERGY - ELECTRIC PUMP	420-206	50	1,488.24
				ENERGY - ELECTRIC PUMP	420-206	50	1,167.45
				CHECK APCHK 93702 TOTAL FOR FUND 02:			2,655.69
2/26/2019	APCH	93734*#	RAGS ELECTRIC, INC	WATER DISTRIBUTION REPAIRS/MAINTENANC	430-277	50	105.50
2/26/2019	APCH	93744*#	TAMELING GRADING	WATER DISTRIBUTION REPAIRS/MAINTENANC	430-277	50	440.00
2/26/2019	APCH	93749	UNDERGROUND PIPE & VALVE, CO.	MATERIAL & SUPPLIES - DISTRIBUTION	430-476	50	3,319.00
2/26/2019	APCH	93751*#	VERIZON WIRELESS	PHONE - TELEPHONES	401-201	50	147.09
				Total for fund 02 WATER FUND			142,661.71

Check Date	Bank	Check #	Payee	Description	Account	Dept	Amount
1/26/2019	APCH	93697	ATWELL & ATWELL	LEGAL FEES	401-242	62	650.00
				Total for fund 07 POLICE PENSION FUND			850.00
				TOTAL - ALL FUNDS			277,096.06
** - INDICATES CHECK DISTRIBUTED TO MORE THAN ONE FUND							
*# - INDICATES CHECK DISTRIBUTED TO MORE THAN ONE DEPARTMENT							

# VILLAGE OF WILLOWBROOK

## BOARD MEETING

### AGENDA ITEM - HISTORY/COMMENTARY

<b>ITEM TITLE:</b> A RESOLUTION TO DESIGNATE FREEDOM OF INFORMATION OFFICERS AS REQUIRED UNDER THE ILLINOIS FREEDOM OF INFORMATION ACT	<b>AGENDA NO.</b> 5d <b>AGENDA DATE:</b> <u>02/25/19</u>
---	---

<b>STAFF REVIEW:</b> Christine Mardegan	<b>SIGNATURE:</b> <u>Christine Mardegan</u>
<b>LEGAL REVIEW:</b> Thomas Bastian	<b>SIGNATURE:</b> <u>THOMAS BASTIAN</u>
<b>RECOMMENDED BY VLG ADMIN:</b> Tim Halik	<b>SIGNATURE:</b> <u>Tim Halik</u>
<b>REVIEWED &amp; APPROVED BY COMMITTEE:</b>	YES <input type="checkbox"/> NO <input type="checkbox"/> N/A <input checked="" type="checkbox"/>

<b>ITEM HISTORY (PREVIOUS VILLAGE BOARD REVIEWS, ACTIONS RELATED TO THIS ITEM, OTHER PERTINENT HISTORY)</b>
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In August 2009, Governor Pat Quinn signed into law Senate Bill 189, which substantially revises the current Freedom of Information Act (FOIA). This new law takes effect January 1, 2010. The intent of the revised law is to increase transparency and accountability in state and local government.

<b>ITEM COMMENTARY (BACKGROUND, DISCUSSION, KEY POINTS, RECOMMENDATIONS, ETC.)</b>
Under P.A. 96-542, effective January 1, 2010, the Village of Willowbrook must designate one or more officials or employees to act as Freedom of Information officer(s). When the new law takes effect, the FOIA officers must successfully complete an electronic training curriculum provided by the Public Access Counselor within 6 months. Thereafter, training will be completed annually and new FOIA officers must complete the training within 30 days after assuming the position.
The Mayor and Village Clerk discussed the FOIA officer designee(s) and determined it would be appropriate to designate one Freedom of Information officer and three Deputy Freedom of Information officers. The Mayor and Village Clerk recommend that Christine Mardegan be designated as the Freedom of Information officer and Lisa Shemroske, Lori Rinella, and Nancy Turville be designated as Deputy Freedom of Information officers.
<b>ACTION PROPOSED:</b> ADOPT THE RESOLUTION.

