

## 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 10, 2022, AT 6:30 P.M. 7760 QUINCY STREET, WILLOWBROOK, IL, DUPAGE COUNTY, ILLINOIS

**DUE TO THE COVID 19 PANDEMIC, THE VILLAGE WILL BE UTILIZING A ZOOM WEBINAR. MEMBERS OF THE PUBLIC CAN ATTEND THE MEETING VIA ZOOM WEBINAR BY VIDEO OR AUDIO. IF A MEMBER IS USING ZOOM, PLEASE EITHER USE YOUR PHONE OR COMPUTER, NOT BOTH.**

**THE PUBLIC CAN UTILIZE THE FOLLOWING CALL-IN NUMBER:**

**Dial-in Phone Number: 312-626-6799**

**Meeting ID: 899 6144 2260**

**Written Public Comments Can Be Submitted By 6:15 P.M. on January 10, 2022, to [shalloran@willowbrook.il.us](mailto:shalloran@willowbrook.il.us)**

1. CALL TO ORDER
2. ROLL CALL
3. MOTION - MOTION TO ALLOW MAYOR TRILLA TO ATTEND THE MEETING REMOTELY. (PASS)
4. PLEDGE OF ALLEGIANCE
5. VISITORS' BUSINESS - Public Comment is Limited to Three Minutes Per Person
6. [MOTION - BOARD ADVICE AND CONSENT TO MAYOR'S APPOINTMENT OF MARK L. ASTRELLA TO FILL A VACANCY IN THE OFFICE OF VILLAGE TRUSTEE](#) (PASS)
7. OATH OF OFFICE - VILLAGE TRUSTEE MARK L. ASTRELLA
8. OMNIBUS VOTE AGENDA:
  - a. Waive Reading of Minutes (APPROVE)
  - b. [Minutes - Regular Board Meeting - December 20, 2021](#) (APPROVE)
  - c. [Warrants - \\$ 353,941.17](#)

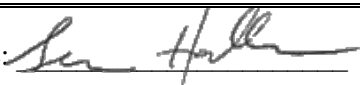
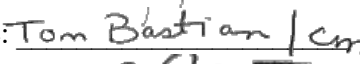

NEW BUSINESS

9. RESOLUTION NO. \_\_\_\_\_ - A RESOLUTION ACCEPTING, APPROVING AND AUTHORIZING THE EXECUTION OF A PURCHASE AGREEMENT BETWEEN KONICA MINOLTA BUSINESS SOLUTIONS U.S.A., INC. AND THE VILLAGE OF WILLOWBROOK FOR THE PURCHASE OF FOUR (4) COPIER/PRINTER MACHINES, AND RELATED SUPPLIES AND A FIVE (5) YEAR MAINTENANCE AGREEMENT (ADOPT)
10. RESOLUTION NO. \_\_\_\_\_ - A RESOLUTION OF THE VILLAGE OF WILLOWBROOK ACCEPTING, APPROVING AND AUTHORIZING THE VILLAGE MAYOR TO EXECUTE AN AGREEMENT WITH ORBIS SOLUTIONS, INC. TO PROVIDE NETWORK INFORMATION TECHNOLOGY ("IT") UPGRADES TO THE VILLAGE OF WILLOWBROOK AT A COST NOT TO EXCEED \$30,173.00 (ADOPT)
11. ORDINANCE NO. \_\_\_\_\_ - AN ORDINANCE WAIVING COMPETITIVE BIDDING, APPROVING AND AUTHORIZING THE PURCHASE OF ONE (1) 2021 DODGE DURANGO MOTOR VEHICLE FROM THE JOHN JONES AUTOMOTIVE GROUP AT A COST NOT TO EXCEED \$41,814.00 (PASS)

PRIOR BUSINESS

12. TRUSTEE REPORTS
13. ATTORNEY'S REPORT
14. CLERK'S REPORT
15. ADMINISTRATOR'S REPORT
16. MAYOR'S REPORT
17. EXECUTIVE SESSION
18. ADJOURNMENT

## VILLAGE OF WILLOWBROOK

<b>BOARD MEETING AGENDA ITEM - HISTORY/COMMENTARY</b>	
MOTION – BOARD ADVICE AND CONSENT TO MAYOR’S APPOINTMENT OF MARK L. ASTRELLA TO FILL A VACANCY IN THE OFFICE OF VILLAGE TRUSTEE	<b>AGENDA NO. 6.</b> <b>AGENDA DATE:</b> 01/10/2022
<b>STAFF REVIEW:</b> Sean Halloran, Assistant Village Administrator	<b>SIGNATURE:</b> 
<b>LEGAL REVIEW:</b> Tom Bastian, Village Attorney	<b>SIGNATURE:</b> 
<b>RECOMMENDED BY:</b> Brian Pabst, Village Administrator	<b>SIGNATURE:</b> 
<b>REVIEWED &amp; APPROVED BY A COMMITTEE:</b> YES <input type="checkbox"/> NO <input type="checkbox"/> N/A <input checked="" type="checkbox"/>	
<b>ITEM COMMENTARY (BACKGROUND, DISCUSSION, RECOMMENDATIONS, ETC.)</b> <p>The Village President (aka Mayor) has the authority to appoint a resident to fill the vacant position of Village Trustee with the advice and consent of the Board of Trustees. This appointment will the uncompleted term of Trustee expiring in April 2023.</p> <p>The Mayor recommends the appointment of Mark L. Astrella to fill the Village trustee position that became vacant as a result of Trustee Paul M. Oggerino resigned as of December 2021. Mr. Astrella is a long-time resident of the Village and active in the community. He is currently serving on the Board of Police Commissioners.</p>	
<b>ACTION PROPOSED:</b> <p>Pass the Motion.</p>	

## Mark L. Astrella

Email: [REDACTED]

### EMPLOYMENT

#### Detective

VILLAGE OF ELMWOOD PARK

2011-PRESENT

ELMWOOD PARK, ILLINOIS

- Conduct investigations of any and all reported criminal incidents.
- Conduct interviews of offenders, witnesses and victims.
- Testify in Criminal Court proceedings.
- Authoring of any and all legal process to include subpoena, court order(s), and search warrants.
- Conduct complex forensic examinations in support of financial fraud, ICAC cases, utilizing Axiom, Cellebrite, Mobilyze and Blacklight.
- Trained in imaging computers, mobile devices and obtaining data within live running systems.
- Conduct location analysis of individuals utilizing multi-layer data sources such as mobile device location, cellular provider location analysis and external location data sources.
- Provide assistance for officers in my department, surrounding departments and the Cook County State's Attorney's in search warrant preparation, mobile device and computer evidence preservation.
- Trained in searching and understanding data storage within XML, PLIST and SQLITE files as they relate to mobile device.
- I provide management documentation detailing after action assessment review for methodology effectiveness in obtaining required evidence during the digital recovery process.
- I collaborate with requesting agents on technical needs as they relate to the investigation, to include formulating needed legal process such as Search Warrants and Court Orders.
- Expert in conducting triage of live computer and cellular device triage utilizing memory collection, encryption detection, running process collection with Autopsy, OS Triage, Axiom and Cellebrite.

**COOK COUNTY TASK FORCE/INTERNET CRIMES AGAINST CHILDREN  
2011-PRESENT**

- Conduct investigations pertaining to online/technology facilitated sexual crimes against children.
- Conduct undercover investigations pertaining to the online sexual exploitation of children.
- Support partner Law Enforcement agencies with forensic exams of computers and cellphones.
- Train Law Enforcement officers in the collection, seizure and previewing of electronic evidence.
- Conduct interviews of offenders, witnesses and victims.
- Testify in Criminal Court proceedings.

**WESTAF MAJOR CRIMES TASK FORCE  
2013-PRESENT**

- Evaluation of open homicide investigations.
- Conduct investigations pertaining active homicide investigations.
- Conduct interviews of offenders and witnesses.
- Support law enforcement with forensic exams of cellphones and computers.
- Assist with authoring of any and all legal process to include subpoena, court order(s), and search warrants.

**Patrol Officer**

VILLAGE OF ELMWOOD PARK

**2003-2011**

ELMWOOD PARK, ILLINOIS

- Conduct investigations pertaining to reported criminal activity.
- State certified juvenile officer (2006)
- Member of NIPAS (SWAT) emergency response team (2006-2009)

**Network Manager/CPM**

AMERITECH/SBC COMMUNICATIONS

**1990-2002**

CHICAGO, IL

**EDUCATION**

LEWIS UNIVERSITY-B.A. in Criminal Justice

**2008**

LEWIS UNIVERSITY- Graduate Program in Criminal Justice

**2008-2009**

College of DuPage Police Academy

**2003**

## **CERTIFICATIONS**

2015 Lantern Examiner.  
2016 Certified Basic Recovery and Acquisition (BDRA)  
2016 Secure Techniques for Onsite Previewing (STOP)  
2017 Intermediate Data Recovery and Analysis. (IDRA)  
2017 Certified ChildFirst Forensic Interviewer  
2019 Certified Blacklight Examiner, BlackBag Tech. (CBE) – BlackBag Technologies  
2019 Certified Mobilyze Operator.-BlackBag Technologies.  
2019 CAST Cite site Analyst.  
2021 Cellebrite Certified Mobile Examiner (CCME) – Cellebrite  
2021 OSTriage Advanced.  
2021 Cellebrite Certified Mobile Examiner (CCME) – Cellebrite  
2021 Cellebrite Certified Physical Analyst (CCPA) – Cellebrite  
2021 AX200 Magnet Examinations.  
2021 AX300 Magnet Axiom Advanced Mobile Forensics.

