

## 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, JANUARY 27, 2020, 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 - January 13, 2020 (APPROVE)
  - c. Warrants - \$95,397.43 (APPROVE)
  - d. Motion - A Motion for Board Authorization for Staff to Process Current Delinquent Water Bills in Accordance with Past Practices (PASS)
  - e. Motion - A Motion to Approve the 2019 Motor Fuel (MFT) Roadway Maintenance Program - Pay Estimate No. 1 - Chicagoland Paving Contractors, Inc. (PASS)
  - f. RESOLUTION - A Resolution Authorizing the Mayor and Village Administrator to Execute a Certain Interagency Agreement with the Illinois State Police for the Purpose of Obtaining Criminal History Record Information on Liquor License Applicants (ADOPT)
  - g. RESOLUTION - A Resolution Approving and Accepting a Proposal and Authorizing the Mayor and the Village Clerk to Execute and Attest to an Agreement for the Installation of Additional High-Density Storage to the Police Department Evidence Room - Bradford Systems at a Cost Not-To-Exceed \$4,470.00 (ADOPT)

- h. ORDINANCE - An Ordinance of the Village of Willowbrook Declaring Surplus Property and Authorizing the Sale or Disposal of One (1) 2015 Ford Explorer Motor Vehicle (PASS)
- i. RESOLUTION - A Resolution Approving, Confirming and Ratifying the Expenditure of \$18,500.00 for Emergency Sewer Repairs at the Willowbrook Police Department Facility (ADOPT)

NEW BUSINESS

- 6. ORDINANCE - An Ordinance Amending Section 3-12-5 Entitled "Classifications", of Chapter 12 Entitled "Liquor", of Title 3 Entitled "Business" of the Village Code of Ordinances of the Village of Willowbrook, DuPage County, Illinois (PASS)
- 7. RESOLUTION - A Resolution Authorizing the Board of Police Commissioners (BOPC) of the Village of Willowbrook to Effect the Original Appointment of One (1) Candidate to Fill a Vacancy in the Rank of Patrol Officer Within the Village Police Department (ADOPT)
- 8. RESOLUTION - A Resolution Accepting a Proposal to Manage and Administer the Job Application and Examination Process for the Patrol Officer Hiring Process and to Further Authorize the Vendor, Acting as an Agent of the Village, to Assess an Application Fee From Candidates as Part of the Application Process - I/O Solutions (PASS)

PRIOR BUSINESS

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

MINUTES OF THE REGULAR MEETING OF THE MAYOR AND BOARD OF TRUSTEES OF THE VILLAGE OF WILLOWBROOK HELD ON MONDAY, JANUARY 13, 2020 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 6:33 p.m. by Village Clerk Leroy Hansen.

2. ROLL CALL

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

ABSENT: Mayor Frank Trilla and Attorney Michael Durkin.

Also present were Village Administrator Brian Pabst, Director of Finance Carrie Dittman, Chief of Police Robert Schaller, Deputy Chief Lauren Kasper, Assistant Village Administrator Michael Mertens, Deputy Clerk Christine Mardegan, Building Official Roy Giuntoli and Superintendent of Public Works Joe Coons.

A QUORUM WAS DECLARED

3. MOTION TO APPROVE - A MOTION TO APPOINT TRUSTEE MICHAEL MISTELE AS TEMPORARY CHAIRMAN IN THE MAYOR'S ABSENCE

Village Clerk Hansen advised that a motion was necessary to appoint Trustee Michael Mistele as Temporary Chairman at tonight's meeting.

MOTION: Made by Trustee Davi and seconded by Trustee Berglund to appoint Trustee Mistele as Temporary Chairman.

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

MOTION DECLARED CARRIED

4. PLEDGE OF ALLEGIANCE

Temporary Chairman Mistele asked Building Official Giuntoli to lead everyone in saying the Pledge of Allegiance.

5. VISITORS' BUSINESS

None presented.

6. OMNIBUS VOTE AGENDA

- a. Waive Reading of Minutes (APPROVE)
- b. Minutes - Regular Board Meeting - December 16, 2019 (APPROVE)
- c. Warrants - \$672,184.67 (APPROVE)
- d. Monthly Financial Report - December 2019 (APPROVE)
- e. Resolution - A Resolution Approving a Final Plat of Subdivision of Anvan's Resubdivision No. 2 - 7830 Kingery Highway - Resolution No. 20-R-01 (ADOPT)
- f. Resolution - A Resolution Approving a Plat of Easement - 7624 Virginia Court - Resolution No. 20-R-02 (ADOPT)
- g. Resolution - A Resolution Approving a Plat of Easement - 528 Ridgemoor Drive - Resolution No. 20-R-03 (ADOPT)

Temporary Chairman Mistele asked the Board if there were any items to be removed from the Omnibus Vote Agenda

MOTION: Made by Trustee Kelly 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

7. ORDINANCE - An Ordinance Amending Section 4-2-32 Entitled "Swimming Pool Regulations Adopted" of Chapter 2 Entitled "Building Code" of Title 4 Entitled "Municipal Services" of the Village Code of Ordinances of the Village of Willowbrook (PASS)

Building Official Giuntoli advised the Board that the 2018 Building Code has certain provisions that drastically changed the barrier requirements for inground pools, to the point where we believe public safety is compromised. In past cycles of the "pool" code, a surrounding protective barrier was required for any pool with walls less than four feet (4') above grade (a common barrier is typically a fence, or wall of a structure/residence/building, or a combination thereof). As "In-Ground" pools have no walls above grade, they have *always* been required to have a barrier to surround them to protect from

accidental access. The new 2018 ISPSC code now allows for a certain type of "mechanical cover" to be used as an alternate to a barrier. Staff considers this code change a step back from the safe barriers required in years past. Staff recommends amending the code wording to remove "swimming pools" from the wording, subsequently reinstating the pool barrier/fence requirement.

MOTION: Made by Trustee Davi and seconded by Trustee Berglund to pass Ordinance 20-0-01 as presented.

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

MOTION DECLARED CARRIED

8. ORDINANCE - An Ordinance Repealing Sections 5-3-20 and 5-3-24 and Amending Section 5-3-23 Entitled "Prohibition of the Sale and Possession of Drug Paraphernalia" of Chapter 3 Entitled "Misdemeanors" of Title 5 Entitled "Police Regulations", of the Village Code of Ordinances of the Village of Willowbrook, DuPage County, Illinois (PASS)

Trustee Berglund asked, "Are these the same rules/laws that the state passed? What is different about these?"

Chief Schaller responded that our previous ordinance was not in line with the new Illinois Cannabis Law. This ordinance amends the new law. The proposed ordinance amends the Village Code to be in compliance with the State of Illinois Compassionate Use of Medical Cannabis Program Act, the Cannabis Regulation and Tax Act, as well as the Industrial Hemp Act. The State law distinguishes between the amount state residents can possess vs. out-of-state residents, in addition to where it is unlawful to use cannabis products. Lastly, the ordinance amends the Village Code on possession, sale, delivery of drug paraphernalia, prohibition and exceptions to be in compliance with the State law.

Assistant Administrator Mertens stated that there was a scrivener's error on page 5 number 4b, and that item should be adjusted from 25 milligrams tetrahydrocannabinol (THC) in cannabis-infused products to 250 milligrams. This has been corrected in the Clerk's copy and on the Village website.

MOTION: Made by Trustee Berglund and seconded by Trustee Davi to pass Ordinance No. 20-O-02 as presented.

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

MOTION DECLARED CARRIED

9. RESOLUTION - A Resolution of the Village of Willowbrook Determining the Lowest Responsible Proposal for the Village Police Department Door Replacement Project and Awarding a Contract to Tee Jay Service Company, Inc. (ADOPT)

Public Works Superintendent Coons stated the Village has received three proposals for ADA upgrade and door replacement for 7760 Quincy Street Police Department which include:

Chicago Dock and Door	\$10,450.00
Tee Jay Service Company, Inc.	\$15,301.00
LaForce Electronic Security Systems	\$21,096.94

The lowest base proposal of \$10,450 is recommended to be rejected based upon the entity not being in good standing with the Illinois Secretary of State, whose records indicate an involuntary dissolution as of March 8, 2019. Staff is recommending that the Village authorize the lowest responsible proposal for the project to Tee Jay Services, Inc. at a cost of \$15,301.00. This Village has utilized this firm on past maintenance projects and found their work to meet expectations.

Trustee Oggerino asked, "Will that only be one door at the entrances?" Superintendent Coons replied, "yes".

Trustee Berglund asked if the Village Hall doors will also be ADA compliant. Assistant Administrator Mertens stated that the Village Hall doors are already ADA compliant.

MOTION: Made by Trustee Oggerino and seconded by Trustee Kelly to adopt Resolution No. 20-R-04 as presented.

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

MOTION DECLARED CARRIED

PRIOR BUSINESS

10. TRUSTEE REPORTS

Trustee Kelly had no report.

Trustee Berglund had no report.

Trustee Davi had no report.

Trustee Oggerino had no report.

Trustee Neal thanked the Trustees for the new ADA door for the Police Department.

Trustee Mistele had no report.

11. ATTORNEY'S REPORT

Attorney Durkin was not present.

12. CLERK'S REPORT

Clerk Hansen had no report.

13. ADMINISTRATOR'S REPORT

Administrator Pabst had no report.

14. MAYOR'S REPORT

No Mayor's report due to Mayor Trilla's absence.

15. CLOSED SESSION

Temporary Chairman Mistele stated that there was no need for Closed Session during tonight's meeting.

16. ADJOURNMENT

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Village Board Minutes  
January 13, 2020

MOTION: Made by Trustee Oggerino and seconded by Trustee Berglund,  
to adjourn the Regular Meeting at the hour of 6:47 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.

January 27, 2020.

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Mayor

Minutes transcribed by Deputy Clerk Christine Mardegan.

## WARRANTS

January 27, 2020

GENERAL CORPORATE FUND	-----	\$84,654.26
WATER FUND	-----	\$9,498.79
HOTEL/MOTEL TAX FUND	-----	\$1,244.38
TOTAL WARRANTS	-----	\$95,397.43

Carrie Dittman, Director of Finance

C.D.

APPROVED:

Frank A. Trilla, Mayor

Check Date	Bank	Check #	Payee	Description	Account	Dept	Amount
Fund: 01 GENERAL FUND							
01/15/2020	APCH	95195*#	ACCESS ONE, INC.	INTERNET/WEBSITE HOSTING	460-225	10	615.38
				INTERNET/WEBSITE HOSTING	460-225	10	728.48
				PHONE - TELEPHONES	455-201	20	182.36
				PHONE - TELEPHONES	455-201	20	182.36
				PHONE - TELEPHONES	455-201	20	91.94
				PHONE - TELEPHONES	455-201	20	91.94
				INTERNET/WEBSITE HOSTING	640-225	30	615.38
				INTERNET/WEBSITE HOSTING	640-225	30	728.47
				TELEPHONES	710-201	35	182.36
				TELEPHONES	710-201	35	91.94
				CHECK APCHK 95195 TOTAL FOR FUND 01:			3,510.61
01/28/2020	APCH	95196	A & E Luxury Homes	BROW17-013 - PB17-242	210-109	00	2,000.00
01/28/2020	APCH	95198	BLACK GOLD SEPTIC	MAINTENANCE - PW BUILDING	725-418	35	350.00
01/28/2020	APCH	95199	BRYAN'S GARAGE DOOR SOLUTIONS	MAINTENANCE - BUILDING	630-228	30	300.00
01/28/2020	APCH	95200	CHOICE OFFICE EQUIP & SUPPLIES IN	COPY SERVICE	455-315	10	341.62
01/28/2020	APCH	95201	CHRISTOPHER B. BURKE	FEES - ENGINEERING	720-245	35	601.60
				FEES - ENGINEERING	720-245	35	397.50
				CHECK APCHK 95201 TOTAL FOR FUND 01:			999.10
01/28/2020	APCH	95202	CHUNCHIH KEVIN LIN	REIMB EXP - CONSTRUCTION	755-282	35	500.00
01/28/2020	APCH	95203	CINTAS CORPORATION NO 2	MAINTENANCE - PW BUILDING	725-418	35	74.66
				MAINTENANCE - PW BUILDING	725-418	35	74.66
				CHECK APCHK 95203 TOTAL FOR FUND 01:			149.32
01/28/2020	APCH	95204	CITY WIDE OF ILLINOIS	MAINTENANCE - BUILDING	466-228	10	160.52
01/28/2020	APCH	95205*#	CIVIC PLUS	INTERNET/WEBSITE HOSTING	460-225	10	157.50
				INTERNET/WEBSITE HOSTING	460-225	10	5,433.51
				CHECK APCHK 95205 TOTAL FOR FUND 01:			5,591.01
01/28/2020	APCH	95206*#	COMED	RED LIGHT - COM ED	630-248	30	44.86
				RED LIGHT - COM ED	630-248	30	34.82
				RED LIGHT - COM ED	630-248	30	45.97
				ENERGY - STREET LIGHTS	745-207	35	609.21
				ENERGY - STREET LIGHTS	745-207	35	54.32
				CHECK APCHK 95206 TOTAL FOR FUND 01:			789.18