RESOLUTION NO. 19-R-\_\_\_\_\_

A RESOLUTION TO DESIGNATE FREEDOM OF INFORMATION OFFICERS AS REQUIRED UNDER THE ILLINOIS FREEDOM OF INFORMATION ACT

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WHEREAS, P.A. 96-542, effective January 1, 2010, has made substantial changes to the Freedom of Information Act, including creating a new section 3.5 (5 ILCS 140/3.5), which requires a public body to designate one or more Freedom of Information officer or officers; and

WHEREAS, the Mayor and Board of Trustees of the Village of Willowbrook hereby find and declare that it is in the best interests of the Village of Willowbrook to designate Freedom of Information Officers.

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

SECTION ONE: That Christine Mardegan is designated Freedom of Information officer and Lisa Shemroske, Lori Rinella, and Nancy Turville are hereby designated as Deputy Freedom of Information officers for the Village of Willowbrook.

SECTION TWO: All policies and resolutions of the Village which conflict with the provisions of this resolution shall be and are hereby repealed to the extent of such conflict.

SECTION THREE: This resolution shall be in full force and effect from and after its passage and approval in the manner provided by law.

ADOPTED and APPROVED this 25<sup>th</sup> day of February, 2019.

APPROVED:

\_\_\_\_\_  
Mayor

ATTEST:

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

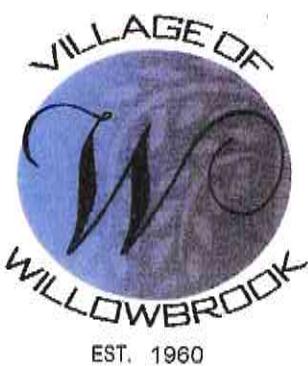
ROLL CALL VOTE:

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

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

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

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



# Willowbrook

835 Midway Drive  
Willowbrook, IL 60527-5549

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

February 04, 2019

**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

CHEN, HSIU-CHING  
21 LAKE SHORE DR  
WILLOWBROOK, IL 60527-2221

Re: Account 350175.001  
PIN #: [REDACTED]  
Delinquent Water Bill

Dear Sir or Madam,

Please be advised that your water bill is now delinquent in the amount of \$ 184.81. This amount now includes a \$25.00 fee pursuant to Section 6-8-5 of the Village of Willowbrook Code. This \$25.00 is added to all accounts delinquent 45 or more days after the billing date. This amount also includes all other penalties pursuant to Section 6-8-5 of the Village Code. Your failure to satisfy the total amount of this delinquency on or before February 22, 2019, will result in the immediate termination of your water service.

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

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

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

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

Sincerely,

Timothy J. Halik  
Director of Municipal Services





# Willowbrook

835 Midway Drive  
Willowbrook, IL 60527-5549

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

February 04, 2019

**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

DICKMAN, MARGARET  
5847 HOLMES AVE  
CLARENDRON HILLS, IL 60514-1723

Re: Account 353000.000  
PIN #: XXXXXXXXXX  
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 February 22, 2019, 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





# Willowbrook

835 Midway Drive  
Willowbrook, IL 60527-5549

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

February 04, 2019

**Mayor**

Frank A. Trilla

FERNANDEZ, ALFONSO & HALYNA

16 KENT CT

WILLOWBROOK, IL 60527-2212

**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 350395.004  
PIN #: XXXXXXXXXX  
Delinquent Water Bill

Dear Sir or Madam,

Please be advised that your water bill is now delinquent in the amount of \$ 193.96. This amount now includes a \$25.00 fee pursuant to Section 6-8-5 of the Village of Willowbrook Code. This \$25.00 is added to all accounts delinquent 45 or more days after the billing date. This amount also includes all other penalties pursuant to Section 6-8-5 of the Village Code. Your failure to satisfy the total amount of this delinquency on or before February 22, 2019, will result in the immediate termination of your water service.

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

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

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

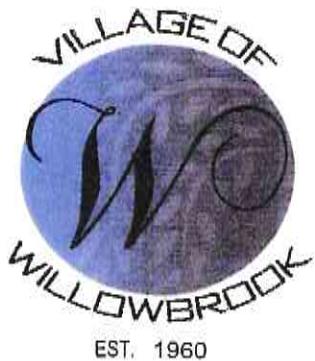
If you do not satisfy the bill or contact me, your water service will be automatically terminated.