## **Awards**

2011 Letter of Commendation from Elmwood Park PD (Child Abduction Investigation)  
2016 Joint Operations Award from Chicago Police Department.  
2017 Joint Operations Award from Chicago Police Department.  
2017 Letter of Commendation from Elmwood Park PD (Homicide Investigation)  
2020 Letter of Commendation from Elmwood Park PD (Homicide Investigation)  
2020 Letter of Commendation from Elmwood Park PD (Fleeing Investigation)  
2020 Letter of Commendation from Elmwood Park PD (Homicide Investigation)  
2021 Letter of Commendation from Elmwood Park PD (Child Abduction Investigation)

## **Professional Affiliations**

2011 to Present: Cook County Internet Crimes Against Children Task Force (ICAC)  
2018 to Present: Commissioner on the Board of Police for the Village of Willowbrook.  
2018 to Present: High Technology Crime Investigation Association (HTCIA)

MINUTES OF THE REGULAR MEETING OF THE MAYOR AND BOARD OF TRUSTEES OF THE VILLAGE OF WILLOWBROOK TO BE HELD ON MONDAY, DECEMBER 20, 2021, AT 6:30 P.M. AT THE WILLOWBROOK POLICE DEPARTMENT TRAINING ROOM, 7760 QUINCY STREET, WILLOWBROOK, DUPAGE COUNTY, ILLINOIS .

DUE TO THE COVID 19 PANDEMIC, THE VILLAGE WILL BE UTILIZING A ZOOM CONFERENCE CALL FOR THIS MEETING.

1. CALL TO ORDER

The meeting was called to order at 6:30 P.M. by Trustee Michael Mistele.

2. ROLL CALL

Those physically present at roll call were, Village Clerk Deborah Hahn, Village Trustees Sue Berglund, Umberto Davi, Michael Mistele, Gayle Neal, Greg Ruffolo, Village Administrator Brian Pabst, Assistant Village Administrator Sean Halloran, Chief Robert Schaller, Director of Municipal Services Foreman AJ Passero and Planning Consultant Karen Stonehouse.

Present via conference call, due to the COVID-19 pandemic, was Attorney Thomas Bastian, Interim Chief Financial Officer Nathan Gaskill, Deputy Chief Lauren Kaspar and Deputy Clerk Christine Mardegan.

Absent: Mayor Frank Trilla and Trustee Paul Oggerino.

A QUORUM WAS DECLARED

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

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

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

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

MOTION DECLARED CARRIED

Temporary Chairman Mistele shared, that it was brought to our attention that Edwin Schmittschmitt has passed away. Mr. Schmittschmitt was Village President from 1975-1985. Can I ask that we have a moment of silence for Edwin?

3. PLEDGE OF ALLEGIANCE

Temporary Chairman Mistele asked Assistant Administrator Halloran to lead everyone in saying the Pledge of Allegiance.

4. VISITORS' BUSINESS

None presented and no written comments were received.

Temporary Chairman Mistele Called the Public Hearing to order stating there is a public hearing scheduled for this evening concerning the proposed Redevelopment Corridor Redevelopment Project Area TIF District. I hereby convene the public hearing to consider the approval plan and project, the designation of a redevelopment project area to be known as the "Redevelopment Corridor Redevelopment Project Area" and the adoption of tax increment allocation financing or the Redevelopment Corridor TIF District. The Village Board will take no action tonight concerning this matter. Tonight, we will take public comment from all interested persons and affected taxing districts concerning the approval of the redevelopment plan and project, the designation of the redevelopment project area, and the adoption of tax increment financing. Currently, we have a presentation from the Village's Consultant concerning the proposed TIF district.

Consultant Phil McKenna presented that the TIF district that is being considered is bordered by Route 83 on the west, Madison on the east and 73<sup>rd</sup> on the north and the Stevenson expressway on the south. This area has been under study by the Village for some time due to flooding, and subsequent street conditions, in the area as well as what can be done to assist local business owners improve their property.

The Village is not looking to change but to assist current property owners and make improvements. TIF district is Tax increment Financing. The principle is, in order to encourage more private investment, more taxes, more jobs, the municipality will establish the district and set certain parameters of things they want to see done. The municipality can help fund them. The money that comes in is private dollars. The money is coming from taxes levied on area. The Village is looking to improve the area.

TIF can be for up to twenty-three (23) years. The Village may decide to terminate it before that. The joint review board met to consider all aspects and passed a resolution in support of the TIF. The next step is the Public Hearing. Tonight, the Village is looking for comments, questions, and thoughts of the members of the Village. Notices were sent out to all the property taxpayers



within the TIF District and to the residents within 750 feet within the TIF District.

Administrator Pabst read the letter from Ryan & Ryan Law, LLC from Attorney Mike Ryan that was addressed to Mayor Trilla and Village Trustees.

Temporary Chairman Mistele commented that earlier in the evening we held a moment of silence for a previous Mayor that was in office from 1957-1985. It was not long after the end of his term, that I became involved with the Village of Willowbrook for almost forty years. I was involved with the updating the Master Plan and then becoming a member of the Planning & Zoning Commission. One of the major accomplishments during that time was the development of Willowbrook Town Center. It was a district that was identified with seventeen (17) different landowners. The goal was to create a parcel of land to develop for a town center. It took eleven or twelve years to acquire those 17 different properties to have a parcel big enough to consider for a town center. Willowbrook has never used eminent domain or confiscated any type of property. There appears to be a lot of fear in the Ryan & Ryan letter. That is simply not the case with this TIF district.

Administrator Pabst confirmed that the Village has no intention in transferring property on eminent domain. The Village has never discussed eminent domain or exercised the power to use it. The fear is that the Village may use eminent domain in the future. With or without a TIF, the Village has the power of eminent domain.

Assistant Administrator Halloran added throughout this process it has been eye opening and respectful from businesses and residents coming to talk to us. We enjoyed the feedback and dialog. We have been transparent. I want to thank the residents and businesses owners for helping us with this process.

Several businesses and residents spoke about issues and concerns relating to the TIF District.

Comments from the public included the following items:

- Concerned with number of trucks in and out of the area which would lead to wider roads
- Moving actual buildings
- Tax increases
- Sound barriers/issues
- Industrial/commercial
- Zoning Issues
- Attracts new businesses

- Issue bonds
- Concerns with eminent domain
- Zoning issues
- TIF gives the Village and Board more power
- Great for the community
- Opposed to casino

Trustee Neal asked for consensus of the Board members to direct the staff to work with consultants at Kane, McKenna and come back to the Board in January to address the following minor amendments:

- 1) Correct the scrivener's error on page 7, changing the Comprehensive Plan date from 2013 to 1993.
- 2) Remove the word, and any related language, "casino" from the page 14 under General Land Use plan.
- 3) Lastly, to get a consensus to remove the Mobil gas station on the corner of Route 83 and Midway Drive from the boundaries of the TIF plan.

MOTION: Made by Trustee Davi and seconded by Trustee Neal to continue the Public Hearing Meeting to January 10, 2022 at 6:30 p.m. at the Police Department Training room.

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

#### OMNIBUS VOTE AGENDA

Mayor Trilla read over each item in the Omnibus Vote Agenda for the record.

5. OMNIBUS VOTE AGENDA:
  - a. Waive Reading of Minutes (APPROVE)
  - b. Minutes - Rescheduled Regular Board Meeting - November 29, 2021 (APPROVE)
  - c. Warrants - \$ 953,359.88
  - d. RESOLUTION NO. 21-R-77 - A RESOLUTION TO APPROVE AND AUTHORIZE THE EXECUTION OF AN INTERGOVERNMENTAL AGREEMENT BETWEEN THE VILLAGE OF WILLOWBROOK, ILLINOIS AND THE ILLINOIS DEPARTMENT OF TRANSPORTATION FOR THE MAINTENANCE OF TRAFFIC SIGNALS LOCATED ON STATE HIGHWAYS WITHIN THE VILLAGE OF WILLOWBROOK (ADOPT)

- e. RESOLUTION NO. 21-R-78 - A RESOLUTION OF THE VILLAGE OF WILLOWBROOK SETTING THE 2022 CALENDAR YEAR SCHEDULE OF REGULAR MEETINGS OF THE MAYOR AND BOARD OF TRUSTEES AND THE SCHEDULE OF REGULAR MEETINGS OF COMMISSIONS AND COMMITTEES OF THE VILLAGE OF WILLOWBROOK, DUPAGE COUNTY, ILLINOIS (ADOPT)
- f. RESOLUTION NO. 21-R-79 - A RESOLUTION PURSUANT TO TITLE 5, CHAPTER 1, SECTION 5-1-14 OF THE VILLAGE CODE TO DEVIATE FROM THE POLICE DEPARTMENT HIRING ROTATION PROCESS AND EFFECT THE ORIGINAL APPOINTMENT OF TWO (2) LATERAL POLICE CANDIDATE FOR THE RANK OF PATROL OFFICER (ADOPT)
- g. ORDINANCE NO. 21-O-54 - AN ORDINANCE AMENDING SECTION 5-1-1 ENTITLED "CREATION AND COMPOSITION OF DEPARTMENT", OF CHAPTER 1, ENTITLED "POLICE DEPARTMENT", OF TITLE 5 ENTITLED "POLICE REGULATIONS", OF THE VILLAGE CODE OF ORDINANCES OF THE VILLAGE OF WILLOWBROOK, ILLINOIS (PASS)
- h. MONTHLY FINANCIAL REPORT - NOVEMBER 2021
- i. RESOLUTION NO. 21-R-80- A RESOLUTION APPROVING A LEGAL SERVICES ENGAGEMENT AGREEMENT WITH KLEIN, THORPE & JENKINS, LTD. AND AUTHORIZING THE MAYOR TO EXECUTE AN ENGAGEMENT AGREEMENT ON BEHALF OF THE VILLAGE OF WILLOWBROOK TO PROVIDE LEGAL SERVICES TO THE VILLAGE REGARDING CERTAIN LAND USE AND ECONOMIC DEVELOPMENT MATTERS (ADOPT)

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

MOTION: Made by Trustee Berglund and seconded by Trustee Neal to approve the Omnibus Vote Agenda.