Check Date	Bank	Check #	Payee	Description	Account	Dept	Amount
Fund: 01 GENERAL FUND							
01/28/2020	APCH	95207*	DELTA DENTAL PLAN OF ILLINOIS	EMP DED PAY- INSURANCE	210-204	00	1,654.77
				HEALTH/DENTAL/LIFE INSURANCE	455-141	10	271.09
				HEALTH/DENTAL/LIFE INSURANCE	610-141	25	114.32
				HEALTH/DENTAL/LIFE INSURANCE	630-141	30	2,054.40
				HEALTH/DENTAL/LIFE INSURANCE	710-141	35	271.09
				HEALTH/DENTAL/LIFE INSURANCE	810-141	40	228.64
				CHECK APCHK 95207 TOTAL FOR FUND 01:			4,594.31
01/28/2020	APCH	95208#	DISCOVERY BENEFITS SIMPLIFY	EMP DED PAY - FSA FEE	210-221	00	49.92
				HEALTH/DENTAL/LIFE INSURANCE	455-141	10	0.08
				CHECK APCHK 95208 TOTAL FOR FUND 01:			50.00
01/28/2020	APCH	95209	FLEETPRIDE TRUCK & TRAILER PARTS	MAINTENANCE - VEHICLES	735-409	35	109.83
01/28/2020	APCH	95210	FORCE AMERICA INC	MAINTENANCE - VEHICLES	735-409	35	200.35
01/28/2020	APCH	95211	GOPANI, TUSHAR	BROW19-006 - PB17-242	210-109	00	19,500.00
01/28/2020	APCH	95213*#	HOME DEPOT CREDIT SERVICES	MAINTENANCE SUPPLIES	570-331	20	129.76
				OPERATING SUPPLIES (INACTIVE AFTER 19	630-331	30	38.14
				MAINTENANCE - EQUIPMENT	740-411	35	69.97
				CHECK APCHK 95213 TOTAL FOR FUND 01:			237.87
01/28/2020	APCH	95214	HR SIMPLIFIED	HEALTH/DENTAL/LIFE INSURANCE	455-141	10	100.00
01/28/2020	APCH	95215	I.R.M.A.	SELF INSURANCE - DEDUCTIBLE	645-273	30	11,397.47
01/28/2020	APCH	95216	IEDA	FEES/DUES/SUBSCRIPTIONS	455-307	10	250.00
01/28/2020	APCH	95217	JULIE, INC.	J.U.L.I.E.	755-332	35	1,015.55
01/28/2020	APCH	95218	KING CAR WASH	FUEL/MILEAGE/WASH	630-303	30	325.00
01/28/2020	APCH	95219	KONICA MINOLTA BUSINESS SOLUTION	COPY SERVICE	630-315	30	175.81
01/28/2020	APCH	95220	LA FASTENERS INC	MAINTENANCE - VEHICLES	735-409	35	53.53
01/28/2020	APCH	95222	MUNICIPAL CLERKS OF DUPAGE CNTY	SCHOOLS/CONFERENCES/TRAVEL	410-304	05	30.00
01/28/2020	APCH	95223	NCPERS GROUP LIFE INSURANCE	EMP DED - SUPPLEMENTAL LIFE INSURANCE	210-213	00	80.00
01/28/2020	APCH	95224	PIONEER PRESS	FEES/DUES/SUBSCRIPTIONS	630-307	30	65.00
01/28/2020	APCH	95225	RAY O'HERRON CO., INC.	UNIFORMS	630-345	30	182.98
				UNIFORMS	630-345	30	159.99
				OPERATING EQUIPMENT	630-401	30	37.60

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## CHECK DISBURSEMENT REPORT FOR VILLAGE OF WILLOWBROOK

CHECK DATE FROM 01/15/2020 - 01/28/2020

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Check Date	Bank	Check #	Payee	Description	Account	Dept	Amount
Fund: 01 GENERAL FUND							
01/28/2020	APCH	95226	REPUBLIC SVC #551	OPERATING EQUIPMENT	630-401	30	281.00
01/28/2020	APCH	95227	RYDIN DECAL	OPERATING EQUIPMENT	630-401	30	141.66
01/28/2020	APCH	95228	SBOC	OPERATING EQUIPMENT	630-401	30	259.00
01/28/2020	APCH	95229	SO SUBN BLDG OFFICIALS ASSN	CHECK APCHK 95225 TOTAL FOR FUND 01:			1,062.23
				WASTE STICKERS - ARC	130-112	00	1,500.00
				PRINTING & PUBLISHING	455-302	10	256.42
				FEES/DUES/SUBSCRIPTIONS	810-307	40	75.00
				FEES/DUES/SUBSCRIPTIONS	810-307	40	120.00
01/28/2020	APCH	95230#	STAPLES	COMMISSARY PROVISION	455-355	10	16.79
				OPERATING SUPPLIES	460-331	10	177.98
				OFFICE SUPPLIES	510-301	15	10.61
				OFFICE SUPPLIES	610-301	25	9.55
				OFFICE SUPPLIES	630-301	30	44.89
				OFFICE SUPPLIES	810-301	40	26.63
				CHECK APCHK 95230 TOTAL FOR FUND 01:			286.45
01/28/2020	APCH	95231	T.P.I.	PLAN REVIEW - BUILDING CODE - REIMB	820-258	40	6,300.25
				PLAN REVIEW - BUILDING CODE - REIMB	820-258	40	10,134.50
				PLAN REVIEW - BUILDING CODE	820-258	40	252.00
				PART TIME - INSPECTOR - REIMB	830-109	40	3,300.00
				PLUMBING INSPECTION - REIMB	830-115	40	900.00
				CHECK APCHK 95231 TOTAL FOR FUND 01:			20,886.75
01/28/2020	APCH	95232*#	TAMELING GRADING	LANDSCAPE MAINTENANCE SERVICES	565-342	20	474.00
				STREET & ROW MAINTENANCE	750-328	35	810.00
				MAINTENANCE - SAW MILL CREEK	750-329	35	1,754.80
				CHECK APCHK 95232 TOTAL FOR FUND 01:			3,038.80
01/28/2020	APCH	95233	TAMELING INDUSTRIES	STREET & ROW MAINTENANCE	750-328	35	332.35
				STREET & ROW MAINTENANCE - REIMB	750-328	35	57.60
				STREET & ROW MAINTENANCE	750-328	35	275.28
				CHECK APCHK 95233 TOTAL FOR FUND 01:			665.23
01/28/2020	APCH	95234	THOMSON REUTERS - WEST	FEES/DUES/SUBSCRIPTIONS	630-307	30	173.43
01/28/2020	APCH	95235	THYSSENKRUPP ELEVATOR CORP	MAINTENANCE - BUILDING	466-228	10	1,033.00
01/28/2020	APCH	95236	TRAFFIC CONTROL & PROTECTIONS	ROAD SIGNS	755-333	35	164.40

CHECK DISBURSEMENT REPORT FOR VILLAGE OF WILLOWBROOK  
 CHECK DATE FROM 01/15/2020 - 01/28/2020

Check Date	Bank	Check #	Payee	Description	Account	Dept	Amount
Fund: 01 GENERAL FUND							
01/28/2020	APCH	95237*#	VERIZON WIRELESS	PHONE - TELEPHONES	410-201	05	56.74
				PHONE - TELEPHONES	455-201	10	47.00
				PHONE - TELEPHONES	630-201	30	1,044.47
				TELEPHONES	710-201	35	140.85
				TELEPHONES	810-201	40	71.81
				CHECK APCHK 95237 TOTAL FOR FUND 01:			1,360.87
01/28/2020	APCH	95238#	WAREHOUSE DIRECT	OFFICE SUPPLIES	455-301	10	53.52
				COMMISSARY PROVISION	455-355	10	22.74
				COMMISSARY PROVISION	455-355	10	20.49
				OFFICE SUPPLIES	610-301	25	20.50
				OFFICE SUPPLIES	630-301	30	239.01
				OFFICE SUPPLIES	630-301	30	83.75
				OPERATING EQUIPMENT	630-401	30	40.88
				OPERATING EQUIPMENT	630-401	30	91.08
				OFFICE SUPPLIES	710-301	35	30.98
				OFFICE SUPPLIES	810-301	40	8.10
				CHECK APCHK 95238 TOTAL FOR FUND 01:			611.05
01/28/2020	APCH	95239	WCS PHOTOGRAPHY	PRINTING & PUBLISHING	630-302	30	75.00
01/28/2020	APCH	95240#	WESTERN FIRST AID & SAFETY	OPERATING EQUIPMENT	630-401	30	72.65
				OPERATING EQUIPMENT	630-401	30	129.77
				MAINTENANCE - PW BUILDING	725-418	35	37.11
				MAINTENANCE - PW BUILDING	725-418	35	82.96
				CHECK APCHK 95240 TOTAL FOR FUND 01:			322.49
01/28/2020	APCH	95241	WESTOWN AUTO SUPPLY COMPANY	MAINTENANCE - PW BUILDING	725-418	35	147.06
				Total for fund 01 GENERAL FUND			84,654.26

CHECK DISBURSEMENT REPORT FOR VILLAGE OF WILLOWBROOK  
 CHECK DATE FROM 01/15/2020 - 01/28/2020

Check Date	Bank	Check #	Payee	Description	Account	Dept	Amount
Fund: 02 WATER FUND							
01/15/2020	APCH	95195*#	ACCESS ONE, INC.	PHONE - TELEPHONES	401-201	50	182.47
				PHONE - TELEPHONES	401-201	50	182.51
				PHONE - TELEPHONES	401-201	50	92.09
				PHONE - TELEPHONES	401-201	50	92.01
				CHECK APCHK 95195 TOTAL FOR FUND 02:			549.08
01/28/2020	APCH	95197	AT & T MOBILITY	PHONE - TELEPHONES	401-201	50	63.24
01/28/2020	APCH	95206*#	COMED	ENERGY - ELECTRIC PUMP	420-206	50	1,246.23
01/28/2020	APCH	95207*#	DELTA DENTAL PLAN OF ILLINOIS	HEALTH/DENTAL/LIFE INSURANCE	401-141	50	271.09
01/28/2020	APCH	95212	H AND R CONSTRUCTION INC.	WATER DISTRIBUTION REPAIRS/MAINTENANC	430-277	50	3,200.00
01/28/2020	APCH	95213*#	HOME DEPOT CREDIT SERVICES	WELLHOUSE REPAIRS & MAIN - WB EXEC PL	425-474	50	7.77
01/28/2020	APCH	95221	MID AMERICAN WATER	MATERIAL & SUPPLIES - DISTRIBUTION-RE	430-476	50	2,911.40
01/28/2020	APCH	95232*#	TAMELING GRADING	WATER DISTRIBUTION REPAIRS/MAINTENANC	430-277	50	1,109.13
01/28/2020	APCH	95237*#	VERIZON WIRELESS	PHONE - TELEPHONES	401-201	50	140.85
				Total for fund 02 WATER FUND			9,498.79

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CHECK DISBURSEMENT REPORT FOR VILLAGE OF WILLOWBROOK

CHECK DATE FROM 01/15/2020 - 01/28/2020

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Check Date	Bank	Check #	Payee	Description	Account	Dept	Amount
Fund: 03 HOTEL/MOTEL TAX FUND							
01/28/2020	APCH	95205*#	CIVIC PLUS	WILLOWBROOK MOBILE PHONE APP	435-303	53	1,244.38
				Total for fund 03 HOTEL/MOTEL TAX FUND			1,244.38
							95,397.43

TOTAL - ALL FUNDS

'\*'-INDICATES CHECK DISTRIBUTED TO MORE THAN ONE FUND

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



# Willowbrook

835 Midway Drive  
Willowbrook, IL 60527-5549

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

December 30, 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

Brian Pabst

## Chief of Police

Robert Schaller

## Director of Finance

Carrie Dittman

ZENNER, RICHARD  
125 WATERFORD DR  
WILLOWBROOK, IL 60527-5458

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

Dear Owner/Resident/Tenant,

Please be advised that your water bill is now delinquent in the amount of \$ 157.60. 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 January 24, 2020, 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, please contact the billing office at 630-920-2238. If you wish to arrange a hearing before the Mayor and Board of Trustees to contest the termination of your water service, please contact the Village Deputy Clerk at 630-920-2234 or in writing to 835 Midway Dr., Willowbrook, IL 60527 no later than five (5) days prior to the scheduled termination date.

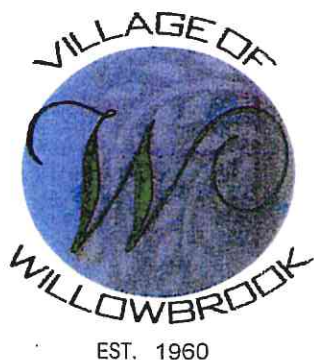
If you do not satisfy the bill or contact one of the options listed above, your water service will be automatically terminated.

Sincerely,

Village of Willowbrook



Proud Member of the  
Illinois Route 66 Scenic Byway



# Willowbrook

835 Midway Drive  
Willowbrook, IL 60527-5549

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

December 30, 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**

Brian Pabst

**Chief of Police**

Robert Schaller

**Director of  
Finance**

Carrie Dittman

BELA, JAN & VERONICA  
6340 S MADISON ST  
WILLOWBROOK, IL 60527-5313

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

Dear Owner/Resident/Tenant,

Please be advised that your water bill is now delinquent in the amount of \$ 171.31. 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 January 24, 2020, will result in the immediate termination of your water service.

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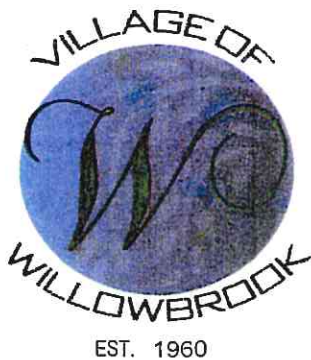
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**Chief of Police**

Robert Schaller

**Director of  
Finance**

Carrie Dittman

CARLSON, DALE W  
724 69TH ST  
WILLOWBROOK, IL 60527-5353

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

Dear Owner/Resident/Tenant,

Please be advised that your water bill is now delinquent in the amount of \$ 107.49. 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 January 24, 2020, will result in the immediate termination of your water service.