Sincerely,

*T.J. Halik*

Timothy J. Halik  
Director of Municipal Services





# Willowbrook

835 Midway Drive  
Willowbrook, IL 60527-5549

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

February 04, 2019

**Mayor**

Frank A. Trilla

GIANNAKOPOULOS, KOSTAS

17 KANE CT  
WILLOWBROOK, IL 60527-2262

**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

Dear Sir or Madam,

Please be advised that your water bill is now delinquent in the amount of \$ 136.09. This amount now includes a \$25.00 fee pursuant to Section 6-8-5 of the Village of Willowbrook Code. This \$25.00 is added to all accounts delinquent 45 or more days after the billing date. This amount also includes all other penalties pursuant to Section 6-8-5 of the Village Code. Your failure to satisfy the total amount of this delinquency on or before February 22, 2019, will result in the immediate termination of your water service.

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

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

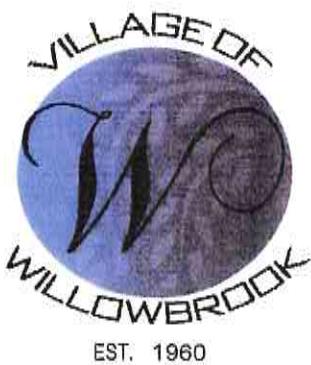
If you have any questions concerning your water bill, or if you wish to arrange a hearing before the Mayor and Board of Trustees to contest the termination of your water service, please contact me at the Village of Willowbrook by writing to 835 Midway Drive, Willowbrook, IL 60527 or call 630-323-8215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

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

Sincerely,

Timothy J. Halik  
Director of Municipal Services





# Willowbrook

835 Midway Drive  
Willowbrook, IL 60527-5549

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

February 04, 2019

**Mayor**

Frank A. Trilla

MCMAHON, LATANYA  
44 PORTWINE RD  
WILLOWBROOK, IL 60527-2264

**Village Clerk**

Leroy R. Hansen

Re: Account 350955.008  
PIN #: [REDACTED]  
Delinquent Water Bill

**Village Trustees**

Sue Berglund

Umberto Davi

Terrence Kelly

Michael Mistele

Gayle Neal

Paul Oggerino

Dear Sir or Madam,

Please be advised that your water bill is now delinquent in the amount of \$ 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 February 22, 2019, will result in the immediate termination of your water service.

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

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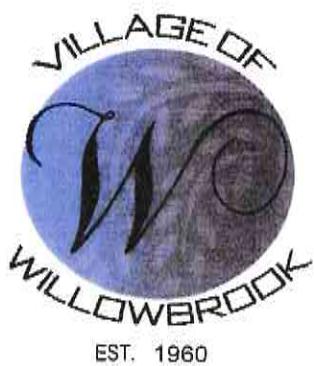
If you have any questions concerning your water bill, or if you wish to arrange a hearing before the Mayor and Board of Trustees to contest the termination of your water service, please contact me at the Village of Willowbrook by writing to 835 Midway Drive, Willowbrook, IL 60527 or call 630-323-8215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

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

Sincerely,

Timothy J. Halik  
Director of Municipal Services





# Willowbrook

835 Midway Drive  
Willowbrook, IL 60527-5549

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

February 04, 2019

**Mayor**

Frank A. Trilla

MIHAJLOVIC, STEVEN  
67 PORTWINE RD  
WILLOWBROOK, IL 60527-2225

**Village Clerk**

Leroy R. Hansen

Re: Account 351015.004  
PIN #: XXXXXXXXXX  
Delinquent Water Bill

**Village Trustees**

Sue Berglund

Umberto Davi

Terrence Kelly

Michael Mistele

Gayle Neal

Paul Oggerino

Dear Sir or Madam,

Please be advised that your water bill is now delinquent in the amount of \$ 180.02. This amount now includes a \$25.00 fee pursuant to Section 6-8-5 of the Village of Willowbrook Code. This \$25.00 is added to all accounts delinquent 45 or more days after the billing date. This amount also includes all other penalties pursuant to Section 6-8-5 of the Village Code. Your failure to satisfy the total amount of this delinquency on or before February 22, 2019, will result in the immediate termination of your water service.