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

MOTION DECLARED CARRIED

NEW BUSINESS

7. ORDINANCE NO. 21-O-55 - AN ORDINANCE AMENDING SPECIAL USE PERMIT NO. 06-27 AS APPROVED IN ORDINANCES NOS. 06-O-27 AND 07-O-10 AND AMENDED IN ORDINANCE NOS. 07-O-22, 09-O-29, 11-O-12, 12-O-26, AND 20-O-57 APPROVING A MINOR CHANGE TO INSTALL TWO CANOPIES AT THE CHICK-FIL-A DRIVE-THROUGH ROUTE 83 AND PLAINFIELD ROAD - WILLOWBROOK TOWN CENTER (PASS)

Consultant Stonehouse explained the following:

- The subject property is part of Willowbrook Town Center, a Planned Unit Development originally approved by the Village in 2006. The underlying zoning of the property is B-3 Community Shopping.
- The PUD amendment is requested by Interplan, LLC, as authorized by Chick-fil-A Incorporated. The amendment is requested to allow construction of two canopies over the order point and meal delivery window of the existing Chick-fil-A drive-through.
- Per Section 9-13-4(C)6(b) of the Zoning Ordinance, major changes are distinguished from minor changes, and specifies that minor changes may be approved by the Village Board by ordinance without a public hearing or consideration by the Plan Commission. The installation of the canopies is classified as a minor change because it is not one of the seven listed major changes.
- The proposed canopies are consistent with the Village Zoning Ordinance and will not impact circulation and traffic on the site.
- The proposed changes have been reviewed by Tri-State Fire Protection District and by our Village engineers, and we recommend that this Minor PUD Amendment be approved.

Consultant Stonehouse indicated she would be happy to answer any additional questions and thanked the Board for their attention.

MOTION: Made by Trustee Mistele and seconded by Trustee Ruffolo to pass Ordinance No. 21-O-55 as presented.

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

MOTION DECLARED CARRIED

8. RESOLUTION NO. 21-R-81 - A RESOLUTION APPROVING AND AUTHORIZING THE PURCHASE OF TWO (2) 2021 CHEVROLET TAHOE POLICE PATROL VEHICLES WITH UPFITTING AND STRIPING AT A COST NOT TO EXCEED \$58,046.11 PER VEHICLE (ADOPT)

Chief Schaller shared as the Board is aware there is a shortage in vehicle production due to the ongoing computer chip shortage has resulted in a vehicle availability shortage. According to reports it is predicted the shortfall will persist throughout the rest of 2021, into 2022, and 2023, since demand will remain strong, and supply will remain restricted.

The department was contacted by Curie Motors, the preferred dealership for the Suburban Purchasing Cooperative. They advised that they have two police package Chevy Tahoe's inbound for delivery that are available for purchase.

The department will be budgeting for two new police package squad cars for FY22/23 budget. Due to the current availability, the Department is requesting to purchase these two police package Tahoe's prior to the new fiscal year budget to alleviate potential supply issues in 2022.

These new vehicles will replace two existing Ford police vehicles that have reached end of service.

MOTION: Made by Trustee Ruffolo and seconded by Trustee Neal to adopt Resolution No. 21-R-81 as presented.

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

MOTION DECLARED CARRIED

9. RESOLUTIONS RELATED TO THE COMMUNITY DEVELOPMENT DEPARTMENT:

a. RESOLUTION NO. 21-R-82 - A RESOLUTION TO APPROVE AND AUTHORIZE THE EXECUTION OF A PROFESSIONAL SERVICES AGREEMENT BY AND BETWEEN SAFEUILT ILLINOIS, LLC AND THE VILLAGE OF WILLOWBROOK TO PROVIDE PROFESSIONAL INSPECTION, PLAN REVIEW AND RELATED SERVICES TO THE VILLAGE OF WILLOWBROOK (ADOPT)

MOTION: Made by Trustee Davi and seconded by Trustee Berglund to adopt Resolution No. 21-R-82 as presented.

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

MOTION DECLARED CARRIED

Assistant Administrator Halloran stated that, this summer, staff issued a Request For Proposal for permit clerk services, building mechanical and electrical inspections, plumbing inspections, building plan review, commercial plan review, structural plan review, structural inspections, engineering services, engineering plan review and engineering inspections. Five (5) bids were received. The Village is currently using TPI since 2006. Staff is recommending SafeBuilt.

b. RESOLUTION NO. 21-R-83 - A RESOLUTION APPROVING AND AUTHORIZING THE EXECUTION OF A PROFESSIONAL SERVICES AGREEMENT WITH NOVOTNY ENGINEERING TO PROVIDE PROFESSIONAL ENGINEERING SERVICES TO THE VILLAGE OF WILLOWBROOK (ADOPT)

Assistant Administrator Halloran shared that one of the reasons we are going with Novotny Engineering is the hourly rate is lower. This will help with the goal of becoming a Development Center. Services provided by Novotny will assist in reaching our goal. The Village will continue to use Christopher Burke for storm water related issues.

MOTION: Made by Trustee Davi and seconded by Trustee Ruffolo to adopt Resolution No. 21-R-83 as presented.

Assistant Administrator Halloran wanted to reiterate that this change was being made as a cost saving measure and from the consolidation of the Building, Planning and Zoning departments.

Temporary Chairman Mistele asked if Christopher Burke will still be employed for our civil engineering issues?

Assistant Administrator Halloran indicated that no, we will no longer be using them for that purpose.

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

MOTION DECLARED CARRIED

10. ORDINANCE NO. 21-O-56 - AN ORDINANCE AMENDING TITLE 9, ENTITLED "ZONING REGULATIONS", OF THE VILLAGE CODE OF THE VILLAGE OF WILLOWBROOK, DUPAGE COUNTY, ILLINOIS (Defining and Regulating Adult-Use Cannabis) (PASS)

- Consultant Stonehouse shared the following:
- The Village of Willowbrook is the applicant for the text amendments to the Zoning Ordinance regulating adult-use cannabis dispensaries.
- Adult-use cannabis dispensaries are currently included as a special use in the OR Office Research and M1 Light Manufacturing Districts only. The text amendments would add them as a special use in the B-2 Community Shopping, B-3 General Business, and B-4 Highway and Service Business Districts.
- The amendments would also change the description of the special use as listed in the OR and M1 Districts, making the wording consistent throughout the Zoning Ordinance.
- The inclusion of cannabis dispensaries as a special use in the B-2, B-3, and B-4 districts reflects the retail shopping nature of the use, and still allows for consideration of dispensaries on a case-by-case basis.
- The State, through the Cannabis Regulation and Tax Act, has issued an extensive list of procedures and operational rules for dispensaries, including limits on hours (closing by 10 p.m.) and strict security requirements. It has limited the number of licenses to only about 50 in Illinois so far.
- Nearby municipalities, including Lombard, Oakbrook Terrace, Westmont, and Naperville have successfully allowed dispensaries in downtown areas and other business district settings.
- Home-rule municipalities, including Willowbrook, are allowed, through the Cannabis Regulation and Tax Act, to collect a tax of 3% of the amount of non-medical cannabis retail sales. Retail sales have exceeded \$1 billion this year.
- The special use process includes:

- o notification to the public and certified mailing to nearby property owners,
- o a public hearing by the Plan Commission,
- o careful consideration of the Standards for Special uses listed in the Zoning Ordinance, and
- o the ability to specify conditions of all kinds for a particular location.

Staff feel that the special use process will ensure that any dispensary would be considered on a case-by-case basis and if approved, would be a true asset to the Village and its retail areas.

MOTION: Made by Trustee Berglund and seconded by Trustee Ruffolo to pass Ordinance No. 21-O-56 as presented.

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

MOTION DECLARED CARRIED

11. RESOLUTION NO. 21-R-84 - A RESOLUTION TO APPROVE AND AUTHORIZE THE EXECUTION OF AN INTERGOVERNMENTAL AGREEMENT BETWEEN THE VILLAGE OF WILLOWBROOK AND THE BURR RIDGE PARK DISTRICT TO PROVIDE RECREATIONAL PROGRAMS AND RECREATIONAL SERVICES TO THE VILLAGE OF WILLOWBROOK (ADOPT)

Assistant Administrator Halloran reported with this new resolution we will bring some of the services back to Willowbrook. Some of these services include printing our own Scoop Magazine and Senior Club Program. These services will be moved into the Community Resource Center.