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December 30, 2019

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**Chief of Police**

Robert Schaller

**Director of  
Finance**

Carrie Dittman

DE JESUS, NORIDA  
6731 KINGSWOOD RD  
WILLOWBROOK, IL 60527-5144

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

Dear Owner/Resident/Tenant,

Please be advised that your water bill is now delinquent in the amount of \$ 320.34. 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 January 24, 2020, will result in the immediate termination of your water service.

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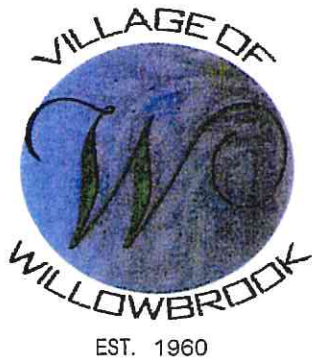
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December 30, 2019

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Paul Oggerino

**Village Administrator**

Brian Pabst

**Chief of Police**

Robert Schaller

**Director of Finance**

Carrie Dittman

GARCIA, ANNETTE  
545 63RD ST  
WILLOWBROOK, IL 60527-5379

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

Dear Owner/Resident/Tenant,

Please be advised that your water bill is now delinquent in the amount of \$ 160.04. 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 January 24, 2020, will result in the immediate termination of your water service.

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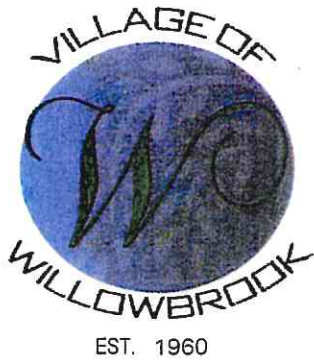
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December 30, 2019

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Robert Schaller

**Director of Finance**

Carrie Dittman

HARUSHA, GJANETO  
6430 THURLOW ST  
WILLOWBROOK, IL 60527

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

Dear Owner/Resident/Tenant,

Please be advised that your water bill is now delinquent in the amount of \$ 107.49. 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 January 24, 2020, will result in the immediate termination of your water service.

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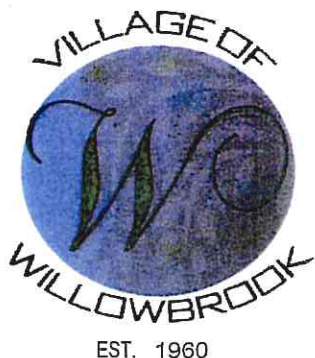
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**Chief of Police**

Robert Schaller

**Director of  
Finance**

Carrie Dittman

MORALES, YOVANIA

801 68TH PL

WILLOWBROOK, IL 60527-5373

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

Dear Owner/Resident/Tenant,

Please be advised that your water bill is now delinquent in the amount of \$ 161.15. 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 January 24, 2020, 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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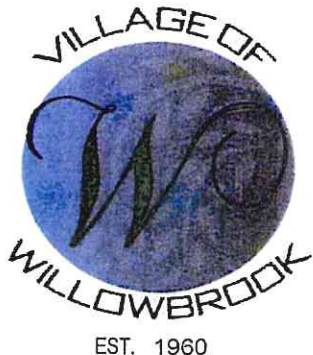
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Sincerely,

Village of Willowbrook



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

December 30, 2019

**Mayor**

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Brian Pabst

**Chief of Police**

Robert Schaller

**Director of Finance**

Carrie Dittman

STOYKOVA, LINA  
6535 WINGATE RD  
WILLOWBROOK, IL 60527

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

Dear Owner/Resident/Tenant,

Please be advised that your water bill is now delinquent in the amount of \$ 253.55. This amount now includes a \$25.00 fee pursuant to Section 6-8-5 of the Village of Willowbrook Code. This \$25.00 is added to all accounts delinquent 45 or more days after the billing date. This amount also includes all other penalties pursuant to Section 6-8-5 of the Village Code. Your failure to satisfy the total amount of this delinquency on or before January 24, 2020, will result in the immediate termination of your water service.

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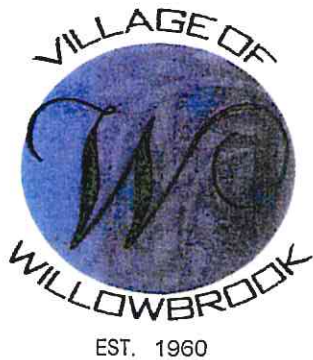
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**Director of  
Finance**

Carrie Dittman

XU, FENG  
6320 MADISON ST  
WILLOWBROOK, IL 60527

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

Dear Owner/Resident/Tenant,

Please be advised that your water bill is now delinquent in the amount of \$ 119.34. 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 January 24, 2020, will result in the immediate termination of your water service.

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Sincerely,

Village of Willowbrook



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## VILLAGE OF WILLOWBROOK

**BOARD MEETING**  
**AGENDA ITEM - HISTORY/COMMENTARY**

**ITEM TITLE:**

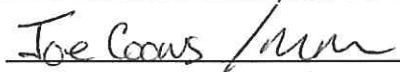
**A MOTION TO APPROVE THE 2019 MOTOR FUEL TAX (MFT)  
ROADWAY MAINTENANCE PROGRAM – PAY ESTIMATE NO. 1  
– CHICAGOLAND PAVING CONTRACTORS, INC.**

AGENDA NO. 5.e.

AGENDA DATE: 01/27/2020

STAFF REVIEW: Joe Coons, Public Works Superintendent

SIGNATURE:



LEGAL REVIEW: Tom Bastian, Village Attorney

SIGNATURE:



RECOMMENDED BY: Brian Pabst, Village Administrator

SIGNATURE:



REVIEWED &amp; APPROVED BY COMMITTEE:

YES ☐NO ☒N/A ☐**ITEM HISTORY (PREVIOUS VILLAGE BOARD REVIEWS, ACTIONS RELATED TO THIS ITEM, PERTINENT HISTORY)**

This 2019 Motor Fuel Tax (MFT) Roadway Maintenance Program included full-depth patching on various streets throughout the Village, replacement of defective concrete curb and pedestrian sidewalks, crack sealing, and replacement of worn pavement markings. The Village awarded the 2019 MFT programming to Chicagoland Paving Contractors, Inc. on June 10, 2019. Chicagoland Paving Contractors, Inc., Lake Zurich, IL, is an IDOT pre-qualified bidder. The pay estimate has been reviewed by our Village Engineer, Christopher B. Burke Engineering. The invoice amount and quantities were found to be appropriate with their estimate and the provided material tickets.

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

The work is complete, and the contractor has submitted a request for payout No. 1.

Total Work Completed	\$143,588.24
Less Retainage at 5%	\$7,179.42
Pay Estimate No.1	\$136,408.82

The Village Engineer and Staff recommends that the Mayor and Village Board authorize Payout No. 1 – to Chicagoland Paving Contractors, Inc. in the amount of \$136,408.82. Final waivers of lien and certified payroll reports must be submitted prior to the payment check being released. The authorized payment amount would be expended from the following fund: MFT 04-56-430-684 Street Maintenance Contract.

**ACTION PROPOSED: Approve Motion**



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

9575 West Higgins Road Suite 600 Rosemont, Illinois 60018 TEL (847) 823-0500 FAX (847) 823-0520

January 13, 2020

Village of Willowbrook  
835 Midway Drive  
Willowbrook, IL 60527

Attention: Mike Mertens

Subject: 2019 MFT Road Project – Pay Estimate No. 1  
Section 19-00000-01 GM  
(CBBEL Project No. 90-144 H206)

Dear Mike:

As requested, we have reviewed Pay Estimate No. 1 (invoice dated December 20, 2019 and received via FedEx on December 26, 2019) from Chicagoland Paving Contractors, Inc. for the work performed. Work included 3" Surface Patching, 6" Class D Patching, Thermoplastic Striping and Crack Sealing.

Following the completion of crack sealing, portions of the material were removed by snow plows clearing the roads. Due to the failure of the material, the crack sealing quantity completed to date has been invoiced at 70%. The contractor will replace the failed material in the spring when temperatures allow installation.

Total Completed to Date	\$143,588.24
Retainage at 5%	<u>\$7,179.42</u>
<b>Pay Estimate No. 1</b>	<b>\$136,408.82</b>

We note that CBBEL was not present during construction and the Village has verified the quality of work and quantities. No discrepancies were observed in the invoice and the quantities appear appropriate based on our estimate and the provided material tickets. It is our opinion for the Village to pay the invoice in the amount of \$136,408.82.

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

Sincerely,

A handwritten signature in blue ink, appearing to read 'Daniel Lynch', is written over a light blue circular stamp.

Daniel L. Lynch, PE, CFM  
Head, Municipal Engineering Department

Cc Joe Coons – Department of Public Services

## Chicagoland Paving Contractors, Inc.

## Transmittal Letter

225 Telser Road  
Lake Zurich, Illinois 60047  
Phone (847) 550-9681  
Fax (847) 550-9684

<b>To:</b> Christopher Burke Engineering 9575 West Higgins, Suite 600 Rosemont, IL: 60018	<b>From:</b> Brian Callero
	<b>Regarding:</b> Village of Willowbrook 2019 MFT Road Program
<b>Attention:</b> Mr. Daniel Lynch	<b>Date:</b> December 23, 2019
<b>Phone Number:</b> 847-823-0500	<b>Fax Number:</b> 847-823-0520

### To Whom It May Concern:

We are sending you via: ☐ U.S. Mail ☒ Fed Ex ☐ Hand Delivery ☐ Other \_\_\_\_\_

#### Description:

Invoice # 1910301	2 Originals
Chicagoland Paving – Partial Waiver	2 Originals
Chicagoland Paving - Certified Payroll Weeks Ending - 10/27/2019 Thru 11/3/2019	2 Originals
Roadway Lines, Corp. - Certified Payroll Week Ending - 11/23/2019	2 Originals
SKC Construction, Inc. - Certified Payroll Weeks Ending - 11/3/2019 Thru 11/10/2019	2 Originals

#### These are transmitted as checked below :

☒ For your use ☐ For approval ☐ For review and comment ☐ As Requested

#### Remarks:



Do not hesitate to contact me should you have any questions or comments.

Signed : \_\_\_\_\_

**CHICAGOLAND PAVING CONTRACTORS, INC.**

225 TELSER ROAD  
LAKE ZURICH, IL 60047  
(847) 550-9681  
FAX (847) 550-9684

**INVOICE****Date:** 2/20/2019**Inv. No.:** 1910301**Due Date:****Page No.:**

Village of Willowbrook  
Accounts Payable  
835 Midway Drive  
Willowbrook, IL. 60527

Village of Willowbrook  
2019 MFT Road Program  
Invoice #1

REFERENCE	TERMS	YOUR #	OUR #	SALES REP
DESCRIPTION REFERENCE	UNIT MEASURE	QUANTITY	UNIT PRICE ITEM DISCOUNT	EXTENDED PRICE
WORK COMPLETED TO DATE				\$143,588.24
LESS 5% RETENTION				(\$7,179.42)
LESS PREVIOUS PAYMENTS - THANK YOU				\$0.00
SUB TOTAL				\$136,408.82
TAX				\$0.00
TOTAL				\$136,408.82
NET TO PAY				\$136,408.82

THANK YOU VERY MUCH FOR YOUR BUSINESS!

**VILLAGE OF WILLOWBROOK**  
**2019 MFT Road Program (19-103)**

PAY REQUEST #1

LESS 5% RETENTION	
LESS PAYMENTS OF	
NET AMOUNT DUE	
	<b>\$136,408.82</b>
	<b>(\$7,179.42)</b>

CHICAGOLAND PAVING CONTRACTORS, INC.  
225 TELSER ROAD  
LAKE ZURICH, IL 60047  
TEL: 847-550-9681 FAX: 847-550-9684

October 22, 2019

Christopher B Butke Engineering  
Mr Andrew Passero  
9575 W Higgins - Suite 600  
Rosemont, IL 60018


Re: Village of Willowbrook  
2019 MFT Road Program  
#19-103 - AUP #1 - Midway Street Patching

Mr Passero,

Shown below is our price for the requested patching on Midway Street required to be done on premium time on a Saturday. Please provide us with your written approval by signing below and a formal change order if you would like the work to be completed at the prices shown.

<u>Item</u>	<u>Unit</u>	<u>Quantity</u>	<u>Unit Price</u>	<u>Total</u>
Re-mobilization w/lowboy moves for grinder, paver, and roller	Hr	8	\$150.00	\$1,200.00
Premium Time for Laborers (5 Laborers, 8 hr min)	Hr	40	\$29.23	\$1,169.20
Premium Time for Operators (5 Operators, 8 hr min)	Hr	40	\$33.67	\$1,346.80
Premium Time for Trucks (5 Trucks, 8 hr min)	Hr	40	\$26.54	\$1,061.60
			<b>Total</b>	<b>\$4,777.60</b>

Respectfully,

  
William R. Bowes, Vice President  
Chicagoland Paving Contractors, Inc.

ACCEPTED:   10/24/19

Name / Title / Date

# WAIVER OF LIEN TO DATE

STATE OF ILLINOIS  
COUNTY OF LAKE

} SS

CPC Project No. \_\_\_\_\_

Escrow # \_\_\_\_\_

TO WHOM IT MAY CONCERN:

WHEREAS the undersigned has been employed by Village of Willowbrook  
to furnish Asphalt Paving, Crackfilling, Thermoplastic Markings  
for the premises known as 2019 MFT Road Program - Various Locations  
of which Village of Willowbrook is the owner.