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

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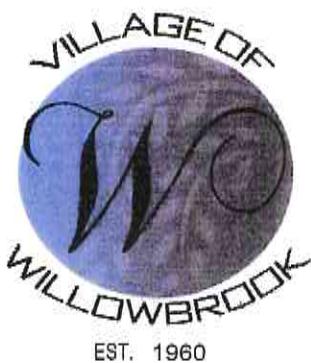
If you have any questions concerning your water bill, or if you wish to arrange a hearing before the Mayor and Board of Trustees to contest the termination of your water service, please contact me at the Village of Willowbrook by writing to 835 Midway Drive, Willowbrook, IL 60527 or call 630-323-8215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

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

Sincerely,

Timothy J. Halik  
Director of Municipal Services





# Willowbrook

835 Midway Drive  
Willowbrook, IL 60527-5549

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

February 04, 2019

**Mayor**

Frank A. Trilla

MICHALOWSKI, DINA

26 PORTWINE RD  
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 350840.004  
PIN #: XXXXXXXXXX  
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 February 22, 2019, will result in the immediate termination of your water service.

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

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

Sincerely,

Timothy J. Halik  
Director of Municipal Services





# Willowbrook

835 Midway Drive  
Willowbrook, IL 60527-5549

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

February 04, 2019

**Mayor**

Frank A. Trilla

VAYALIL, JACOB  
351 WILLOWOOD LN  
WILLOWBROOK, IL 60527-3900

**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 352585.005  
PIN #: XXXXXXXXXX  
Delinquent Water Bill

Dear Sir or Madam,

Please be advised that your water bill is now delinquent in the amount of \$ 361.84. This amount now includes a \$25.00 fee pursuant to Section 6-8-5 of the Village of Willowbrook Code. This \$25.00 is added to all accounts delinquent 45 or more days after the billing date. This amount also includes all other penalties pursuant to Section 6-8-5 of the Village Code. Your failure to satisfy the total amount of this delinquency on or before February 22, 2019, will result in the immediate termination of your water service.

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

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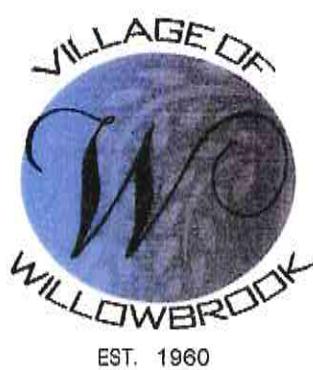
If you have any questions concerning your water bill, or if you wish to arrange a hearing before the Mayor and Board of Trustees to contest the termination of your water service, please contact me at the Village of Willowbrook by writing to 835 Midway Drive, Willowbrook, IL 60527 or call 630-323-8215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

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

Sincerely,

Timothy J. Halik  
Director of Municipal Services





# Willowbrook

835 Midway Drive  
Willowbrook, IL 60527-5549

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

February 04, 2019

**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

RAMSEY, ADAM  
6805 KINGERY HWY  
WILLOWBROOK, IL 60527-5154

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

Dear Sir or Madam,

Please be advised that your water bill is now delinquent in the amount of \$ 202.77. 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 February 22, 2019, 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



# VILLAGE OF WILLOWBROOK

## BOARD MEETING AGENDA ITEM - HISTORY/COMMENTARY

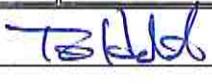
**ITEM TITLE:**

MOTION TO APPROVE – COMMUNITY RESOURCE CENTER/VILLAGE COUNCIL CHAMBERS RENOVATION PROJECT: PAYOUT #3 – PARTIAL PAYMENT, L.J. MORSE CONSTRUCTION COMPANY