Trustee Neal questioned if the budget would reflect these changes.

Assistant Administrator Halloran stated yes, that is correct.

MOTION: Made by Trustee Ruffolo and seconded by Trustee Davi to adopt Resolution No. 21-R-84 as presented.

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



MOTION DECLARED CARRIED

12. RESOLUTION NO. 21-R-85- A RESOLUTION APPROVING AND AUTHORIZING THE EXECUTION OF AN EMPLOYMENT SEPARATION AND RELEASE AGREEMENT BY AND BETWEEN THE VILLAGE OF WILLOWBROOK AND CAROLINE A. DITTMAN (ADOPT)

Attorney Bastian indicated that, as the Board is aware, the Village determined to outsource the Finance Department to the firm of Lauterbach and Amen. Since the Board went in that direction, it became necessary to terminate the employment agreement between the Village and former Finance Director Caroline Dittman.

The release and settlement agreement has certain considerations. We are paying her certain sums that were outlined in the employment agreement that was approved in May of this year for salaries, severance, vacation, and benefits. In addition, the Village is also giving additional consideration for the release of any and all claims that Ms. Dittman may have, or alleges to have, against the Village. I don't believe there are any such claims, however, this is customary in these types of agreements. So, this settles all issues.

MOTION: Made by Trustee Berglund and seconded by Trustee Neal to adopt Resolution No. 21-R-85 as presented.

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

MOTION DECLARED CARRIED

PRIOR BUSINESS

13. TRUSTEE REPORTS

Trustee Neal had no report.

Trustee Ruffolo had no report.

Trustee Berglund had no report but wished everyone a Merry Christmas and profitable New Year.

Trustee Davi had no report.

Trustee Oggerino was not present.

14. ATTORNEY'S REPORT

Attorney Bastian had no report but wish everyone a safe and healthy holiday season.

15. CLERK'S REPORT

Clerk Hahn had no report.

16. ADMINISTRATOR'S REPORT

Administrator Pabst no report.

17. MAYOR'S REPORT

Mayor Trilla was not present.

18. EXECUTIVE SESSION

There was no executive session.

19. ADJOURNMENT

MOTION: Made by Trustee Ruffolo and seconded by Trustee Davi to adjourn the Regular Meeting at the hour of 8:04 p.m.

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

MOTION DECLARED CARRIED

PRESENTED, READ, and APPROVED.

\_\_\_\_\_, 2021.

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

Minutes transcribed by Deputy Clerk Christine Mardegan.

W A R R A N T S

January 10, 2022

GENERAL CORPORATE FUND	-----	\$241,324.02
WATER FUND	-----	\$112,617.15
TOTAL WARRANTS	-----	\$353,941.17

Nathan Gaskill, Interim Director of Finance

APPROVED:  
Frank A. Trilla, Mayor

Check Date	Bank	Check #	Payee	Description	Account	Dept	Amount
Fund: 01 GENERAL FUND							
12/29/2021	APCH	98040	CAROLINE DITTMAN	FEES/DUES/SUBSCRIPTIONS	610-307	25	925.00
12/29/2021	APCH	98041	THE STANDARD	HEALTH/DENTAL/LIFE INSURANCE	610-141	25	363.00
01/10/2022	APCH	233 (E) *#	INTERGOVERNMENTAL PERSONNEL	EMP DED PAY- INSURANCE	210-204	00	15,251.03
				LIFE INSURANCE - ELECTED OFFICIALS	410-141	05	76.80
				LIFE INSURANCE - COMMISSIONERS	435-148	07	17.40
				HEALTH/DENTAL/LIFE INSURANCE	455-141	10	194.08
				HEALTH/DENTAL/LIFE INSURANCE	455-141	10	3,065.86
				HEALTH/DENTAL/LIFE INSURANCE	510-141	15	600.67
				LIFE INSURANCE - PLAN COMMISSION	510-340	15	75.60
				HEALTH/DENTAL/LIFE INSURANCE	610-141	25	670.93
				HEALTH/DENTAL/LIFE INSURANCE	630-141	30	30,224.52
				HEALTH/DENTAL/LIFE INSURANCE	710-141	35	3,383.18
				HEALTH/DENTAL/LIFE INSURANCE	810-141	40	1,831.05
				CHECK APCHK 233 (E) TOTAL FOR FUND 01:			55,391.12
01/10/2022	APCH	234 (E) #	WEX BANK	FUEL/MILEAGE/WASH	455-303	10	38.00
				FUEL/MILEAGE/WASH	630-303	30	5,750.03
				FUEL/MILEAGE/WASH	710-303	35	1,408.20
				FUEL/MILEAGE/WASH	810-303	40	106.06
				CHECK APCHK 234 (E) TOTAL FOR FUND 01:			7,302.29
01/10/2022	APCH	98042	ACCOUNTTEMPS	CONSULTING FEES - CLERICAL	471-253	10	825.00
				CONSULTING FEES - CLERICAL	471-253	10	330.00
				CONSULTING FEES - CLERICAL	471-253	10	840.00
				CHECK APCHK 98042 TOTAL FOR FUND 01:			1,995.00
01/10/2022	APCH	98044	ALAN F. FRIEDMAN, PHD	EXAMS - PSYCHOLOGICAL	440-544	07	725.00
01/10/2022	APCH	98045	APPLIED COMMUNICATIONS GROUP	MAINTENANCE - BUILDING	630-228	30	115.00
				MAINTENANCE - BUILDING	630-228	30	110.00
				CHECK APCHK 98045 TOTAL FOR FUND 01:			225.00
01/10/2022	APCH	98046	BANNER UP SIGNS	PRINTING & PUBLISHING	630-302	30	110.00
01/10/2022	APCH	98047	BARNWOOD SPORTS DESIGN	EMPLOYEE RECOGNITION	630-309	30	300.00
01/10/2022	APCH	98048	CHICAGO METRO AGENCY FOR PLANNIN	FEES/DUES/SUBSCRIPTIONS	455-307	10	323.15
01/10/2022	APCH	98049#	COMCAST CABLE	INTERNET/WEBSITE HOSTING	460-225	10	226.82
				INTERNET/WEBSITE HOSTING	460-225	10	226.82

Check Date	Bank	Check #	Payee	Description	Account	Dept	Amount
Fund: 01 GENERAL FUND							
				INTERNET/WEBSITE HOSTING	460-225	10	230.54
				INTERNET/WEBSITE HOSTING	715-225	35	108.35
				INTERNET/WEBSITE HOSTING	715-225	35	118.35
				INTERNET/WEBSITE HOSTING	715-225	35	121.85
				CHECK APCHK 98049 TOTAL FOR FUND 01:			1,032.73
01/10/2022	APCH	98050#	COMED	ENERGY/COMED (835 MIDWAY)	466-240	10	667.36
				ENERGY - STREET LIGHTS	745-207	35	541.08
				MAINTENANCE - TRAFFIC SIGNALS	745-224	35	74.91
				CHECK APCHK 98050 TOTAL FOR FUND 01:			1,283.35
01/10/2022	APCH	98051	COPSPPLUS INC.	OPERATING EQUIPMENT	630-401	30	1,094.32
01/10/2022	APCH	98052	DU-COMM	RADIO DISPATCHING	675-235	30	3,548.35
				RADIO DISPATCHING	675-235	30	69,867.75
				CHECK APCHK 98052 TOTAL FOR FUND 01:			73,416.10
01/10/2022	APCH	98053	FIRESTONE TIRE & SERVICE	MAINTENANCE - VEHICLES	630-409	30	1,480.44
01/10/2022	APCH	98054	HEARTLAND BUSINESS SYSTEMS, LLC	PHONE - TELEPHONES	455-201	10	303.75
				PHONE - TELEPHONES	455-201	10	135.00
				CHECK APCHK 98054 TOTAL FOR FUND 01:			438.75
01/10/2022	APCH	98055	HOUSEAL LAVIGNE ASSOCIATES LLC	CONSULTING	455-306	10	3,175.00
01/10/2022	APCH	98056	ILLINOIS PHLEBOTOMY SERVICES, LL	FEES/DUES/SUBSCRIPTIONS	630-307	30	1,700.00
01/10/2022	APCH	98057	JOSE CHAVEZ-JIMENEZ	UNIFORMS	630-345	30	584.11
01/10/2022	APCH	98058	KANE, MCKENNA & ASSOCIATES, INC.	CONSULTING	455-306	10	8,975.50
01/10/2022	APCH	98059	KLEIN, THORPE & JENKINS, LTD.	FEES - SPECIAL ATTORNEY	470-241	10	140.20
01/10/2022	APCH	98060	LAUTERBACH & AMEN LLP	FINANCIAL SERVICES	620-252	25	20,100.00
01/10/2022	APCH	98061	LAW ENFORCEMENT TRAINING LLC	EDP LICENSES	640-263	30	1,380.00
01/10/2022	APCH	98062	LAW OFFICES STORINO RAMELLO&DURK	FEES - SPECIAL ATTORNEY	470-241	10	14,875.82
				FEES - SPECIAL ATTORNEY	470-241	10	1,404.52
				FEES - LABOR COUNSEL	470-242	10	95.00
				FEES - LABOR COUNSEL	470-242	10	66.50
				CRISIS MANAGEMENT	475-367	10	940.50
				CHECK APCHK 98062 TOTAL FOR FUND 01:			17,382.34