THE undersigned, for and in consideration of One Hundred Thirty Six Thousand, Four Hundred Eight Dollars & 82/100  
(\$ 136,408.82) Dollars, and other good and valuable considerations, the receipt whereof is hereby acknowledged,  
do(es) hereby waive and release any and all lien or claim of, or right to, lien, under the statutes of the State of ILLINOIS,  
relating to mechanics' liens, with respect to and on said above-described premises, and the improvements thereon, and on  
the material, fixtures, apparatus or machinery furnished, and on the moneys, funds or other considerations due or to become  
due from the owner, on account of all labor services, material, fixtures, apparatus or machinery, furnished to this date by the  
undersigned for the above-described premises, INCLUDING EXTRAS.\*

DATE December 20, 2019 COMPANY NAME Chicagoland Paving Contractors, Inc.  
ADDRESS 225 Telser Road, Lake Zurich, IL. 60047

SIGNATURE AND TITLE [Signature] V.P.  
\* Extras include but are not limited to change orders, both oral and written, to the contract.

STATE OF ILLINOIS  
COUNTY OF LAKE

} SS

## CONTRACTOR'S AFFIDAVIT

TO WHOM IT MAY CONCERN:

The undersigned William R. Bowes being duly sworn, deposes  
and says that he or she is Vice President  
of Chicagoland Paving Contractors, Inc. who is the  
contractor furnishing Asphalt Paving work on the building  
located at 2019 MFT Road Program - Various Locations  
owned by Village of Willowbrook

That the total amount of the contract including extras\* is \$ 165,000.00 on which he has received payment of  
\$ 0.00 prior to this payment.

That all waivers are true, correct and genuine and delivered unconditionally and that there is no claim either legal or equitable to defeat the  
validity of said waivers. That the following are the names and addresses of all parties who have furnished material or labor, or both, for said  
work and all parties having contracts or sub contracts for specific portions of said work or for material entering into the construction thereof  
and the amount due or to become due to each, and that the items mentioned include all labor and material required to complete said work  
according to plans and specifications:

NAMES AND ADDRESSES	WHAT FOR	CONTRACT PRICE INCLDG EXTRAS*	AMOUNT PAID	THIS PAYMENT	BALANCE DUE
Chicagoland Paving Contractors, Inc.	Asphalt Paving	98,907.40	0.00	90,486.67	8,420.73
S.K.C. Contractors, Inc.	Crackfilling	59,178.35	0.00	39,353.61	19,824.74
Roadway Lines Corp.	Thermoplastic Striping	6,914.25	0.00	6,568.54	345.71

All materials Taken From Prepaid Stock & Delivered in Company Owned Trucks. All Labor Paid In Full					
Total Labor And Material Including Extras* To Complete		165,000.00	0.00	136,408.82	28,591.18

That there are no other contracts for said work outstanding, and that there is nothing due or to become due to any person for material, labor or other work of  
any kind done upon or in connection with said work other than above stated.

DATE December 20, 2019 Signature: [Signature]  
Subscribed and sworn before me this 20th day of December 2019

\*EXTRAS INCLUDE BUT ARE NOT LIMITED TO CHANGE  
ORDERS, BOTH ORAL AND WRITTEN, TO THE CONTRACT.

## VILLAGE OF WILLOWBROOK

### BOARD MEETING AGENDA ITEM - HISTORY/COMMENTARY

**ITEM TITLE:**

A RESOLUTION AUTHORIZING THE MAYOR AND VILLAGE ADMINISTRATOR TO EXECUTE A CERTAIN INTERAGENCY AGREEMENT WITH THE ILLINOIS STATE POLICE FOR THE PURPOSE OF OBTAINING CRIMINAL HISTORY RECORD INFORMATION ON LIQUOR LICENSE APPLICANTS

**AGENDA NO. 5f****AGENDA DATE: 01/27/2020****STAFF REVIEW:** Brian Pabst, Village Administrator**SIGNATURE:** B. Pabst /mm**LEGAL REVIEW:** Thomas Bastian, Village Attorney**SIGNATURE:** T. Bastian /mm**RECOMMENDED BY:** Brian Pabst, Village Administrator**SIGNATURE:** B. Pabst**REVIEWED & APPROVED BY COMMITTEE:** YES ☐ NO ☐ N/A ☒**ITEM HISTORY (PREVIOUS VILLAGE BOARD REVIEWS, ACTIONS RELATED TO THIS ITEM, OTHER HISTORY)**

During the review and processing of a local application for liquor license, criminal background checks are obtained for the license applicants. This information is provided by the Illinois State Police, as they are the state central repository for Criminal History Record Information (CHRI). The Illinois State Police are authorized, as permitted by the Illinois Compiled Statutes, to share CHRI with municipalities. Such information can be shared through the execution on an Interagency Agreement with the Illinois State Police.

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

The Village of Willowbrook previously entered into an Interagency Agreement with the Illinois State Police on August 13, 2012. However, the State Police has since requested that new Agreements be executed. The State Police's current policy is that one Agreement be executed by the municipality's Chief Executive Officer, the Mayor, and a second Agreement be executed by the municipality's Chief Administrative Officer, the Administrator.

The Interagency Agreement details the services to be provided, the duties of the User (i.e., the Village), and the fees associated.

**ACTION PROPOSED:** Adopt Resolution.

**RESOLUTION NO. 20 R-\_\_\_\_\_**

**A RESOLUTION AUTHORIZING THE MAYOR AND VILLAGE  
ADMINISTRATOR TO EXECUTE A CERTAIN INTERAGENCY  
AGREEMENT WITH THE ILLINOIS STATE POLICE FOR THE  
PURPOSE OF OBTAINING CRIMINAL HISTORY RECORD  
INFORMATION ON LIQUOR LICENSE APPLICANTS**

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**BE IT RESOLVED** by the Mayor and Board of Trustees of the Village of Willowbrook DuPage County, Illinois, that the Mayor and Village Administrator are hereby authorized to execute on behalf of the Village of Willowbrook an interagency Agreement with the Illinois State Police, attached hereto as Exhibit "A" and made a part hereof, for the purpose of obtaining criminal history record information on liquor license applicants during the review of liquor license applications.

ADOPTED and APPROVED this 27<sup>th</sup> day of January, 2020.

ROLL CALL VOTE:

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

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

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

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

APPROVED:

\_\_\_\_\_  
Frank A. Trilla, Mayor

ATTEST:

\_\_\_\_\_  
Leroy R. Hansen, Village Clerk

**EXHIBIT "A"**

Dear Customer,

The Illinois State Police (ISP) recently updated the Inter Agency User Agreement to include requirements of the *Criminal Justice Information Services (CJIS) Security Policy*. Agencies with eligibility to receive federal criminal history record information must comply with the CJIS security policy and Illinois' legislative mandates. Specifically, there is a requirement for online security training and use of a management control agreement when administrative services are outsourced. The full CJIS security policy may be accessed online at <https://www.fbi.gov/services/cjis/cjis-security-policy-resource-center>.

Attached you will find an Inter Agency User Agreement for your agency to **complete and return via USPS mail with an original signature within 30 days**. Please take advantage of this opportunity to update your agency's information with the ISP. A fully executed copy of the user agreement will be emailed to your agency.

To facilitate the registration of the on-line CJIS Security training, please include with your completed and signed Inter Agency User Agreement, the Name and contact information for the agency's designated training point of contact (Terminal Agency Coordinator/ TAC). It is the responsibility of the training TAC to ensure registration for all agency staff members that will be required to take the training based on level of contact with criminal history record information (CHRI) data.

Not every agency will need to execute a Management Control Agreement for outsourcing of administrative tasks. If your agency has questions about outsourcing of administrative tasks or when it is appropriate to utilize the Management Control Agreement, please email Ann Peten at [Ann.Peten@illinois.gov](mailto:Ann.Peten@illinois.gov) or (815)-740-5158.

Feel free to reply to this email with any questions you may have about this request.

Also, responses are available online allowing for quicker access. If you have not already registered to use the on-line Criminal History Information Response Process (CHIRP), we encourage you to begin registration using this link: <https://chirp.isp.state.il.us/CHIRP/login.action>.

Thank you for completing the attached user agreement and returning it to the ISP Bureau of Identification promptly.

***NOTE: To complete the paperwork associated with these agreements please forward a copy of each agency's W-9 form to ISP.***

Attachments:

*Inter Agency User Agreement (.pdf)*  
*Generic Fee Applicant Waiver Form (word)*  
*CHIRP User Guide (.pdf)*

## Fingerprint Submission Consent and Notification Form (Used for all Licensing and Employment Screening)

The authorized agency (Agency) named below requires all applicants in the Agency's screening or approval process for the purpose identified below to submit to a fingerprint-based criminal history record information background check. The Agency will follow all applicable laws, rules and regulations concerning the criminal background check pursuant to the authorizing statute, Uniform Conviction Information Act and federal statute. The live scan vendor or Agency must confirm the identity of the applicant submitting the fingerprints. The live scan vendor or Agency must use the Applicant Information section to document the valid government issued identification provided by the applicant before the fingerprints are taken. This document also serves as a consent and notification form. **The form must be signed by the applicant** (See Page 2) in order to authorize the release of any criminal history record information that may exist regarding the applicant. The results of the inquiry will be forwarded to the Agency for review.

### Agency Information

Requesting Agency Name: Village of Willowbrook	Requesting Agency ORI Identifier: IL022300L
Requesting Agency Address: 835 Midway Drive Willowbrook, Illinois 60514	
Fiscal Cost Center: (for entity responsible for paying ISP) 4554	Purpose Code: LIQ

### Applicant Information

Name:	Sex:	Race:	Date of Birth:
SSN (if req. by Agency):	DL/ State ID/ Passport # :		DL/ID State:

### Livescan Vendor/Appointment Information

Live Scan Fingerprint Vendor Company Name:	Address:	
Bio Metric Impressions Corp.	188 W. Industrial Dr. Elmhurst, IL 60126 Suite 214B	
Phone Number:	Appointment Date & Time:	IL Vendor License Number:
630-532-5922		

## Privacy Act Statement

**Authority:** The FBI's acquisition, preservation, and exchange of fingerprints and associated information is generally authorized under 28 U.S.C. 534. Depending on the nature of your application, supplemental authorities include Federal statutes, State statutes pursuant to Pub. L. 92-544, Presidential Executive Orders, and federal regulations. Providing your fingerprints and associated information is voluntary; however, failure to do so may affect completion or approval of your application.

**Principal Purpose:** Certain determinations, such as employment, licensing, and security clearances, may be predicated on fingerprint-based background checks. Your fingerprints and associated information/biometrics may be provided to the employing, investigating, or otherwise responsible agency, and/or the FBI for the purpose of comparing your fingerprints to other fingerprints in the FBI's Next Generation Identification (NGI) system or its successor systems (including civil, criminal, and latent fingerprint repositories) or other available records of the employing, investigating, or otherwise responsible agency. The FBI may retain your fingerprints and associated information/biometrics in NGI after the completion of this application and, while retained, your fingerprints may continue to be compared against other fingerprints submitted to or retained by NGI.

**Routine Uses:** During the processing of this application and for as long thereafter as your fingerprints and associated information/biometrics are retained in NGI, your information may be disclosed pursuant to your consent, and may be disclosed without your consent as permitted by the Privacy Act of 1974 and all applicable Routine Uses as may be published at any time in the Federal Register, including the Routine Uses for the NGI system and the FBI's Blanket Routine Uses. Routine uses include, but are not limited to, disclosures to: employing, governmental or authorized non-governmental agencies responsible for employment, contracting, licensing, security clearances, and other suitability determinations; local, state, tribal, or federal law enforcement agencies; criminal justice agencies; and agencies responsible for national security or public safety.

### Applicant Consent

By signing below, I acknowledge and hereby authorize the release of any criminal history record information that may exist regarding me from any agency, organization, institution, or entity having such information on file. I am aware and understand that my fingerprints may be retained and will be used to check the criminal history record information files of the Illinois State Police and/or the Federal Bureau of Investigation, to include but not limited to civil, criminal and latent fingerprint databases. I also understand that if my photo was taken, my photo may be shared only for employment or licensing purposes. I further understand that I have the right to challenge any information disseminated from these criminal justice agencies regarding me that may be inaccurate or incomplete pursuant to Title 28 Code of Federal Regulation 16.34 and Chapter 20 ILCS 2630/7 of the Criminal Identification Act.

Applicant Name (printed):

Applicant Name (signature):

Date:

**THIS SIGNED FORM MUST BE RETAINED BY THE AGENCY FOR AT LEAST TWO YEARS.**

The Contractor will comply with the Outsourcing Standard for Non-Channelers requirements, to include the *CJIS Security Policy*, and other legal authorities to ensure adequate privacy and security of personally identifiable information (PII) and criminal history record check results related to this agreement, and will ensure that all such data is returned to the Authorized Recipient as soon as no longer needed for the performance of contractual duties.

<b>Signature of Authorized Recipient</b>	<b>Date</b>	<b>Signature of Contractor</b>	<b>Date</b>
Title		Title	
ORI of Authorized Recipient		ISP ID Number of Contractor (ISP Use Only)	
Address		Address	
Contact Person Name		Contact Person Name	
Contact Person Phone Number		Contact Person Phone Number	
Contact Person Email Address		Contact Person Email Address	
Contact Person Fax Number		Contact Person Fax Number	



STATE OF ILLINOIS  
INTER AGENCY USER AGREEMENT BETWEEN  
THE ILLINOIS STATE POLICE AND  
REQUESTING GOVERNMENT AGENCY

The Illinois State Police (hereinafter called "ISP"), acting as the state central repository for criminal history record information (hereinafter "CHRI"), and

*Requesting Government Agency* WILLOWBROOK LIQUOR CONTROL COMMISSION

*ORI Number (if known)* IL022300L

*Cost Center (if known)* 4554

Requesting Agency (hereinafter "Requester") hereby agrees to the following terms, provisions, and conditions:

**I. PURPOSE**

ISP, in its capacity as the state central repository, has the authority to provide CHRI, pursuant to the applicable Illinois Compiled Statutes, and be paid for its expenses. This Inter Agency Agreement (hereinafter "Agreement") establishes the terms of the relationship.