AGENDA NO. 5f

AGENDA DATE: 2/25/19

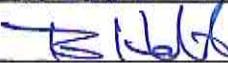
STAFF REVIEW: Tim Halik, Village Administrator

SIGNATURE: 

LEGAL REVIEW: Thomas Bastain, Village Attorney

SIGNATURE: 

RECOMMENDED BY: Tim Halik, Village Administrator

SIGNATURE: 

REVIEWED & APPROVED BY COMMITTEE: YES  NO  N/A

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

At its regular meeting on October 8, 2018, the Village Board awarded a construction contract in the amount of \$353,500 to L.J. Morse Construction Company to complete Phase I of the renovation of the Community Resource Center/Council Chambers building located at 825 Midway Drive. Construction work began on October 22, 2018 and, since that time, various work has occurred including the demolition of the prior mansard roof and exterior stone veneer, construction of new building façade including metal panels, the new TPO roof is completed, the top coping installed, new stone veneer installed, and the placement of the roof-top HVAC mechanical units are complete.

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

Given the completion of this work, we have received a request from the general contractor for partial payment for work completed to date. The request was forwarded to the Architect of Record to review, and he has approved the request. We would recommend approval of a partial payout in the amount of \$49,079.65. Partial waivers of lien from the general contractor, trailing waivers from sub-contractors, and copies of certified payroll accounting for the current time period will be obtained prior to the release of the payment check. Trailing waivers of lien for this work, from sub-contractors, will be obtained on the next payout request. A complete copy of the Application and Certification for Payment for Payment #3 – Partial Payment Request is attached.

Staff would recommend that the Mayor and Board of Trustees authorize Payout #3 – Partial Payment to L.J. Morse Construction Company in the amount of \$49,079.65. The authorized payment amount would be expended from the following fund:

<u>FUND</u>	<u>ACCOUNT</u>	<u>DESCRIPTION</u>	<u>UNEXPENDED</u>
L.A.F.E.R.	14-75-930-412	CRC Remodel	\$121,786.60

### ACTION PROPOSED:

Approve motion.

RECEIVED  
FEB 20 2019

VILLAGE OF  
WILLOWBROOK

Application and Certificate for Payment

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

Project: Willowbrook Board/Community Ctr  
825 Midway Drive  
Willowbrook, IL 60527

Application No: 3  
Period To: 2/20/2019  
Contract For:  
Contract Date: 10/11/2018  
Project Nos:

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

Via Architect:

CONTRACTOR'S APPLICATION FOR PAYMENT

1) ORIGINAL CONTRACT SUM.....	\$353,500.00
2) Net change by Change Orders.....	\$0.00
3) CONTRACT SUM TO DATE .....	\$353,500.00
4) TOTAL COMPLETED & STORED TO DATE.....	\$344,770.00
5) Retainage:	
a. Completed Work .....	\$34,477.00
b. Stored Material.....	\$0.00
Total Retainage.....	\$34,477.00
6) Total Earned less Retainage .....	\$310,293.00
7) Less Previous Certificates for Payment.....	\$261,213.35
8) CURRENT PAYMENT DUE.....	\$49,079.65
9) Balance to Finish, including Retainage.....	\$43,207.00

CHANGE ORDER SUMMARY	ADDITIONS	DEDUCTIONS
Total changes approved in previous months by Owner	0.00	0.00
Total approved this Month	0.00	0.00
TOTALS	0.00	0.00
NET CHANGES by Change Order		0.00

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

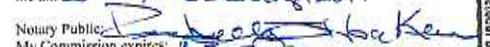
CONTRACTOR:

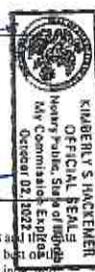
By:   
State of Illinois

Date: 2-22-19

County of: Will

Subscribed and sworn to before  
me this 20 day of February, 2019

Notary Public:   
My Commission expires: 05-22-22



ARCHITECT'S CERTIFICATE FOR PAYMENT

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

AMOUNT CERTIFIED ..... \$ 49,079.65

(Attach explanation if amount certified differs from the amount applied. Initial all figures on this Application and on the Continuation Sheet that are changed to conform with the amount certified.)