Check Date	Bank	Check #	Payee	Description	Account	Dept	Amount
Fund: 01 GENERAL FUND							
01/10/2022	APCH	98063	NICOR GAS	NICOR GAS (835 MIDWAY)	466-236	10	428.82
01/10/2022	APCH	98064	NORTH EAST MULTI REGIONAL TRNG.	SCHOOLS/CONFERENCES/TRAVEL	630-304	30	450.00
				SCHOOLS/CONFERENCES/TRAVEL	630-304	30	48.91
				CHECK APCHK 98064 TOTAL FOR FUND 01:			498.91
01/10/2022	APCH	98065	NORTHWESTERN UNIVERSITY	SCHOOLS/CONFERENCES/TRAVEL-STAFF&COMM	630-304	30	4,000.00
01/10/2022	APCH	98066#	ORBIS SOLUTIONS	EDP EQUIPMENT/SOFTWARE	460-212	10	626.00
				EDP EQUIPMENT/SOFTWARE	460-212	10	2,920.00
				EDP LICENSES	460-263	10	775.00
				CONSULTING SERVICES - IT	460-306	10	709.39
				CONSULTING SERVICES	515-306	15	177.35
				CONSULTING - PROGRAM HOSTING	555-306	20	177.35
				IT - CONSULTING SERVICES	615-306	25	532.04
				CONSULTING - IT/GRANT	640-306	30	5,143.09
				CONSULTING SERVICES	715-306	35	886.74
				CONSULTING SERVICES	815-306	40	532.04
				CHECK APCHK 98066 TOTAL FOR FUND 01:			12,479.00
01/10/2022	APCH	98067	RAY O'HERRON CO., INC.	EMPLOYEE RECOGNITION	630-309	30	19.50
				OPERATING EQUIPMENT	630-401	30	38.00
				CHECK APCHK 98067 TOTAL FOR FUND 01:			57.50
01/10/2022	APCH	98068	ROBERT MEDICOTT	RED LIGHT FINES	310-503	00	200.00
01/10/2022	APCH	98069	SAFEBUILT, LLC	PLAN REVIEW - PLANNER	520-257	15	8,650.00
01/10/2022	APCH	98070	SIGNS NOW	BUILDING IMPROVEMENTS	485-602	10	53.30
01/10/2022	APCH	98071	STERLING CODIFIERS INC.	CODIFY ORDINANCES	455-266	10	500.00
01/10/2022	APCH	98072	THOMPSON ELEV. INSPECT. SERVICE	PLAN REVIEW - BUILDING CODE	820-258	40	100.00
				ELEVATOR INSPECTION-REIMB	830-117	40	43.00
				CHECK APCHK 98072 TOTAL FOR FUND 01:			143.00
01/10/2022	APCH	98073	THYSSENKRUPP ELEVATOR CORP	MAINTENANCE - BUILDING	466-228	10	463.00
01/10/2022	APCH	98074	TREE TOWNS IMAGING & COLOR GRAPH	COPY SERVICE-REIMB	810-315	40	52.00
01/10/2022	APCH	98076#	WAREHOUSE DIRECT	OFFICE SUPPLIES	455-301	10	21.25
				OFFICE SUPPLIES	455-301	10	11.60
				OFFICE SUPPLIES	455-301	10	549.90

Check Date	Bank	Check #	Payee	Description	Account	Dept	Amount
Fund: 01 GENERAL FUND							
				OFFICE SUPPLIES	455-301	10	1.45
				COMMISSARY PROVISION	455-355	10	19.59
				COMMISSARY PROVISION	455-355	10	14.85
				OPERATING EQUIPMENT	630-401	30	624.57
				OPERATING EQUIPMENT	630-401	30	317.64
				OPERATING EQUIPMENT	630-401	30	48.65
				OPERATING EQUIPMENT	630-401	30	323.34
				OPERATING EQUIPMENT	630-401	30	297.33
				OFFICE SUPPLIES	810-301	40	49.89
				OFFICE SUPPLIES	810-301	40	17.56
				OFFICE SUPPLIES	810-301	40	3.47
				CHECK APCHK 98076 TOTAL FOR FUND 01:			2,301.09
01/10/2022	APCH	98077#	WAREHOUSE DIRECT	OFFICE SUPPLIES	455-301	10	79.00
				OFFICE SUPPLIES	455-301	10	185.98
				COMMISSARY PROVISION	455-355	10	16.30
				OFFICE SUPPLIES	630-301	30	299.71
				CHECK APCHK 98077 TOTAL FOR FUND 01:			580.99
01/10/2022	APCH	98078	WILLIAM HIGGINS	STREET & ROW MAINTENANCE	750-328	35	1,200.00
01/10/2022	APCH	98079	WILLOWBROOK FORD INC.	MAINTENANCE - VEHICLES	630-409	30	1,719.11
				MAINTENANCE - VEHICLES	630-409	30	243.90
				CHECK APCHK 98079 TOTAL FOR FUND 01:			1,963.01
01/10/2022	APCH	98080	WINGREN LANDSCAPE INC.	FAMILY SPECIAL EVENT - TREE LIGHTING	585-152	20	7,911.00
				Total for fund 01 GENERAL FUND			241,324.02

Check Date	Bank	Check #	Payee	Description	Account	Dept	Amount
Fund: 02 WATER FUND							
01/10/2022	APCH	232 (E)	DUPAGE WATER COMMISSION	PURCHASE OF WATER	420-575	50	109,071.62
01/10/2022	APCH	233 (E) *#	INTERGOVERNMENTAL PERSONNEL	HEALTH/DENTAL/LIFE INSURANCE	401-141	50	3,450.22
01/10/2022	APCH	98043	ACI PAYMENTS, INC	FEES DUES SUBSCRIPTIONS	401-307	50	20.25
01/10/2022	APCH	98075	VERIZON WIRELESS	PHONE - TELEPHONES	401-201	50	75.06
				Total for fund 02 WATER FUND			112,617.15
TOTAL - ALL FUNDS							353,941.17

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



**VILLAGE OF WILLOWBROOK**

<b>BOARD MEETING</b> <b>AGENDA ITEM - HISTORY/COMMENTARY</b>	
---	--

A RESOLUTION ACCEPTING, APPROVING AND AUTHORIZING THE EXECUTION OF A PURCHASE AGREEMENT BETWEEN KONICA MINOLTA BUSINESS SOLUTIONS U.S.A., INC. AND THE VILLAGE OF WILLOWBROOK FOR THE PURCHASE OF FOUR (4) COPIER/PRINTER MACHINES, AND RELATED SUPPLIES AND A FIVE (5) YEAR MAINTENANCE AGREEMENT	<b>AGENDA NO. 9.</b>  <b>AGENDA DATE: 01/10/2022</b>
--	--

**STAFF REVIEW:** Sean Halloran, Assistant Village Administrator

**SIGNATURE:** Sean Halloran
**LEGAL REVIEW:** Tom Bastian, Village Attorney

**SIGNATURE:** Tom Bastian / cm
**RECOMMENDED BY:** Brian Pabst, Village Administrator

**SIGNATURE:** B. Pabst
**REVIEWED & APPROVED BY A COMMITTEE:** YES ☐ NO ☐ N/A ☒
**ITEM COMMENTARY (BACKGROUND, DISCUSSION, RECOMMENDATIONS, ETC.)**

In the past decade, the Village has routinely replaced printer and copiers as their usability decreased. Moving forward, staff is recommending a comprehensive printer and copier replacement program. The intent of this program is to replace equipment on a routine schedule to avoid consistent equipment malfunctions, better plan for replacing copiers and printers, and effectively budget for replacement and maintenance of equipment.

Replacement of copiers is based on criteria such as age, usage, and maintenance record. Typical copiers purchased by the Village have a useful life of approximately four to five (5) years. As of right now there are four units that qualify for replacement.

Staff recommends the purchase and installation of four multi-function color copiers to be installed at Village Hall and the Police Department from Konica Minolta. This will replace the existing Canon C654E, C552DS, C652DS and a Choice/Kyocera Copy Star CS7052d. These printers have been installed in 2011, 2012, 2015 and 2017. The most recent acquisition was the Choice/Kyocera Copy Star CS7052d in 2017. While this printer is the newest, its inability to print timely and frequent breakdowns has been a consistent problem for staff.

The maintenance contract through Konica-Minolta includes a reduction in per-copy costs compared to the current contracts. The machine selected is the Konica Minolta Bizhub C450I, which is available through a joint purchasing program, with Sourcewell, in which the Village is authorized by Illinois statute to participate.

Staff also recommends that the Village enter into a 60-month service agreement. The agreement with Konica Minolta will include all parts, labor, and toner. The cost of the service agreement is based on a per-copy rate in an estimated total amount. The Village will only be charged for actual usage. The purchase price includes delivery, installation, and training.

**ACTION PROPOSED:**

Adopt the Resolution.