**II. TERM**

This agreement will commence upon execution of the signature of the Director of the ISP and continues unless canceled by either party upon 30 days written notice. This agreement may be terminated immediately by the ISP if, in the determination by the ISP, the Requester is in violation of one or more of the enumerated Duties of Requester as outlined in Section IV.

**III. SERVICES ISP AGREES TO PROVIDE REQUESTER**

ISP agrees to provide fingerprint-based CHRI authorized by law and ISP policy requirements. The ISP will charge the requester a fee for this service. The ISP's current fee schedule is posted on the Illinois State Police web page.

**IV. DUTIES OF REQUESTER**

Requester agrees to undertake and perform the following duties:

1. Requester will request applicants submit fee applicant fingerprint cards, via a live scan vendor, for processing by ISP through its files. Manual fee applicant cards (IL 493-0696) will be accepted in those instances where live scan transmissions cannot be used.

2. Requester shall submit FBI fee applicant fingerprint transactions for submission to the Federal Bureau of Identification's Criminal Justice Information Services (CJIS) Division through the ISP.
3. Requester agrees to capture and transmit all fingerprint images to the ISP using live scan equipment certified by the Federal Bureau of Investigation (FBI) and the ISP. The fingerprint images and demographic data must be submitted in the form and manner required by ISP/FBI, including the electronic transfer of fingerprint, photograph and demographic data to the ISP NATMS/AFIS system via a network connection as defined by the ISP/FBI. All fingerprint and demographic data transmitted must be encrypted at all times using FBI encryption standards.
4. The Requester shall be responsible for checking the quality and completeness of all data to ensure conformity to ISP processing requirements. Submissions deemed to be incomplete may be returned unprocessed.
5. The Requester agrees to comply with all ISP/FBI certification standards and procedures, which includes but is not limited to certification of live scan equipment, audits of live scan transmissions to the ISP/FBI and completion of CJIS Security Training. CJIS Security Training is offered on-line at [www.cjisonline.com](http://www.cjisonline.com).
6. The Requester agrees to take appropriate action to ensure each live scan transmission is sent to ISP successfully and passes all ISP live scan edits, conforming to the most recent ISP Electronic Fingerprint Submission Specifications (EFSS). In the event the electronic fingerprint specifications are modified, the requester agrees to make any changes necessary to meet the new specifications within thirty (30) days of notification.
7. The Requester shall comply with all provisions of the UCIA statute (20 ILCS 2635, et seq.) and all other applicable state and federal statutory requirements including all applicable CJIS requirements. The CJIS Security Policy can be accessed on-line as: <https://www.fbi.gov/about-us/cjis/cjis-security-policy-resource-center>.
8. The Requester will provide employee identifiers sufficient to enroll all employees that will come into direct or indirect contact with CHRI into the CJIS Security training. All training will be completed within 6 months of execution of this agreement.
9. The Requester will require all outsourced services and contractual agency(s) with direct or indirect access to CHRI to enter into an Outsourcing Agreement as required by the CJIS Security Policy. See Addendums B and C.
10. The Requester shall receive responses electronically from the ISP, specifically via email, fax or the Criminal History Information Response Process (CHIRP) secure web portal, which can be accessed at <https://chirp.isp.state.il.us/CHIRP/login.action>.

11. The Requester shall maintain a release signed by the individual to whom the information request pertains authorizing the ISP and the FBI to release criminal history record information. The Requester shall maintain this release on file for at least three (3) years in order to facilitate auditing purposes.
12. The Requester shall provide the individual named in the request a copy of the Illinois response disseminated by ISP with instructions on challenging CHRI. The Requester shall notify the individual named in the request that the individual has the obligation and responsibility to notify the Requester within seven (7) days if the information is inaccurate or incomplete. The requirements of this paragraph pertain to requests submitted for employment or licensing purposes only. Information on challenging a criminal history record can be accessed on-line at the ISP website.
13. The Requester shall provide, upon request of the individual named in the request, a copy of the federal response disseminated with instruction on challenging CHRI. The Requester shall notify the individual named in the request that the individual has the obligation and responsibility to notify the Requester within seven (7) days if the information is inaccurate or incomplete. Information on challenging a criminal history record can be accessed on-line at the ISP website.
14. The Requester shall cooperate with and make its records available to ISP/FBI for the purpose of conducting periodic audits to ensure Requestor's compliance with all laws, rules, and regulations regarding the processing of CHRI furnished by ISP/FBI to Requester.
15. When CHRI is no longer required by the Requester, data shall be destroyed by Requester through shredding or burning of paper documentation and/or deletion of electronic CHRI from Requester's databases.
16. The Requester shall pay ISP sufficient funds to cover ISP transaction processing using established payment methods, within 45 days from date of fiscal statement. Failure to pay could result in an interruption or cancellation of services rendered by ISP. The Illinois State Police reserves the right to forward matters of unpaid fees to a private agency or law firm for immediate collection action. Payment for criminal history record information request processing shall be made via an Illinois licensed live scan fingerprint vendor agency or via check made payable to the Illinois State Police, mailed to the Illinois State Police Bureau of Identification, Fiscal Unit, 260 North Chicago Street, Joliet, IL 60432-4072.
17. The Requester shall report to the ISP any changes in agency contact information, and initiate a new user agreement for any change in the agency's Chief Administrator(s). See Addendum A.
18. The Requester shall notify the ISP in the event of Requesting Agency ownership transfer. The Requester is responsible for any outstanding balance due to the ISP prior to any transfer of ownership unless the ISP expressly approves a proposed assumption of outstanding fees owed to the ISP for services provided.
19. Requester will provide a current W9 form to be submitted with signed User Agreement to facilitate processing of refunds.

## **V. DISSEMINATION**

The Requester shall limit dissemination of CHRI to statutorily authorized parties and ensure such authorized parties agree to provide the same protection and physical security of CHRI as agreed to by Requester.

At a minimum, Requester shall log all dissemination of ISP/FBI CHRI received from ISP and/or the FBI. This log must include the identities of persons or agencies to whom the information is released, the name of the requester, the authority of the requester, the purpose of the request, the identity of the individual to whom the information relates, and the date of the dissemination. Such log shall be retained for a period of three (3) years in order to facilitate any ISP or FBI audit. CHRI will only be disseminated directly to the Requester and only to the extent permitted by law.

Pursuant to 20 ILCS 2635/18, any person who intentionally and knowingly requests, obtains or seeks to obtain conviction information under false pretenses, disseminates inaccuracies or incomplete conviction information, or violates any other provision of 20 ILCS 2635 et seq. may be guilty of a crime punishable by up to one year of imprisonment and/or may incur civil liabilities.

Pursuant to federal 28 CFR 50.12(b) records obtained under this authority may be used solely for the purpose requested and cannot be disseminated outside the receiving departments, related agencies or other authorized entities.

## **VI. DUTIES OF ISP**

ISP agrees to undertake and perform the following duties:

1. ISP will only process requests submitted in the form and manner prescribed by the ISP.
2. ISP agrees to forward, in a timely fashion, FBI applicant fingerprint transactions to the FBI's Criminal Justice Information Services (CJIS) Division.
3. ISP shall, if requested, assist in the interpretation or translation of any CHRI requiring clarification.
4. ISP fees shall be based upon the cost of providing CHRI services, as required by law. The ISP shall notify the Requester of any change in processing fees.
5. Fingerprint submission procedures established by the FBI are subject to change and ISP shall advise Requester immediately of any changes promulgated by the FBI.

## VII. GENERAL PROVISIONS

1. ISP agrees to notify Requester at least thirty (30) days prior to making changes in rules, procedures, and policies incorporated in this agreement. Changes in the rules, procedures, and policies originating with federal and state executive order, Congressional or State legislative enactment or by court decision shall be initiated as required by law.
2. This agreement may be amended with the mutual consent of both parties at any time during its term. Amendments to this agreement shall be in writing and signed by both parties or their authorized representatives.
3. Correspondence shall be directed to:

Illinois State Police  
Bureau of Identification  
260 North Chicago Street  
Joliet, Illinois 60432-4075  
boi\_customer\_support@isp.state.il.us

\_\_\_\_\_  
*Signature of Agency Head*

\_\_\_\_\_  
*Date*

\_\_\_\_\_  
*Signature Director*  
*Illinois State Police*

\_\_\_\_\_  
*Date*

ADDENDUM A  
INTER AGENCY USER AGREEMENT  
Agency Contact Sheet (Sections in Grey for Illinois State Police Use Only)

Agency Originating Identification (ORI)	IL022300L
Agency Cost Center	4554
Purpose Code(s) for Agency Use	LIQ

**Complete this entire section.**

Point of Contact for Responses

Frank Trilla

Agency Name

**BILLING ADDRESS**

Street Address

835 Midway Drive

City, State, Zip

Willowbrook, IL 60527

Telephone Number

630-323-8215

Fax Number

630-323-0787

Email Address

Ftrilla@willowbrook.il.us

**MAILING ADDRESS**

☒ Same as Billing Address

Point of Contact Billing  
Questions

Street Address

City, State, Zip

Telephone Number

Fax Number

Email Address

**ADDENDUM B**  
**INTER AGENCY USER AGREEMENT**  
**OUTSOURCING OF ADMINISTRATIVE TASKS**  
**INSTRUCTION**

Once a contractor has been identified for outsourcing of non-criminal justice administrative functions, the authorized recipient/requester must follow these steps:

1. Submit an Outsourcing Request Letter to the Illinois State Police, Bureau of Identification (see template)
  - a. The Outsourcing Request Letter must be accompanied by the section of the contract/agreement between the authorized recipient and the contractual agency that incorporates by reference the most current outsourcing and CJIS Security Policy requirements.
2. Upon receipt of an approval response from ISP, then enter into an Outsourcing Agreement (see template)
3. All documents pertaining to the Outsourcing Agreement must be kept and made available for auditing purposes.

Upon execution of the Contract, the Authorized Recipient will take responsibility for the Contractor's compliance with the terms of the Agreement, to include the current Outsourcing Standard for Non-Channelers and the most current FBI CJIS Security Policy. The Authorized Recipient will notify the FBI Compact Officer and the ISP of any violations of the Outsourcing Standard or CJIS security Policy.

Sincerely,

Signature of Authorized Recipient	Date
<b>Village Administrator</b>	
Title	
<b>IL022300L</b>	
ORI of Authorized Recipient	
<b>835 Midway Drive Willowbrook, Illinois 60514</b>	
Address	
<b>Brian Pabst</b>	
Contact Person Name	
<b>[REDACTED]</b>	
Contact Person Phone Number	
<b>Bpabst@willowbrook.il.us</b>	
Contact Person Email Address	
Contact Person Fax Number	

**ADDENDUM B**  
**INTER AGENCY USER AGREEMENT**  
**OUTSOURCING REQUEST LETTER**  
For  
**Village of Willowbrook**

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**Authorized Recipient Agency Name**  
**(Hereinafter Authorized Recipient)**

To Use

**Bio Metric Impressions Corp.**

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**Contractor Name**  
**(Hereinafter Contractor)**

AS A NON-CHANNELING CONTRACTOR FOR NONCRIMINAL JUSTICE ADMINISTRATIVE FUNCTIONS

Bureau Chief  
Illinois State Police  
Bureau of Identification  
260 N Chicago Street  
Joliet, IL 60432

Dear Bureau Chief:

The Authorized Recipient requests permission to use the above named company/agency as a contractor to outsource noncriminal justice administrative functions with direct access or potential access to criminal history record information (CHRI) on our behalf. The contractor functions that include direct or potential access to CHRI would include:

---

*(Insert all functions that may apply. For example, obtaining missing dispositions, making determinations and recommendations, off-site storage of criminal history record information and its corresponding fingerprint submissions, document shredding or destruction, etc.)*

The Authorized Recipient and the Contractor have entered into an agreement in which the Contractor will act on our behalf in accordance with the Security and Management Control Outsourcing Standard for Non-Channelers. The Authorized Recipient is authorized to perform background checks pursuant to:

---

*(Insert the legal citation of the statute or public law that requires or authorizes the Authorized Recipient to have access to CHRI).*

**ADDENDUM C**  
**INTER AGENCY USER AGREEMENT**  
**OUTSOURCING AGREEMENT BETWEEN**  
**Village of Willowbrook**

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AUTHORIZED RECIPIENT AGENCY NAME  
(Hereinafter Authorized Recipient)

And  
**Bio Metric Impressions Corp.**

---

CONTRACTOR NAME  
(Hereinafter Contractor)

REGARDING OUTSOURCING NONCRIMINAL JUSTICE ADMINISTRATIVE FUNCTIONS (NON-CHANNELER)

This Agreement is entered into between the Authorized Recipient and the Contractor, under the terms of which the Authorized Recipient is outsourcing the performance of noncriminal justice administrative functions involving potential access to criminal history record information (CHRI) pursuant to Title 28, Code of Federal Regulations, Part 906 and the Security and Management Control Outsourcing Standard (Outsourcing Standard) for Non-Channelers. The most current version of the Outsourcing Standard is incorporated by reference into this contract and is available for reference on-line at: <https://www.fbi.gov/about-us/cjis/cc/current-initiatives/security-and-management-control-outsourcing-standard-for-non-channelers-2>.