ARCHITECT:

By:   
Date: 02/20/20

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

## CONTINUATION SHEET

## AIA DOCUMENT G703

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

Application No: 3  
Application Date: 2/11/2019  
Period To: 2/20/2019  
Architect's Project No:

Item No.	DESCRIPTION	SCHEDULED VALUE	WORK COMPLETED		STORED MATERIALS	TOTAL	%	BALANCE	RETAINAGE
			PREVIOUS	THIS PERIOD					
1	General Conditions/LJM	16,646.00	10,335.00	0,311.00	0.00	16,646.00	100	0.00	1,664.60
2	Demolition/LJM	25,200.00	25,200.00	0.00	0.00	25,200.00	100	0.00	2,520.00
3	Masonry/Piazza	58,000.00	58,000.00	0.00	0.00	58,000.00	100	0.00	3,800.00
4	Brick Staining/Naukaw	8,730.00	0.00	0.00	0.00	0.00	0	8,730.00	0.00
5	Steel/Hillstone	5,665.00	11,330.00	-5,665.00	0.00	5,663.00	100	0.00	566.50
6	Carpentry/LJM	26,030.00	32,060.00	-26,030.00	0.00	26,030.00	100	0.00	2,603.00
7	Composite Panels/Langlois	41,300.00	0.00	41,500.00	0.00	41,300.00	100	0.00	4,150.00
8	Roofing/Langlois	70,500.00	49,246.16	21,253.84	0.00	70,500.00	100	0.00	7,050.00
9	Exterior framing and Gypsum/LJM	17,960.00	17,960.00	0.00	0.00	17,960.00	100	0.00	1,796.00
10	Plumbing/Hall & One	1,874.00	1,874.00	0.00	0.00	1,874.00	100	0.00	187.40
11	HVAC/RJ O'Neil	38,000.00	37,207.00	793.00	0.00	38,000.00	100	0.00	3,800.00
12	Electrical/Design	19,000.00	10,570.00	8,430.00	0.00	19,000.00	100	0.00	1,900.00
13	Bonds	3,500.00	3,500.00	0.00	0.00	3,500.00	100	0.00	350.00
14	OH/P	20,895.00	12,954.90	7,940.10	0.00	20,895.00	100	0.00	2,089.50

## CONTINUATION SHEET

## AIA DOCUMENT G703

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

Application No: 3  
 Application Date: 2/11/2019  
 Period To: 2/20/2019  
 Architect's Project No:

ITEM NO.	DESCRIPTION	SCHEDULED VALUE	WORK COMPLETED		STORED MATERIALS	TOTAL	%	BALANCE	RETAINAGE
			PREVIOUS	THIS PERIOD					
		\$ 353,500.00	\$ 290,237.06	\$ 54,332.74	\$ 0.00	\$ 344,770.00	98%	\$ 9,730.00	\$ 34,477.00

# VILLAGE OF WILLOWBROOK

## BOARD MEETING

### AGENDA ITEM - HISTORY/COMMENTARY

ITEM TITLE:	AGENDA NO.	5g
A MOTION TO APPROVE APPLICATION FOR A LICENSE TO HOLD A RAFFLE – THE KERRY PIPER IRISH PUB	AGENDA DATE:	<u>02/25/2019</u>

STAFF REVIEW: Christine Mardegan SIGNATURE: *Christine Mardegan*  
LEGAL REVIEW: Thomas Bastian SIGNATURE: *THOMAS BASTIAN TH.*  
RECOMMENDED BY VILLAGE ADMIN: Tim Halik SIGNATURE: *T. Halik*  
REVIEWED & APPROVED BY COMMITTEE: YES  N/A