**RESOLUTION NO. 22-R-\_\_\_\_\_**

**A RESOLUTION ACCEPTING, APPROVING AND AUTHORIZING THE  
EXECUTION OF A PURCHASE AGREEMENT BETWEEN KONICA  
MINOLTA BUSINESS SOLUTIONS U.S.A., INC.  
AND THE VILLAGE OF WILLOWBROOK FOR THE PURCHASE OF  
FOUR (4) COPIER/PRINTER MACHINES, AND RELATED SUPPLIES  
AND A FIVE (5) YEAR MAINTENANCE AGREEMENT**

---

**WHEREAS**, the corporate authorities of the Village of Willowbrook (“Village”) have determined that it is necessary, proper and in the best interest of the Village to enter into a Purchase Agreement with Konica Minolta Business Solutions, U.S.A., Inc., for the acquisition of four (4) copier/printer machines at a cost not to exceed Thirty-Nine Thousand Five Hundred dollars (\$39,500), and a five (5) year maintenance agreement at a cost of Thirty-Six Thousand (\$36,000), inclusive of related supplies and maintenance, as set forth in the Purchase Agreement, Maintenance Agreement and all attached schedules substantially in the form of said Agreements attached hereto as Exhibit "A", and expressly incorporated herein.

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

**SECTION 1:** That certain copier/printer Purchase Agreement and five (5) year Maintenance Agreement and all related schedules by and between the Village of Willowbrook and Konica Minolta Business Solutions U.S.A., Inc. for

four (4) copier/printer machines, and those related supplies, equipment and maintenance agreement at the cost set forth in the Purchase Agreement and Maintenance Agreement and all attached schedules by and between the Village of Willowbrook and Konica Minolta Business Solutions U.S.A., Inc., attached hereto as Exhibit “A” is hereby approved.

**SECTION 2:** The Village Administrator of the Village of Willowbrook be and is hereby authorized and directed to execute, on behalf of the Village of Willowbrook, that certain Purchase Agreement for four (4) copier printers, related supplies, Maintenance Agreement, and all attached schedules by and between the Village of Willowbrook and Konica Minolta Business Solutions, U.S.A., Inc. attached hereto as Exhibit “A”.

**SECTION 3:** The Village Administrator is further directed to execute any and all additional documents as may be necessary to carry, in effect, this resolution.

[REMAINDER OF PAGE INTENTIONALLY LEFT BLANK]

**SECTION 4:** This resolution shall be in full force and effect, from and after its passage and approval, as provided by law.

PASSED and APPROVED this 10<sup>th</sup> day of January, 2022, by a ROLL CALL VOTE as follows:

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

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

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

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

APPROVED:

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

ATTEST:

\_\_\_\_\_  
Deborah A. Hahn, Village Clerk

## **EXHIBIT “A”**



## Order Agreement

Check Applicable Box

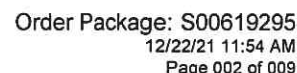
☒ Purchase

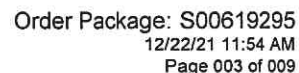
☐ Lease

☐ Other:

<b>INVOICE TO</b> Account #		<b>SOLD TO</b> Account # SO 0001152072		<b>SHIP TO</b> Account #	
Legal Name VILLAGE OF WILLOWBROOK		Legal Name VILLAGE OF WILLOWBROOK		Legal Name VILLAGE OF WILLOWBROOK	
Attn Line 1 BRIAN PABST		Attn Line 1		Attn Line 1 BRIAN PABST	
Attn Line 2		Attn Line 2		Attn Line 2	
Street Address 835 MIDWAY DR		Street Address 835 MIDWAY DR		Street Address 835 MIDWAY DR	
City WILLOWBROOK State IL Zip 60527-5549		City WILLOWBROOK State IL Zip 60527-5549		City WILLOWBROOK State IL Zip 60527	
Tax Exempt <input type="checkbox"/> No <input checked="" type="checkbox"/> Yes (Copy Required)		Tax Exempt # XXX		P.O. Expiration Date	
P.O. Required <input checked="" type="checkbox"/> No <input type="checkbox"/> Yes (Copy Required)		P.O. #		P.O. Expiration Date	
<b>Payment Terms:</b> NET 30 DAYS		<input type="checkbox"/> Yes, I want to pay by Credit Card. Please provide contact name/phone below. <input type="checkbox"/> Pay in Full (including applicable tax) <input type="checkbox"/> Partial Payment, Amount \$ Contact Name: Phone:		<b>Check #</b>	
<b>Requested Delivery Date:</b> SEE ATTACHED		<b>Maintenance Contract</b> <input checked="" type="checkbox"/> Accepted <input type="checkbox"/> Declined			
<b>QTY</b>	<b>MATERIAL #</b>	<b>MATERIAL DESCRIPTION</b>	<b>SERIAL NUMBER</b>	<b>PRICE EACH</b>	<b>EXTENDED</b>
1	AA7R011	BIZHUB C450I *		\$ 6,415.00	\$ 6,415.00
1	7670525507	MFP DELIVERY CHARGE - LEVEL TWO		\$ 175.00	\$ 175.00
1	7640018094	BASIC NETWORK SERVICE - BNS04		\$ 340.00	\$ 340.00
1	AAV5019	PC-416 CABINET		\$ 491.00	\$ 491.00
1	AAR5WYA	FS-540 SD 100-SHEET BOOKLET FINISH		\$ 1,675.00	\$ 1,675.00
1	ACF5W11	PK-526 2/3-HOLE PUNCH UNIT FOR FS-		\$ 319.00	\$ 319.00
1	A87JWY2	RU-513 RELAY UNIT		\$ 85.00	\$ 85.00
1	A883012	FK-514 FAX KIT (1ST & 2ND LINE)		\$ 375.00	\$ 375.00
1	7640021474	BIZHUB SECURE PLATINUM FOR ONER		\$ 0.00	\$ 0.00
1	AA7R011	BIZHUB C450I *		\$ 6,415.00	\$ 6,415.00
1	7670525507	MFP DELIVERY CHARGE - LEVEL TWO		\$ 175.00	\$ 175.00
1	7640018094	BASIC NETWORK SERVICE - BNS04		\$ 340.00	\$ 340.00
1	AAV5019	PC-416 CABINET		\$ 491.00	\$ 491.00
1	AAR5WYA	FS-540 SD 100-SHEET BOOKLET FINISH		\$ 1,675.00	\$ 1,675.00
<b>QTY</b>	<b>MATERIAL #</b>	<b>SUPPLY - MATERIAL DESCRIPTION</b>		<b>PRICE EACH</b>	<b>EXTENDED</b>
1	ACV1430	TN626C CYAN TONER (YIELD: 28K)	N/A	\$ 0.00	\$ 0.00
1	ACV1130	TN626K BLACK TONER (YIELD: 28K)	N/A	\$ 0.00	\$ 0.00
1	ACV1330	TN626M MAGENTA TONER (YIELD: 28K)	N/A	\$ 0.00	\$ 0.00
1	ACV1230	TN626Y YELLOW TONER (YIELD: 28K)	N/A	\$ 0.00	\$ 0.00
1	ACV1430	TN626C CYAN TONER (YIELD: 28K)	N/A	\$ 0.00	\$ 0.00
1	ACV1130	TN626K BLACK TONER (YIELD: 28K)	N/A	\$ 0.00	\$ 0.00
<b>ADDITIONAL CHARGES</b>				<b>Additional Charges</b>	
<input type="checkbox"/> Network <input type="checkbox"/> Removal <input type="checkbox"/> Other				<b>TOTAL</b> \$ 39,500.00	
				(TOTAL is exclusive of applicable taxes) Total Includes Items on Schedule B	
<b>PICK-UP</b>		<b>Requested Removal Date:</b> 12/30/2021			
<b>QTY</b>	<b>MATERIAL #</b>	<b>MATERIAL DESCRIPTION</b>	<b>SERIAL NUMBER</b>		
1	A2X1017	BIZHUB C654E PRINTER/COPIER	A2X1017009232		
1	A1DM011	**BIZHUB C652DS PRINTER/COPIER	A1DM011001132		
1	A1DN011	**BIZHUB C552DS PRINTER/COPIER	A1DN011003080		
<b>COMMENTS</b>					







<b>INVOICE TO</b>	<b>Account #</b>	<b>SOLD TO</b>	<b>Account #</b>	<b>SHIP TO</b>	<b>Account #</b>
Legal Name	VILLAGE OF WILLOWBROOK	Legal Name	VILLAGE OF WILLOWBROOK	Legal Name	VILLAGE OF WILLOWBROOK
Attn Line 1	BRIAN PABST	Attn Line 1		Attn Line 1	BRIAN PABST
Attn Line 2		Attn Line 2		Attn Line 2	
Street Address	835 MIDWAY DR	Street Address	835 MIDWAY DR	Street Address	835 MIDWAY DR
City	WILLOWBROOK	City	WILLOWBROOK	City	WILLOWBROOK
State	IL	State	IL	State	IL
Zip	60527-5549	Zip	60527-5549	Zip	60527

[illegible]

### Pick-Up

[illegible]