The Authorized Recipient's authority to submit fingerprints for noncriminal justice purposes and obtain the results of the fingerprint search, which may contain CHRI, is:

---

*Insert legal citations of the statutes or public laws that requires or authorizes the Authorized Recipient to have access to CHRI*

This authority requires or authorizes fingerprint-based background checks of:

---

*Insert all categories of current and prospective employees, licensees, or applicants for other benefits covered by the statute or public law*

The specific noncriminal justice administrative functions to be performed by the Contractor that involve potential access to CHRI on behalf of the Authorized Recipient is:

---

*Insert specific noncriminal justice administrative functions to be performed; i.e., missing dispositions, fitness determinations, storing criminal history record check results, shredding.)*

## Request for Taxpayer Identification Number and Certification

Give Form to the  
requester. Do not  
send to the IRS.

1 Name (as shown on your income tax return). Name is required on this line; do not leave this line blank.  
**VILLAGE OF WILLOWBROOK**

2 Business name/disregarded entity name, if different from above

3 Check appropriate box for federal tax classification; check only one of the following seven boxes:  
☐ Individual/sole proprietor or single-member LLC  
☐ Limited liability company. Enter the tax classification (C=C corporation, S=S corporation, P=partnership) ▶  
☒ Other (see instructions) ▶ **MUNICIPALITY**  
☐ C Corporation  
☐ S Corporation  
☐ Partnership  
☐ Trust/estate

4 Exemptions (codes apply only to certain entities, not individuals; see instructions on page 3):  
Exempt payee code (if any) **3**  
Exemption from FATCA reporting code (if any)  
(Applies to accounts maintained outside the U.S.)

5 Address (number, street, and apt. or suite no.)  
**835 MIDWAY DRIVE**

6 City, state, and ZIP code  
**WILLOWBROOK, IL 60527**

7 List account number(s) here (optional)

8 Requester's name and address (optional)

### Part I Taxpayer Identification Number (TIN)

Enter your TIN in the appropriate box. The TIN provided must match the name given on line 1 to avoid backup withholding. For individuals, this is generally your social security number (SSN). However, for a resident alien, sole proprietor, or disregarded entity, see the Part I Instructions on page 3. For other entities, it is your employer identification number (EIN). If you do not have a number, see *How to get a TIN* on page 3.

Note. If the account is in more than one name, see the instructions for line 1 and the chart on page 4 for guidelines on whose number to enter.

Social security number								
			-				-	

or

Employer identification number								
3	6	-	6	0	9	7	0	4
6								

### Part II Certification

Under penalties of perjury, I certify that:

- The number shown on this form is my correct taxpayer identification number (or I am waiting for a number to be issued to me); and
- I am not subject to backup withholding because: (a) I am exempt from backup withholding, or (b) I have not been notified by the Internal Revenue Service (IRS) that I am subject to backup withholding as a result of a failure to report all interest or dividends, or (c) the IRS has notified me that I am no longer subject to backup withholding; and
- I am a U.S. citizen or other U.S. person (defined below); and
- The FATCA code(s) entered on this form (if any) indicating that I am exempt from FATCA reporting is correct.

**Certification Instructions.** You must cross out item 2 above if you have been notified by the IRS that you are currently subject to backup withholding because you have failed to report all interest and dividends on your tax return. For real estate transactions, item 2 does not apply. For mortgage interest paid, acquisition or abandonment of secured property, cancellation of debt, contributions to an individual retirement arrangement (IRA), and generally, payments other than interest and dividends, you are not required to sign the certification, but you must provide your correct TIN. See the instructions on page 3.

Sign  
Here

Signature of  
U.S. person ▶

*Caroline Ott*

Date ▶

*11/6/2015*

### General Instructions

Section references are to the Internal Revenue Code unless otherwise noted.

**Future developments.** Information about developments affecting Form W-9 (such as legislation enacted after we release it) is at [www.irs.gov/ww9](http://www.irs.gov/ww9).

#### Purpose of Form

An individual or entity (Form W-9 requester) who is required to file an information return with the IRS must obtain your correct taxpayer identification number (TIN) which may be your social security number (SSN), individual taxpayer identification number (ITIN), adoption taxpayer identification number (ATIN), or employer identification number (EIN), to report on an information return the amount paid to you, or other amount reportable on an information return. Examples of information returns include, but are not limited to, the following:

- Form 1099-INT (interest earned or paid)
- Form 1099-DIV (dividends, including those from stocks or mutual funds)
- Form 1099-MISC (various types of income, prizes, awards, or gross proceeds)
- Form 1099-B (stock or mutual fund sales and certain other transactions by brokers)
- Form 1099-S (proceeds from real estate transactions)
- Form 1099-K (merchant card and third party network transactions)

- Form 1098 (home mortgage interest), 1098-E (student loan interest), 1098-T (tuition)
- Form 1099-C (canceled debt)
- Form 1099-A (acquisition or abandonment of secured property)

Use Form W-9 only if you are a U.S. person (including a resident alien), to provide your correct TIN.

If you do not return Form W-9 to the requester with a TIN, you might be subject to backup withholding. See *What is backup withholding?* on page 2.

By signing the filled-out form, you:

- Certify that the TIN you are giving is correct (or you are waiting for a number to be issued),
- Certify that you are not subject to backup withholding, or
- Claim exemption from backup withholding if you are a U.S. exempt payee. If applicable, you are also certifying that as a U.S. person, your allocable share of any partnership income from a U.S. trade or business is not subject to the withholding tax on foreign partners' share of effectively connected income, and
- Certify that FATCA code(s) entered on this form (if any) indicating that you are exempt from the FATCA reporting, is correct. See *What is FATCA reporting?* on page 2 for further information.

# VILLAGE OF WILLOWBROOK

## BOARD MEETING

### AGENDA ITEM - HISTORY/COMMENTARY

**ITEM TITLE:** A Resolution Approving and Accepting a Proposal and Authorizing the Mayor and the Village Clerk to Execute and Attest to an Agreement for the Installation of Additional High-Density Storage to the Police Department Evidence Room – Bradford Systems at a Cost Not-To-Exceed \$4,470.00

**AGENDA NO.** 5g

**AGENDA DATE:** 01-27-20

**STAFF REVIEW:** Robert Schaller, Chief of Police

**SIGNATURE:** R. Schaller /mn

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

**SIGNATURE:** T. Bastian /mn

**RECOMMENDED BY:** Brian Pabst, Village Administrator

**SIGNATURE:** B. Pabst

**REVIEWED & APPROVED BY COMMITTEE:** YES ☒ NO ☐ N/A ☐

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

In order to comply with General Order 2027, Property Control, the department is required to have special storage requirements for drugs, guns, jewelry, cash, and high valuable items. They shall be kept secure in the evidence room. When the department expanded and remodeled the building a high-density storage/shelving system was purchased from Bradford Systems and installed in the evidence room. The system purchased did not include the option for all/some of the shelves to have roll up doors that would have integrated locking system so the department can be compliant with the general order. Instead, file cabinets retrofitted so padlocks could be used and were placed into the evidence room in order to comply. These file cabinets take up much needed floor space, not designed to hold weapons and, are also positioned such that file drawers are required to be opened "in order", or they inhibit each other from opening appropriately. Due to the space taken up by the file cabinets we are now storing items on top of shelves that are not necessarily designed to do so.

This item was budgeted under line item 01-30-630-405.

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

The Public Safety Committee reviewed the proposal from Bradford Systems during the January 27, 2020 meeting and supports the project. The Bradford Systems proposal is attached as exhibit "A"

**ACTION PROPOSED:** Adopt the Resolution

**RESOLUTION NO. 20 R-\_\_\_\_\_**

**A RESOLUTION APPROVING AND ACCEPTING A PROPOSAL AND  
AUTHORIZING THE MAYOR AND THE VILLAGE CLERK TO  
EXECUTE AND ATTEST TO AN AGREEMENT FOR THE  
INSTALLATION OF ADDITIONAL HIGH-DENSITY STORAGE TO  
THE POLICE DEPARTMENT EVIDENCE ROOM – BRADFORD  
SYSTEMS AT A COST NOT TO EXCEED \$4,470.00**

---

**BE IT RESOLVED** by the Mayor and Board of Trustees of the Village of Willowbrook DuPage County, Illinois, that the Mayor and Village Clerk be and the same are hereby authorized and directed to accept the proposal from Bradford Systems for the additions to existing high density storage, in an amount not to exceed \$4,470.00 as set forth in the proposal attached hereto as Exhibit “A” which is, by this reference, expressly incorporated herein.

ADOPTED and APPROVED this 27<sup>th</sup> day of January, 2020.

ROLL CALL VOTE:

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

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

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

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

APPROVED:

---

Frank A. Trilla, Mayor

ATTEST:

---

Leroy R. Hansen, Village Clerk

## **EXHIBIT “A”**

# BRADFORD SYSTEMS

430 Country Club Drive  
Bensenville, IL 60106  
Phone: 630-350-3454  
Fax: 630-350-3454  
[www.bradfordsystems.com](http://www.bradfordsystems.com)


## Quotation

Phone: 847-344-9207  
[bob@bradfordsystems.com](mailto:bob@bradfordsystems.com)  
Project #30939

**DATE: 1/17/2019**

**TO: Chief Robert Schaller**  
**Detective John Handzik -Willowbrook Police Department**

**RE: Additions to Existing High Density Storage for Evidence Room**

Work To Include:	<b>Total Quote:</b>
1—Rollok Door 9 feet wide 76 1/4" High Lockable as shown in Elevation 3. Color-Standard Aluminum Finish.	\$2,910.00
6---Rousseau Drawers 12"High x 36" Wide x 24" Deep with Center Partition Front to Back and Locks Keyed Alike as shown in Elevation S1A	
Color to closest match shelving Beige 041 Beige (or 2 tone to be selected from standards available)	
2---Back Panels 40.25" High x 36" Wide to cover back of Drawer sections	
*See attached drawing for details	
Installation	\$970.00
Freight:	\$590.00
Tax:	Exempt
<b>Total:</b>	<b>\$4,470.00</b>
 847-344-9207 <a href="mailto:bob@bradfordsystems.com">bob@bradfordsystems.com</a>	
<b>Notes:</b> <ul style="list-style-type: none"> <li>• Installation during normal working hours 7am to 3:30 pm Monday thru Friday, no provisions have been made for overtime or shift premium pay. If overtime is required, additional costs will be incurred.</li> <li>• Full payment due upon completion of installation</li> <li>• Lead Time 8 weeks after purchase order received.</li> </ul>	

## STANDARD TERMS AND CONDITIONS

The following are the standard terms and conditions of sale for Bradford Systems Corporation, and will necessarily be made part of any contract resulting from this proposal.

**DELIVERY (Dock, Elevator and Dumpster):**

This quote is based on direct shipment to the requested location by the manufacturer.

**STORAGE:**

If, for any reason, you are not ready to receive the materials and storage is required, storage and handling fees will be added to your invoice.

**FREIGHT:**

Materials will be shipped freight on board (F.O.B.) at the factory and all charges will be billed to you.

**TAXES:**

All applicable sales taxes, as required by law, will be billed.

**PAYMENT:**

This system has been specially designed and will be specially manufactured for your unique requirements. Full payment is due upon completion of installation. One and one-half (1-1/2) percent interest per month will be charged on any unpaid balance after thirty (30) days.

*A 4% convenience fee will be applied to all orders paid with a credit card.*

**WARRANTY:**

The system is warranted by Rollok and Rousseau's Manufacturer's Standard Warranty.

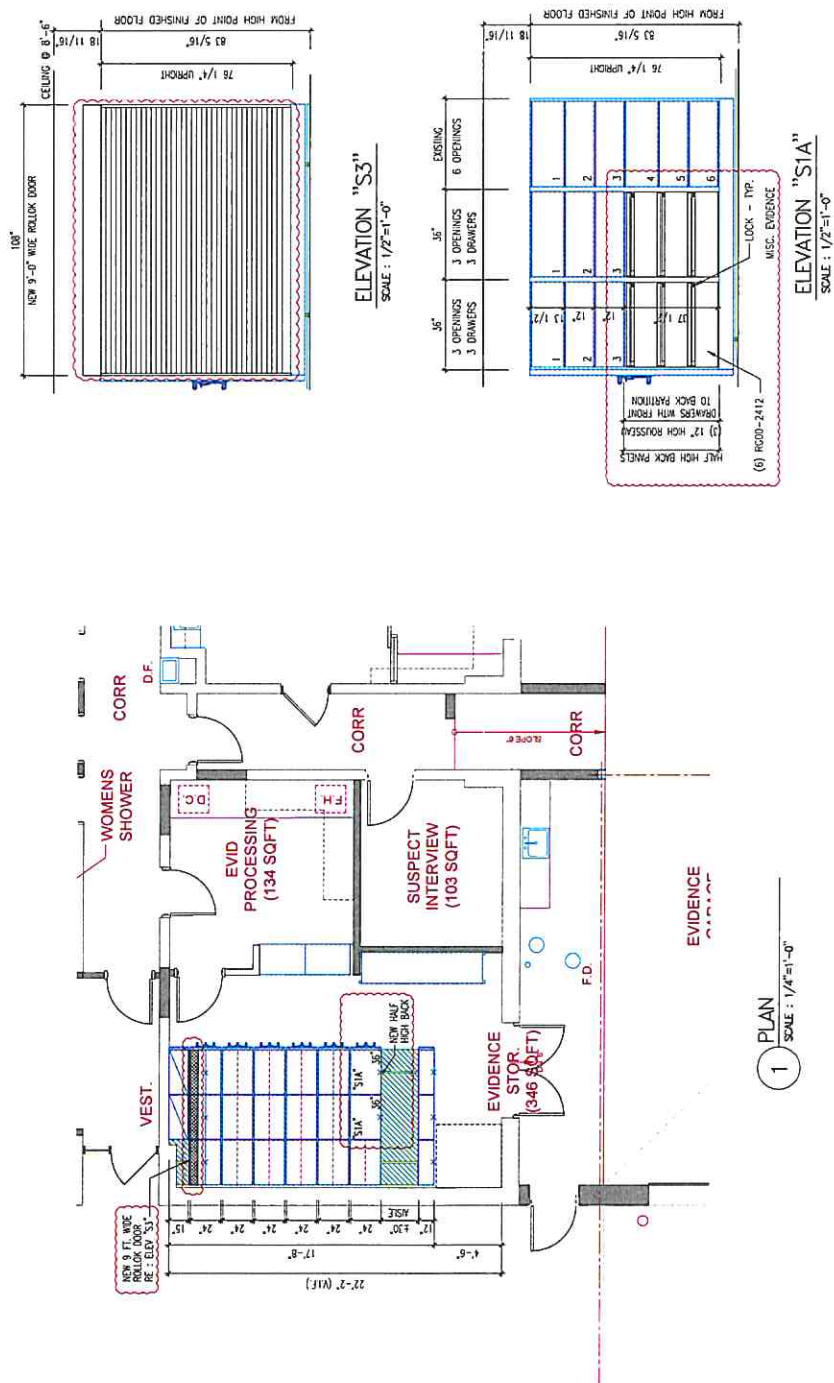
**CHANGE ORDERS AND OR CANCELLATION:**

If, for any reason, you cancel the order, any cancellation, restocking and handling charges will be invoiced. Change orders requested after receipt of your purchase order may also incur additional charges.