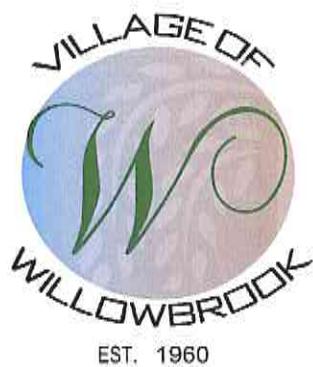
#### ITEM HISTORY (PREVIOUS VILLAGE BOARD REVIEWS, ACTIONS RELATED TO THIS ITEM, OTHER PERTINENT HISTORY)

The Kerry Piper Irish Pub has submitted an application to hold a raffle for their Annual St. Baldrick's Foundation fundraising event. This raffle will be held on March 17, 2019 at the Kerry Piper Irish Pub, 7900 Joliet Road, Willowbrook, Illinois.

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

This is the ninth application for this organization.

ACTION PROPOSED: Approve Application to hold a Raffle.



# Willowbrook

835 Midway Drive  
Willowbrook, IL 60527-5594

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

## APPLICATION FOR LICENSE TO HOLD A RAFFLE

### Mayor

Frank A. Trilla

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

### Village Clerk

Leroy R. Hansen

Name Liam McGowan Address 7900 Solist Rd. Age 23  
Willowbrook IL

### Village Trustees

Sue Berglund

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

Date of formation of organization: 1998

Object for which organization or corporation was formed: Restaurant/Bar

Umberto Davi

Terrence Kelly

Michael Mistele

Gayle Neal

Paul Oggerino

### Village Administrator

Tim Halik

### Chief of Police

Mark Shelton

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

The Kerry Piper

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

3/17/19

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

The Kerry Piper

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

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

No:

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



Proud Member of the  
Illinois Route 66 Scenic Byway

6. The aggregate retail value of all prizes or merchandise awarded by the licensee in a single raffle.  
\$1500.00  
All proceeds to St. Baldricks Foundation

7. The maximum retail value of each prize awarded by the licensee in a single raffle.  
\$1500.00

8. The maximum price which may be charged for each raffle chance issued or sold.  
\$5.00

9. Has a previous license issued by any state or subdivision thereof or by the Federal government ever been revoked:  
Yes: \_\_\_\_\_ No: ✓  
If yes, state reasons:  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

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

11. Affirm that the applicant will not allow gambling devices or gambling on the premises where the drawing will be held.  
No gambling outside of licensed Machines

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

Signature:

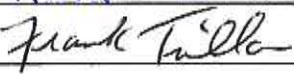
Laura Miller  
Date 2/6/19

## VILLAGE OF WILLOWBROOK

### BOARD MEETING AGENDA ITEM - HISTORY/COMMENTARY

**ITEM TITLE:**

A RESOLUTION AUTHORIZING THE MAYOR AND VILLAGE CLERK TO ACCEPT AN AGREEMENT FOR PROFESSIONAL SERVICES BETWEEN THE VILLAGE OF WILLOWBROOK AND SERAFIN & ASSOCIATES, INC.

**AGENDA NO.****6****AGENDA DATE:** 2/25/19**STAFF REVIEW:** Tim Halik, Village Administrator**SIGNATURE:** **LEGAL REVIEW:** Thomas Bastian, Village Attorney**SIGNATURE:** THOMAS BASTIAN TM.**RECOMMENDED BY:** Frank A. Trilla, Mayor**SIGNATURE:** **REVIEWED & APPROVED BY MUNICIPAL SERVICES COMMITTEE:** YES  NO  N/A **ITEM HISTORY (PREVIOUS VILLAGE BOARD REVIEWS, ACTIONS RELATED TO THIS ITEM, OTHER HISTORY)**

As the Village continues to work in various ways to respond to the environmental concerns raised in relation to Sterigenics' use of ethylene oxide, Mayor Trilla has found the need to utilize the services of Serafin & Associates, Inc. on several occasions. As a result, Serafin has submitted the attached agreement which will enable the Village to continue to utilize their services on an as-needed basis.

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

Generally, the Serafin agreement includes:

- Term: Effective February 26, 2019, and the agreement can be modified in writing by agreement of the parties.
- Payment and Expenses: billing rate of \$300 per hour plus pre-approved expenses. Invoices to be paid within 30 days.
- Termination: Either party may unilaterally agree to terminate the agreement at any time.