## Maintenance Agreement

Customer Information																																																																															
Sold to Acct #: <u>0001152072</u>			Payer/Bill to Acct #:			Ship to Acct #:																																																																									
Name: <u>VILLAGE OF WILLOWBROOK</u>			Name: <u>VILLAGE OF WILLOWBROOK</u>			Name: <u>VILLAGE OF WILLOWBROOK</u>																																																																									
Attn/Dept:			Attn/Dept:			Attn/Dept: <u>BRIAN PABST</u>																																																																									
Ste/Rm:			Ste/Rm:			Ste/Rm:																																																																									
Address: <u>835 MIDWAY DR</u>			Address: <u>835 MIDWAY DR</u>			Address: <u>835 MIDWAY DR</u>																																																																									
City: <u>WILLOWBROOK</u>			City: <u>WILLOWBROOK</u>			City: <u>WILLOWBROOK</u>																																																																									
State: <u>IL</u> Zip: <u>60527-5549</u>			State: <u>IL</u> Zip: <u>60527-5549</u>			State: <u>IL</u> Zip: <u>60527</u>																																																																									
Tax Exempt Customer? <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No			Tax Exemption Number: <u>XXX</u>			Tax Exemption Certificate must be attached when applicable.																																																																									
PO Required? <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No			PO Number:			PO Expiration Date:		PO must be attached when applicable.																																																																							
<input type="checkbox"/> Individual PO <input type="checkbox"/> Blanket PO			PO Contact:			Email:		Ph:																																																																							
Fleet Manager? <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No			Name: <u>BRIAN PABST</u>			Email: <u>BPABST@WILLOWBROOK.IL.US</u>		Ph: <u>630 323 8215</u>																																																																							
Coverage / Billing Options																																																																															
Coverage Options:					Wide Format																																																																										
Select Options: <input checked="" type="checkbox"/> Supply Inclusive <input type="checkbox"/> After Hours Service - Requires After Hours Agreement <input checked="" type="checkbox"/> Decline Digital Connected Support* * Digital Connect Support will be added automatically billed at \$12.00 per serial number monthly, unless declined above.					Select Options: <input type="checkbox"/> Toner (Black Only) <input type="checkbox"/> 20lb Bond Roll Paper <input type="checkbox"/> Decline Digital Connected Support*																																																																										
Billing Options:					Wide Format																																																																										
Initial Term in Months: <input type="checkbox"/> 36 <input type="checkbox"/> 48 <input checked="" type="checkbox"/> 60 <input type="checkbox"/> Other _____ Flat Rate Frequency: <input checked="" type="checkbox"/> Monthly <input type="checkbox"/> Quarterly <input type="checkbox"/> Annually Meter Frequency: <input checked="" type="checkbox"/> Monthly <input type="checkbox"/> Quarterly <input type="checkbox"/> Annually Aggregate Volume: <input type="checkbox"/> B/W <input type="checkbox"/> Color					<input type="checkbox"/> 36 <input type="checkbox"/> 48 <input type="checkbox"/> 60 <input type="checkbox"/> Other _____ <input type="checkbox"/> Monthly <input type="checkbox"/> Monthly																																																																										
All Devices																																																																															
Effective Date: <input checked="" type="checkbox"/> On Install <input type="checkbox"/> Date: _____					Billing Day: <input checked="" type="checkbox"/> Selected by KMBS <input type="checkbox"/> Preferred Day: _____ (29th, 30th, and 31st are not an available selection)																																																																										
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CPC COMMENTS - STAPLES INCLUDED UNLIMITED CLICKS INCLUDED LOCKED IN FOR DURATION OF TERM																																																																															
For Internal Use																																																																															
Maintenance: <input type="checkbox"/> with Equipment Order <input type="checkbox"/> Maintenance Only <input type="checkbox"/> Billed by KMBS <input type="checkbox"/> Billed by Lease Company <input type="checkbox"/> Dealer Serviced																																																																															
Sales Rep Number		Sales Rep Name		Sales Rep Email Address		Sales District																																																																									
Originating: <u>123556</u>		<u>ZACHARY SPEAKER</u>		<u>ZSPEAKER@KMBS.KONICAMINOLTA.US</u>		<u>24405</u>																																																																									
Order Taking: <u>123556</u>		<u>ZACHARY SPEAKER</u>		<u>ZSPEAKER@KMBS.KONICAMINOLTA.US</u>		Processed																																																																									
Servicing: <u>123556</u>		<u>ZACHARY SPEAKER</u>		<u>ZSPEAKER@KMBS.KONICAMINOLTA.US</u>		<input checked="" type="checkbox"/> Branch <input type="checkbox"/> Windsor																																																																									

### Maintenance Agreement Additional Equipment - Schedule B

Maintenance Pricing							Internal Use		
MFP				Monthly Minimum	Monthly Flat Rate \$	Cost Per Copy Rate \$	Start Meter	MA #:	
Item	Model Description	Serial Number	Type	Volume				Sub Fleet	Price Plan
1	BIZHUB C450I		Color		150.00	0.00000			
			B/W			0.00000			
2			Color						
			B/W						
3			Color						
			B/W						
4			Color						
			B/W						
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25			Color						
			B/W						
26			Color						
			B/W						
27			Color						
			B/W						
28			Color						
			B/W						



## Equipment Removal Authorization

Customer: VILLAGE OF WILLOWBROOKPick Up Address: VILLAGE OF WILLOWBROOK, 835 MIDWAY DR, WILLOWBROOK, IL, 60527Contact Name: BRIAN BAPST Contact Phone: 630 920 2234

Equipment being removed from Customer's Location:

Make: C654E Model: BIZHUB C654E PRINTER/COPIER Serial Number: A2X1017009232

Make: \_\_\_\_\_ Model: \_\_\_\_\_ Serial Number: \_\_\_\_\_

Make: \_\_\_\_\_ Model: \_\_\_\_\_ Serial Number: \_\_\_\_\_

☒ **Customer Owned Asset:**

Customer represents and warrants that it has good title to the equipment, free and clear of any lien, mortgage, encumbrance or security interest of any kind. Customer agrees to defend, indemnify and hold Konica Minolta Business Solutions U.S.A., Inc. ("KMBS") harmless from any loss, damage claim, liability or expense of any kind (including, but not limited to, court costs and attorney's fees) arising or resulting from a breach of this representation and warranty of good title and/or the authority, expressed or apparent, of Customer to trade-in or transfer the equipment. Upon signing this Agreement, Customer surrenders possession of the equipment and all components contained therein to KMBS. Customer further agrees that the surrendered equipment will be available for pick-up at the same time that any new equipment is delivered. If the surrendered equipment is not available for pick-up at time of new equipment delivery, customer will be invoiced an additional charge for the separate pick-up.

☐ **Lease Company Owned Asset:**

Lease Company Name: \_\_\_\_\_ Lease #: \_\_\_\_\_

☐ **Upgrade to Return** KMBS will resolve current lease obligation. Asset belongs to the Lease Company. KMBS will ship back to Lease Company.☐ **Upgrade to Keep** KMBS will resolve current lease obligation. Asset belongs to KMBS unless otherwise stated below.☐ **Buyout to Keep** KMBS will resolve current lease obligation. Asset belongs to KMBS unless otherwise stated below.☐ **End of Lease Return** Asset belongs to the Lease Company. KMBS will return equipment listed above to the respective leasing company upon receipt of a written Return Authorization Letter and Shipping Instructions. In the event KMBS does not receive a Return Authorization Letter and Shipping Instructions within 90 days of equipment pick up from Customer's location, and Customer has not made additional arrangements with KMBS for storage, the equipment listed above will be returned to Customer's location of pick up.

Unless itemized as part of the equipment order, KMBS will invoice the Customer for the Shipping Fee(s) associated with return of the equipment to the designated return address provided by the Lease Company. Buyout or upgrade quote may include an estimate of pages produced between last meter billing and date the lease obligation is satisfied or equipment is returned.

Shipping Fee(s) to Be Invoiced to Customer: \_\_\_\_\_

End of Lease Return requiring interim storage of equipment requires pre-authorization from the Regional Operations Manager and Market Vice President and is subject to availability of storage space in a KMBS warehouse or arrangement for offsite storage.

Comments:

## Equipment Removal Authorization

**Customer:** VILLAGE OF WILLOWBROOK  
**Pick Up Address:** VILLAGE OF WILLOWBROOK, 835 MIDWAY DR, WILLOWBROOK, IL, 60527  
**Contact Name:** BRIAN BAPST **Contact Phone:** 630 920 2234

**Equipment being removed from Customer's Location:**

Make: <u>C652DS</u>	Model: <u>**BIZHUB C652DS PRINTER/COP IER</u>	Serial Number: <u>A1DM011001132</u>
Make: _____	Model: _____	Serial Number: _____
Make: _____	Model: _____	Serial Number: _____

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Customer represents and warrants that it has good title to the equipment, free and clear of any lien, mortgage, encumbrance or security interest of any kind. Customer agrees to defend, indemnify and hold Konica Minolta Business Solutions U.S.A., Inc. ("KMBS") harmless from any loss, damage claim, liability or expense of any kind (including, but not limited to, court costs and attorney's fees) arising or resulting from a breach of this representation and warranty of good title and/or the authority, expressed or apparent, of Customer to trade-in or transfer the equipment. Upon signing this Agreement, Customer surrenders possession of the equipment and all components contained therein to KMBS. Customer further agrees that the surrendered equipment will be available for pick-up at the same time that any new equipment is delivered. If the surrendered equipment is not available for pick-up at time of new equipment delivery, customer will be invoiced an additional charge for the separate pick-up.