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Client Signature	Title	Date
------------------	-------	------

**COPYRIGHT:** Copyright © Bradford Systems Corporation. This material is proprietary and confidential. The disclosure reproduction by photography, film, blueprint or otherwise or incorporation into any information retrieval system without first receiving written approval from Bradford System Corporation is expressly prohibited by law.





R5SEE-874804

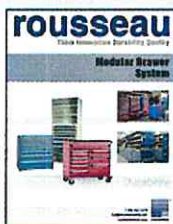


R5AEE-5826



Same drawer for shelving and cabinets !

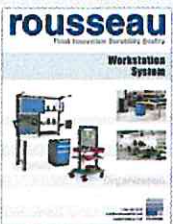
#### Rousseau product line



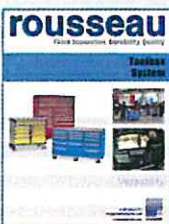
Modular Drawer System



Spider® Shelving System



Workstation System



Toolbox System



rousseau

® Rousseau Métal inc.

105, avenue de Gaspé Ouest  
Saint-Jean-Port-Joli (Québec)  
G0R 3G0 CANADA

Telephone : 418.598.3381

Fax : 418.598.6776

E-mail : [info@rousseau-metal.com](mailto:info@rousseau-metal.com)



YouTube



[www.rousseau-metal.com](http://www.rousseau-metal.com)



7PR00A00  
R00-JA16A

Rousseau is continuously improving its products and reserves the right to make any modifications judged necessary.

# rousseau

Since 1950 Rousseau has been designing, engineering and manufacturing modular storage systems for a variety of markets. Our 183,000 square foot facility, a sign of our growth and vitality, is equipped with cutting edge technology.

We offer a complete and integrated solution for all of your storage needs: drawers for shelving and cabinets, industrial shelving, Mini-racking, workstations, toolboxes and more.

Visit us at [www.rousseau-metal.com](http://www.rousseau-metal.com) for all the details.

## COLORS

### Standard Colors

The colors may differ slightly from those illustrated.

Avalanche Blue 055	Everest Blue 051	Classic Blue 052	Midnight Blue 057	Glossy Sapphire Blue 560	Boreal Green 102
Glossy EverGreen 1025	Black 091	Glossy Black 902	Beige 041	Frost White 061	Light Gray 071
Modern Gray 745	Charcoal Gray 072	White 616	Glossy Yellow 208	Sienna Orange 085	Flame Red 081

### Handle End Caps

Ocean Blue 011	Black 031	Orange 021	Glossy Carmine Red - 806	Glossy Cranberry Red - 815

**Toll free end-users:**  
**Toll free distributors:**  
**Distributors:**  
**End-users:**

**1.866.463.4270**  
**1.800.463.4271**  
**[www.e-rousseau.com](http://www.e-rousseau.com)**  
**[www.rousseau-metal.com](http://www.rousseau-metal.com)**

Proposal product numbers shown on the cover: R5SEE-873604, R5AHE-4410, R5GHE-3824

For more information, please contact your local distributor :

## BOARD MEETING

### AGENDA ITEM - HISTORY/COMMENTARY

**An Ordinance of the Village of Willowbrook Declaring Surplus Property and Authorizing the Sale or Disposal of One (1) 2015 Ford Explorer Motor Vehicle**

**AGENDA NO. 5h**

**AGENDA DATE: 01/27/2020**

**STAFF REVIEW:** Robert Schaller, Police Chief

**SIGNATURE:** R. Schaller / man

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

**SIGNATURE:** T. Bastian / man

**RECOMMENDED BY VILLAGE ADMIN.:** Brian Pabst, VM

**SIGNATURE:** B. Pabst

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

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

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

Staff has a Village owned vehicle deemed surplus ready for disposal.

VIN	Year	Make	Model
1FM5K8AT4FGA28497	2015	FORD	EXPLORER

Staff recommends the Mayor and Board of Trustees pass the ordinance authorizing the sale of the vehicle listed above.

**ACTION PROPOSED:**

PASS ORDINANCE

**ORDINANCE NO. 20-O-\_\_\_\_\_**

**AN ORDINANCE OF THE VILLAGE OF WILLOWBROOK DECLARING SURPLUS  
PROPERTY AND AUTHORIZING THE SALE OR DISPOSAL OF ONE (1) 2015 FORD  
EXPLORER MOTOR VEHICLE**

WHEREAS, in the opinion of a majority of the corporate authorities of the Village of Willowbrook, it is no longer necessary or useful or in the best interests of the Village of Willowbrook, to retain ownership of the personal property hereinafter described; and

WHEREAS, it has been determined by the Mayor and Board of Trustees of the Village of Willowbrook that it is in the best interest of the Village to dispose of said personal property.

NOW THEREFORE, be it ORDAINED by the Mayor and Board of Trustees of the Village of Willowbrook as follows:

SECTION ONE: Pursuant to 65 ILCS 5/11-76-4, the Mayor and Board of Trustees of the Village of Willowbrook find that the property described on Exhibit "A" attached thereto and made a part hereof, now owned by the Village of Willowbrook, is no longer necessary or useful to the Village of Willowbrook and the best interests of the Village of Willowbrook will be served by its disposal.

SECTION TWO: Pursuant to 65 ILCS 5/11-76-4, the Village Administrator is hereby authorized and directed to dispose of the property set forth on Exhibit "A" now owned by the Village of Willowbrook in any manner he deems appropriate, with or without advertisement.

SECTION THREE: The sale or disposition of said surplus property is "AS IS" with no warranty, either express or implied, of merchantability or fitness for a particular purpose.

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

[REMAINDER OF PAGE INTENTIONALLY LEFT BLANK]

PASSED and APPROVED this 27<sup>th</sup> day of January, 2020 by a roll call vote as follows:

APPROVED:

\_\_\_\_\_  
Frank A. Trilla, Mayor

ATTEST:

\_\_\_\_\_  
Leroy R. Hansen, Village Clerk

ROLL CALL VOTE:

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

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

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

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

**EXHIBIT "A"**

ONE (1) 2015 FORD EXPLORER, VIN 1FM5K8AT4FGA28497

# VILLAGE OF WILLOWBROOK

## BOARD MEETING AGENDA ITEM - HISTORY/COMMENTARY

**A RESOLUTION APPROVING, CONFIRMING AND RATIFYING THE EXPENDITURE OF \$18,350.00 FOR EMERGENCY SEWER REPAIRS AT THE WILLOWBROOK POLICE DEPARTMENT FACILITY**

AGENDA NO. **5i**

AGENDA DATE:  
01/27/2020

**STAFF REVIEW:** Joe Coons, Superintendent of Public Works

SIGNATURE: J. Coons /mn

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

SIGNATURE: T. Bastian /mn

**RECOMMENDED BY:** Brian Pabst, Village Administrator

SIGNATURE: B. Pabst

**REVIEWED & APPROVED BY COMMITTEE:** YES ☐ NO ☐ N/A ☒

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

The Village of Willowbrook redeveloped the Police Department Building, located at 7760 Quincy Street, in the summer of 2017. The Police Department has been experiencing a strong sewer smell almost daily and on three separate occasions there have been sewage backups coming from the floor drains in both the locker rooms as well as the lobby bathrooms. The existing sanitary line under the lock up is 30 plus year-old cast-iron pipe. During a recent televising of this line it was discovered that one section of the pipe is back pitched and has rotted away. The damage to this section of pipe is stopping the sewage from exiting the building causing these sanitary sewage back-ups / foul smells.

### STAFF RECOMMENDATION

Staff discussed this item with the Mayor. The Mayor reached out individually to Board members to determine if there would be a comfort level to approve the emergency sanitary sewer repair and have the proposal ratified at the January 27, 2020 Village Board meeting.

This proposal includes the repair work and restoration. Funding for this emergency repair, estimated at \$18,350, is available in the Building Construction Remodeling Fund account # 01-30-635-288 of the F.Y. 2019/20 Budget.

**ACTION PROPOSED:** Adopt Resolution.

**RESOLUTION NO. 20 R-\_\_\_\_\_**

**A RESOLUTION APPROVING, CONFIRMING AND RATIFYING THE  
EXPENDITURE OF \$18,350.00 FOR EMERGENCY SEWER REPAIRS AT THE  
WILLOWBROOK POLICE DEPARTMENT FACILITY**

**WHEREAS**, the Willowbrook Police Department Facility has been experiencing sewer back-ups from floor drains in the Facility's locker rooms; and

**WHEREAS**, upon investigation, it has been determined that the sewer back-ups are a result of a cast iron sewer pipe that is back-pitched and deteriorated; and

**WHEREAS**, the condition of the sewer line has necessitated an emergency repair and restoration of the failed sewer line by Tom Callahan Plumbing Co., Inc.

**NOW, THEREFORE, BE IT RESOLVED** by the Mayor and Board of Trustees of the Village of Willowbrook, DuPage County, Illinois, that the expenditure of the sum of \$18,350.00 to Tom Callahan Plumbing Co., for emergency sewer repairs as set forth on the proposal, attached hereto as Exhibit "A" and made a part hereof, is hereby approved, ratified and confirmed.

ADOPTED and APPROVED this 27<sup>th</sup> day of January, 2020.

ROLL CALL VOTE:

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

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

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

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

APPROVED:

\_\_\_\_\_  
Frank A. Trilla, Mayor

ATTEST:

\_\_\_\_\_  
Leroy R. Hansen, Village Clerk  
885570.1

## **EXHIBIT “A”**

## ESTIMATE/PROPOSAL

**Tom Callahan Plumbing Co., Inc.**  
**900 Main Street**  
**Lemont, IL 60439**  
**(630)-257-0464**

January 20, 2020

AJ Passero  
Village of Willowbrook  
835 Midway Dr.  
Willowbrook, IL 60527

Estimate to repair damaged sewer as follows:

- Saw cut and remove section of concrete floor in female cell #160 to access 4" cast iron sewer that is back pitched causing sewage back up
- Remove existing toilet/lav unit in cell
- Cut out section of bad pipe in ground and replace with new PVC pipe and tie into existing pipe
- We will have existing cast iron sewer pipe running under cells #158, #159 and #160 to branch line in corridor to north pipe lined
- Back fill excavation with stone, pour concrete and remove excess fill
- Will re-epoxy floor to match existing as close as possible
- Reinstall wall hung toilet/lav unit

We propose hereby to furnish material and labor-complete in accordance with above specifications, for the sum of: EIGHTEEN THOUSAND THREE HUNDRED FIFTY and NO/100 DOLLARS (\$18,350.00).

Payment to be made as follows:

Checks made payable to: CALLAHAN PLUMBING CO., INC.

1/3 deposit due before work begins, balance due upon completion.

Authorized Signature: \_\_\_\_\_

*B. Passero*

Date: 1/21/20

*The mayor received Board approval via phone on 1/21/20.*

## VILLAGE OF WILLOWBROOK

### BOARD MEETING AGENDA ITEM - HISTORY/COMMENTARY

AN ORDINANCE AMENDING SECTION 3-12-5 ENTITLED  
"CLASSIFICATIONS", OF CHAPTER 12 ENTITLED "LIQUOR", OF TITLE 3  
ENTITLED "BUSINESS" OF THE VILLAGE CODE OF ORDINANCES OF THE  
VILLAGE OF WILLOWBROOK, DUPAGE COUNTY, ILLINOIS

AGENDA NO. **6**

AGENDA DATE: 01/27/2020

STAFF REVIEW: Mike Mertens, Assistant Village Administrator

SIGNATURE: M. Mertens

LEGAL REVIEW: Thomas Bastian, Village Attorney

SIGNATURE: T. Bastian

RECOMMENDED BY: Brian Pabst, Village Administrator

SIGNATURE: B. Pabst

REVIEWED & APPROVED BY COMMISSION: YES ☐ NO ☐ N/A ☒

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

The Willowbrook Holiday Inn closed for business in the spring of 2015. The property owner began their remodeling project later that year. In the fall of 2019, the Village of Willowbrook issued an initial certificate of completion so the developer could begin furnishing the individual hotel rooms. The developer, Willowbrook Hotel LLC, will be operating under the hotel brand of Delta by Marriott. It is anticipated that the developer will finalize their occupancy permit process by late February 2020.