The Village Attorney has reviewed the Agreement.

**ACTION PROPOSED:**

Adopt Resolution.

RESOLUTION NO. 19-R-\_\_\_\_\_

A RESOLUTION AUTHORIZING THE MAYOR AND VILLAGE CLERK TO ACCEPT A  
PROPOSAL FOR PROFESSIONAL SERVICES BETWEEN THE VILLAGE OF  
WILLOWBROOK AND SERAFIN & ASSOCIATES, INC.

---

**WHEREAS**, in the opinion of a majority of the corporate authorities of the Village of Willowbrook (the "Village") it is advisable, necessary and in the best interest of the Village that the Village contract for professional services to provide crisis communication services, strategic communications, and public affairs/public relation services in connection with the Village's ongoing response to the release of a report by the USEPA of environmental concerns associated with the Sterigenics facilities in town; and,

**WHEREAS**, in the opinion of a majority of the corporate authorities of the Village it is necessary, advisable and in the public interest to enter into a Professional Services Agreement with Serafin & Associates, Inc. to provide such services.

**NOW, THEREFORE, BE IT RESOLVED** by the Mayor and Board of Trustees of the Village of Willowbrook, DuPage County, Illinois, that certain Professional Services Agreement by and between the Village of Willowbrook and Serafin & Associates, Inc. is hereby approved in substantially the same form as attached hereto as Exhibit "A" as approved by the Village Attorney.

ADOPTED and APPROVED this 25<sup>th</sup> day of February 2019.

APPROVED:

---

Mayor

ATTEST:

---

Village Clerk

ROLL CALL VOTE:

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

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

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

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

Exhibit "A"



strategy  
public affairs  
issue & reputation management  
media relations  
crisis management

RECEIVED

FEB 12 2019

VILLAGE OF  
WILLOWBROOK

2019-2  
Village of Willowbrook Contractual Agreement  
Page 1 of 2

CONTRACTUAL AGREEMENT

Between

Serafin & Associates, Inc.

And

Village of Willowbrook

This Agreement is entered by and between Serafin & Associates, Inc. (hereafter "S&A") and Village of Willowbrook (hereafter "CLIENT"). In consideration of the covenants and undertakings set forth herein, the parties agree as follows:

**1. PURPOSE**

As directed by CLIENT, S&A and its designated subcontractor, Lissa Druss, will provide CLIENT with crisis communication services; strategic communications; and public affairs/public relation services at the rate set forth in 3.a) below with the CLIENT's understanding that the employees of S&A are not attorneys and do not provide legal advice or services.

**2. TERM AND MODIFICATION**

- a) Term. This Agreement shall become effective February 26, 2019.
- b) Modification. This Agreement can be modified in writing by agreement of the parties.

**3. PAYMENT AND EXPENSES**

- a) Payment. CLIENT shall pay S&A a fee at the rate of \$300 per hour plus pre-approved expenses for the term of this agreement.
- b) S&A will invoice CLIENT on the last day of each month with payment due in full and payable to Serafin & Associates, Inc. 409 W. Huron St., Suite 600, Chicago, IL 60654-3480 within 30 days of the invoice date.

#### 4. TERMINATION

This agreement may be terminated in the following manner. Unilateral Agreement. Either party may unilaterally agree to terminate this Agreement at any time, with no further obligation, other than to pay such fees and expenses that accrued up to and including the termination date incurred prior to the notice of termination.

#### 5. ACCEPTANCE

Please signify acceptance of this agreement by executing below two copies.

Serafin & Associates, Inc.  
409 W. Huron, Ste 600  
Chicago, IL 60654

Village of Willowbrook  
835 Midway Drive  
Willowbrook, IL 60527

By:   
Thom M. Serafin  
President/CEO

February 26, 2019

By: \_\_\_\_\_  
Mayor Frank Trilla

February 26, 2019

Attest: \_\_\_\_\_  
Leroy Hansen Village Clerk

Date: \_\_\_\_\_