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

On January 8, 2020 the developer, Willowbrook Hotel LLC, applied for a Class D Liquor License. This license would apply to the hotel banquet rooms, restaurant and small bar area of the development. The current number of "D" licenses within the Village is zero. The attached ordinance would increase the number of "D" licenses to one (1). If approved, the new "D" licenses would then be assigned to the Willowbrook Hotel LLC under the authority of the Village Liquor Commissioner.

#### ACTION PROPOSED:

Adopt the Ordinance.

**ORDINANCE NO. 20-0-\_\_**

**AN ORDINANCE AMENDING SECTION 3-12-5 ENTITLED “CLASSIFICATIONS”,  
OF CHAPTER 12 ENTITLED “LIQUOR”, OF TITLE 3 ENTITLED “BUSINESS”  
OF THE VILLAGE CODE OF ORDINANCES OF THE VILLAGE OF  
WILLOWBROOK, DUPAGE COUNTY, ILLINOIS**

---

**WHEREAS**, the corporate authorities of the Village of Willowbrook, are expressly authorized, pursuant to Section 4-1 of the Illinois Liquor Control Act (235 ILCS 5/4-1), to regulate the number, classification and license fees authorizing the retail sale of alcoholic liquor in the Village; and

**WHEREAS**, the corporate authorities of the Village of Willowbrook, have determined that it is proper and in the best interest of the Village to amend the Class D liquor license and liquor license classification to increase the number of available liquor licenses in such classification.

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

**SECTION ONE:** Section 3-12-5 entitled: “Classifications,” of Chapter 12 entitled “Liquor,” of Title 3 entitled “Business Regulations” of the Village Code of Ordinances of the Village of Willowbrook, DuPage County, Illinois, as amended, is further amended by amending the Class D Classification to read as follows:

“(D) Class D License: Class D license shall authorize the storage, distribution and retail sale, on the premises of motels and hotels, of alcoholic liquor for consumption on the premises. The retail sale of alcoholic liquor in the original package to occupants of the motel or hotel only shall also be authorized.

1. The holder of a Class D license shall have the privilege of providing live music upon the licensed premises.

2. The annual fee of such license shall be three thousand five hundred dollars (\$3,500.00), and there shall be no more than one Class D license issued at any one time.”

**SECTION TWO:** The remaining provisions of section 3-12-5 shall remain in full force and effect and unamended by this ordinance.

**SECTION THREE:** Any ordinance or a portion of any ordinance in conflict with the provisions hereof is hereby repealed solely to the extent of said conflict.

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

PASSED and APPROVED this 27<sup>th</sup> day of January, 2020.

ROLL CALL VOTE:

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

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

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

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

APPROVED:

\_\_\_\_\_  
Frank A. Trilla, Mayor

ATTEST:

\_\_\_\_\_  
Leroy R. Hansen,  
Village Clerk

# VILLAGE OF WILLOWBROOK

## BOARD MEETING AGENDA ITEM - HISTORY/COMMENTARY

### ITEM TITLE:

A RESOLUTION AUTHORIZING THE BOARD OF POLICE COMMISSIONERS (BOPC) OF THE VILLAGE OF WILLOWBROOK TO EFFECT THE ORIGINAL APPOINTMENT OF ONE (1) CANDIDATE TO FILL A VACANCY IN THE RANK OF PATROL OFFICER WITHIN THE VILLAGE POLICE DEPARTMENT

AGENDA NO. 7

AGENDA DATE:  
01/27/2020

STAFF REVIEW: Robert Schaller, Chief of Police

SIGNATURE: R. Schaller

LEGAL REVIEW: Tom Bastian, Village Attorney

SIGNATURE: T. Bastian

RECOMMENDED BY: Brian Pabst, Village Administrator

SIGNATURE: B. Pabst

REVIEWED & APPROVED BY PSC: YES ☐ NO ☐ N/A ☒

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

Due to a patrol officer resigning from the police department, effective January 13, 2019, a vacancy has been created within the police department.

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

Our current police department composition ordinance (Section 5-1-1 of the Village Code of Ordinances) establishes the following as far as number and rank of positions within the police department:

Chief of Police -1

Deputy Chief of Police -1

Sergeants – 3

Patrol Officers – 18

TOTAL: 23 sworn officers

Currently the total number of sworn officers is 22 in the police department. The adoption of this resolution will enable the BOPC to begin reviewing patrol officer candidates from the current eligibility register in order to hire one (1) new patrol officer.

ACTION PROPOSED: Adopt the Resolution.

**RESOLUTION NO. 20-R-\_\_\_\_\_**

**A RESOLUTION AUTHORIZING THE BOARD OF POLICE COMMISSIONERS  
(BOPC) OF THE VILLAGE OF WILLOWBROOK TO EFFECT THE ORIGINAL  
APPOINTMENT OF ONE (1) CANDIDATE TO FILL A VACANCY IN THE RANK OF  
PATROL OFFICER WITHIN THE VILLAGE POLICE DEPARTMENT**

BE FURTHER RESOLVED by the Mayor and Board of Trustees of the Village of Willowbrook, DuPage County, Illinois, that the Board of Police Commissioners (BOPC) is hereby authorized to effect the original appointment of one (1) candidate to fill a vacancy in the rank of patrol officer within the Police Department.

This Resolution shall be in full force and effect upon its passage and approval, as required by law.

ADOPTED and APPROVED this 27<sup>th</sup> day of January, 2020 by a roll call vote as follows:

APPROVED:

\_\_\_\_\_  
Frank A. Trilla, Mayor

ATTEST:

\_\_\_\_\_  
Leroy R. Hansen, Village Clerk

ROLL CALL VOTE:

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

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

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

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

# VILLAGE OF WILLOWBROOK

## BOARD MEETING

### AGENDA ITEM - HISTORY/COMMENTARY

**ITEM TITLE:**

A RESOLUTION ACCEPTING A PROPOSAL TO MANAGE AND ADMINISTER THE JOB APPLICATION AND EXAMINATION PROCESS FOR THE PATROL OFFICER HIRING PROCESS AND TO FURTHER AUTHORIZE THE VENDOR, ACTING AS AN AGENT OF THE VILLAGE, TO ASSESS AN APPLICATION FEE FROM CANDIDATES AS PART OF THE APPLICATION PROCESS-I/O SOLUTIONS

**AGENDA NO. 8****AGENDA DATE: 01/27/2020****STAFF REVIEW:** Robert Schaller, Chief of Police**SIGNATURE:** R. Schaller /mm**LEGAL REVIEW:** Thomas Bastian, Village Attorney**SIGNATURE:** T. Bastian /mm**RECOMMENDED BY:** Brian Pabst, Village Administrator**SIGNATURE:** B. Pabst /mm**REVIEWED & APPROVED BY BOPC:** YES ☒ NO ☐ N/A ☐**ITEM HISTORY (PREVIOUS VILLAGE BOARD REVIEWS, ACTIONS RELATED TO THIS ITEM, OTHER PERTINENT HISTORY)**

The Willowbrook Board of Police Commissioners (BOPC) has, in its last meeting, discussed the need to develop a new patrol officer hiring eligibility list (the current list is valid for a period of two years, and expires on October 19, 2020). Upon review, I/O Solutions was selected and recommended by the BOPC to be the vendor to facilitate and manage the next patrol officer test. I/O Solutions specializes in developing, validating and implementing entry level and promotional testing processes. I/O Solutions designs assessment processes that assist agencies to hire the most qualified individuals for the organization. I/O Solutions has the experience necessary to assist in deploying a valid selection process. All areas for the next patrol officer eligibility testing process will be conducted by I/O Solutions.

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

The Village staff recommends the Willowbrook Village Board to adopt a Resolution for I/O Solutions to administer and manage the patrol officer testing process.

<u>FUND</u>	<u>ACCOUNT</u>	<u>DESCRIPTION</u>	<u>BUDGET REMAINING</u>
General Fund - BOPC	01-07-440-542 thru -545	Exams	\$16,500.00

**ACTION PROPOSED:** Adopt the Resolution

RESOLUTION NO. 20-R-\_\_\_\_\_

A RESOLUTION ACCEPTING A PROPOSAL TO MANAGE AND ADMINISTER THE JOB APPLICATION AND EXAMINATION PROCESS FOR THE PATROL OFFICER HIRING PROCESS AND TO FURTHER AUTHORIZE THE VENDOR, ACTING AS AN AGENT OF THE VILLAGE, TO ASSESS AN APPLICATION FEE FROM CANDIDATES AS PART OF THE APPLICATION PROCESS – I/O SOLUTIONS

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BE IT RESOLVED by the Mayor and Board of Trustees of the Village of Willowbrook, DuPage County, Illinois, that the Chief of Police is hereby authorized and directed to accept the proposal from I/O Solutions, attached hereto as Exhibit "A" which is, by this reference, expressly incorporated herein, to manage and administer the job application and examination process for the Willowbrook police officer hiring process. Further, I/O Solutions, acting as an agent of the Village, is hereby authorized to assess an application fee from candidates in an amount less than fifty dollars (\$50.00) per applicant as part of the application process.

ADOPTED and APPROVED by the Mayor and Board of Trustees of the Village of Willowbrook on this 27<sup>th</sup> day of January, 2020

APPROVED:

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Frank A. Trilla, Mayor

ATTEST:

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Leroy R. Hansen, Village Clerk

ROLL CALL VOTE:

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

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

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

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



## Willowbrook Police Department - Entry-Level Police Cost Proposal

### 2020 Scope of Services – Engagement Agreement

#### **Project Description**

I/O Solutions (herein referred to as "IOS") is engaged by the Willowbrook Police Department (herein referred to as "Client") to manage and administer the job application and examination process for the police officer hiring process.

#### **Services**

IOS will provide the following products/services to the Client:

- Develop a sample job advertisement and job informational sheet and post information sheet and job application at recruitment.iosolutions.com
- Notify state criminal justice schools/colleges of the job posting
- Collect a \$25.00 application fee from each candidate, on client's behalf
- Respond to applicants via phone, e-mail and website to assist applicants in completing the application
- Collect job applications from applicants and review applications to determine eligibility
- Notify candidates of any errors/omissions in the application submission approximately one week prior to the test date (grace period)
- Collect corrected documents from applicants prior to test date
- Sign-in candidates, assist as needed in orientation, and administer written examinations: Law Enforcement Selection Tool (LST)
- Score the LST and compile the Initial Eligibility List
- Notify candidates regarding their status by e-mail (or other means if electronic notice is not possible)
- Assist Client in compiling the Final Eligibility List by adding preference points to calculate final scores
- Provide an electronic copy of applicant documents to Client
- *Optional Service:* Validity assessment to provide evidence of the local appropriateness of using a given selection tool for making employment decisions at your agency (for more information please see Appendix A)

#### **Specifications**

- Application Posting Date: 1/31/2020
- Application Deadline: 3/2/2020
- Test Administration Date: 3/3/2020

<b>Service</b>	<b>Cost</b>
<b><i>Job Application Processing</i></b> IOS will send out a job advertisement notification to our network of Illinois fire science programs and criminal justice programs; post a job announcement and electronic application via our website; field applicant questions via toll-free phone, web-link and e-mail (your job advertisement will provide applicants with these points of contact); collect application fees required by your agency, collect electronic and supporting eligibility documents, review and verify applicant eligibility; provide electronic notification of eligibility status to candidates, submit a final list of eligible applicants; provide a database containing relevant applicant personal data; solicit and collect claims of preference; and compile electronic versions of each applicant's application package. Any application fees that are collected will be credited against the fees associated with the application management process.	\$32/applicant*
<b><i>Examination Administration and Scoring</i></b> IOS will provide a written examination for law enforcement officers or firefighters, administer the examination at a site provided by the agency, provide a sufficient amount of test proctors to handle sign-in and administration of the written exam, score the written examination, identify and impose the required cut-off score, and provide the agency with a Preliminary and/or Initial Eligibility List.	\$30/exam**

\*the number of candidates will be determined based on those applicants who purchase a job application – this fee will be credited back to the agency on the final invoice; a 50 applicant minimum will be imposed

\*\*the per-test fee will be assessed for every test-taker who sits for the examination

The fee structure is intended to account for any and all fees associated with the services described herein.

Application fees will be collected by IOS. Following the administration of the written examination(s), the total cost of services rendered, based on the fee structure above, will be calculated and if the cost of services exceeds the balance of collected application fees, the client will be assessed a fee equal to the difference. If the cost of services is less than the value of collected application fees, the difference will be credited to the client.

***Client Responsibilities***

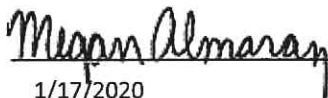
The client will be responsible for posting any and all job advertisements on internal websites, external websites, printed media, etc. The client will also be responsible for providing suitable facilities for all examination administrations.

The following signatures of authorized agents of both parties demonstrate agreement regarding the terms and conditions stated herein:

**For I/O Solutions:**

Authorized Agent: Megan Almaraz, Project Manager

Signature of Agent:

\_\_\_\_\_

Date:

1/17/2020  
\_\_\_\_\_

**For Client:**

Authorized Agent: \_\_\_\_\_

Signature of Agent: \_\_\_\_\_

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

The following signature signifies that IOS has informed you of your agency's responsibility to demonstrate the local appropriateness and validity of the selection tools it uses in making employment decisions. You further acknowledge that IOS offers a validity assessment at no direct cost that would provide evidence of local appropriateness of using a given selection tool for making employment decisions at your agency:

**For Client:**

Authorized Agent: \_\_\_\_\_

Signature of Agent: \_\_\_\_\_

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