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Lease Company Name: \_\_\_\_\_ Lease #: \_\_\_\_\_

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**Comments:**

## Equipment Removal Authorization

**Customer:** VILLAGE OF WILLOWBROOK  
**Pick Up Address:** VILLAGE OF WILLOWBROOK, 835 MIDWAY DR, WILLOWBROOK, IL, 60527  
**Contact Name:** BRIAN BAPST **Contact Phone:** 630 920 2234

**Equipment being removed from Customer's Location:**

Make: <u>C552DS</u>	Model: <u>**BIZHUB C552DS PRINTER/COP IER</u>	Serial Number: <u>A1DN011003080</u>
Make: _____	Model: _____	Serial Number: _____
Make: _____	Model: _____	Serial Number: _____

☒ **Customer Owned Asset:**

Customer represents and warrants that it has good title to the equipment, free and clear of any lien, mortgage, encumbrance or security interest of any kind. Customer agrees to defend, indemnify and hold Konica Minolta Business Solutions U.S.A., Inc. ("KMBS") harmless from any loss, damage claim, liability or expense of any kind (including, but not limited to, court costs and attorney's fees) arising or resulting from a breach of this representation and warranty of good title and/or the authority, expressed or apparent, of Customer to trade-in or transfer the equipment. Upon signing this Agreement, Customer surrenders possession of the equipment and all components contained therein to KMBS. Customer further agrees that the surrendered equipment will be available for pick-up at the same time that any new equipment is delivered. If the surrendered equipment is not available for pick-up at time of new equipment delivery, customer will be invoiced an additional charge for the separate pick-up.

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**Comments:**



## Order Package Acceptance Agreement

Customer Name/Address:

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

Customer's signature below constitutes Customer's acceptance of the preceding forms in this Order Package (as identified by Order Package ID S00619295 time stamped 12/22/21 11:54 AM).

Customer's signature below also acknowledges Customer's consent to:

- a) 'KMBS Standard Sales Terms and Conditions - Schedule A (Updated December 1, 2018)' and
- b) 'KMBS Standard Maintenance Terms and Conditions - Schedule A (Updated December 1, 2018)',

both of which are available in hardcopy upon request or online at <https://kmbs.konicaminolta.us/SalesTerms-L86B> and <https://kmbs.konicaminolta.us/MaintenanceTerms-N04D> respectively, terms of which are incorporated into this agreement. If payment by credit card is indicated above, Customer hereby grants KMBS the authority to charge the Customer's credit card in the amount indicated (plus applicable taxes). KMBS assumes no responsibility to pick-up, return to any party, and/or resolve any financial obligations on any existing Customer equipment except as specifically stated in this Agreement or separately executed form.

Not binding on KMBS until signed by KMBS Manager.

### Authorized Customer Representative

Name: \_\_\_\_\_  
(Please Print)

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

Title: \_\_\_\_\_

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

### KMBS Representative

Name: \_\_\_\_\_  
(Please Print)

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

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

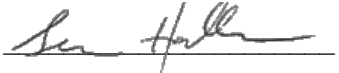
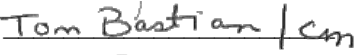

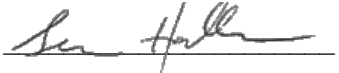
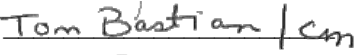

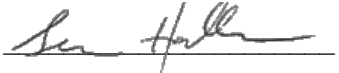
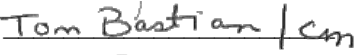

### KMBS Manager

Name: \_\_\_\_\_  
(Please Print)

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

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

# VILLAGE OF WILLOWBROOK

<b>BOARD MEETING</b> <b>AGENDA ITEM - HISTORY/COMMENTARY</b>							
<b>ITEM TITLE: A RESOLUTION OF THE VILLAGE OF WILLOWBROOK ACCEPTING, APPROVING AND AUTHORIZING THE VILLAGE MAYOR TO EXECUTE AN AGREEMENT WITH ORBIS SOLUTIONS, INC. TO PROVIDE NETWORK INFORMATION TECHNOLOGY (“IT”) UPGRADES TO THE VILLAGE OF WILLOWBROOK AT A COST NOT TO EXCEED \$30,173.00</b>	<b>AGENDA NO.     10.</b>  <b>AGENDA DATE: 01/10/2022</b>						
<table style="width: 100%;"> <tr> <td style="width: 60%;"> <b>STAFF REVIEW:</b> Sean Halloran, Assistant Village Administrator         </td> <td style="width: 40%;"> <b>SIGNATURE:</b>  </td> </tr> <tr> <td> <b>LEGAL REVIEW:</b> Tom Bastian, Village Attorney         </td> <td> <b>SIGNATURE:</b>  </td> </tr> <tr> <td> <b>RECOMMENDED BY:</b> Brian Pabst, Village Administrator         </td> <td> <b>SIGNATURE:</b>  </td> </tr> </table>		<b>STAFF REVIEW:</b> Sean Halloran, Assistant Village Administrator	<b>SIGNATURE:</b> 	<b>LEGAL REVIEW:</b> Tom Bastian, Village Attorney	<b>SIGNATURE:</b> 	<b>RECOMMENDED BY:</b> Brian Pabst, Village Administrator	<b>SIGNATURE:</b> 
<b>STAFF REVIEW:</b> Sean Halloran, Assistant Village Administrator	<b>SIGNATURE:</b> 						
<b>LEGAL REVIEW:</b> Tom Bastian, Village Attorney	<b>SIGNATURE:</b> 						
<b>RECOMMENDED BY:</b> Brian Pabst, Village Administrator	<b>SIGNATURE:</b> 						
<b>REVIEWED &amp; APPROVED BY A COMMITTEE:</b> YES <input type="checkbox"/> NO <input type="checkbox"/> N/A <input checked="" type="checkbox"/>							
<b>ITEM COMMENTARY (BACKGROUND, DISCUSSION, RECOMMENDATIONS, ETC.)</b>  <p>On or about the morning of May 17, 2021, the Village of Willowbrook’s municipal computer systems were on the receiving end of a ransomware attack. Staff immediately took steps to minimize the impact and investigate the cause. The actions taken by staff included working with law enforcement and legal to review the attack and prepare a plan to move forward.</p> <p>Furthermore, in May 2021 and August 2021, the Village approved and executed a legal services engagement agreement with Actuate Law, L.L.C. and subsequently Redgrave Law to provide legal services to the Village of Willowbrook in connection with providing advice and counsel regarding the investigation, response and remediation of a potential data security incident.</p> <p>Since the ransomware attack, the Village has made updates to the IT infrastructure including, but not limited to the purchase of new laptops, upgrading security systems, installing two-factor authentication and the approval of the Village’s new IT service provider, Orbis. After the Board approved the contract with Orbis Solutions, Orbis began to analyze the Village’s infrastructure and came to staff with a recommendation to upgrade all departments network security at a cost not to exceed of \$30,173.</p>							
<b>ACTION PROPOSED:</b>  Adopt the Resolution.							

**RESOLUTION NO. 22-R-\_\_\_\_**

**A RESOLUTION OF THE VILLAGE OF WILLOWBROOK ACCEPTING,  
APPROVING AND AUTHORIZING THE VILLAGE MAYOR TO EXECUTE AN  
AGREEMENT WITH ORBIS SOLUTIONS, INC. TO PROVIDE NETWORK  
INFORMATION TECHNOLOGY (“IT”) UPGRADES TO THE VILLAGE OF  
WILLOWBROOK AT A COST NOT TO EXCEED \$30,173.00**

---

**WHEREAS**, the corporate authorities of the Village of Willowbrook (“Village”) have determined it is necessary and in the best interest of the Village to retain the services of professionals experienced in providing professional IT network upgrades to the Village; and

**WHEREAS**, the Village sought proposals for professional IT upgrades and, upon review of the proposals received, the corporate authorities of the Village have determined the proposal received from Orbis Solutions, Inc. to be acceptable and further find that it is in the best interest of the Village to accept and approve the proposal of Orbis Solutions, Inc. to provide professional IT network upgrades to the Village; and

**WHEREAS**, the corporate authorities of the Village of Willowbrook has a past satisfactory relationship with Orbis Solutions, Inc. with respect to the provision of IT managed services; and

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

**SECTION 1:** The proposal/agreement submitted by Orbis Solutions, Inc. to provide professional IT network upgrades to the Village, is hereby accepted and approved upon the terms and conditions set forth in that certain proposal/agreement attached hereto as Exhibit “A”, and made a part hereof, at a total cost not to exceed \$30,173.00.



**SECTION 2:** The Village Mayor is hereby authorized and directed to execute that certain proposal/agreement, on behalf of the Village, with Orbis Solutions, Inc., a copy of which is attached hereto as Exhibit “A” and made a part hereof.

**SECTION 3:** The Village Clerk is hereby directed to attest to the signature of the Mayor.

**SECTION 4:** This Resolution shall be in full force and effect upon its passage and approval in accordance with law.

PASSED and APPROVED this 10<sup>th</sup> day of January, 2022, by a ROLL CALL VOTE as follows:

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

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

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

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

APPROVED:

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

ATTEST:

\_\_\_\_\_  
Deborah A. Hahn, Village Clerk

**EXHIBIT “A”**

**Agreement for Professional IT Network Upgrades Between the Village of Willowbrook  
and Orbis Solutions, Inc.**



Proposal To:  
Village Of Willowbrook

For:  
Network Infrastructure Upgrade






October 29, 2021

## VILLAGE HALL

### SCOPE

Install and configure new firewall, switches and access points.

### IT




IMAGE	QTY	DESCRIPTION	PRICE	PRICE EXT	LABOR	LABOR EXT	TOTAL
	2	Fortinet FG-100F-BDL-811-12 Fortinet FortiGate 100F - Security appliance - with 1 year FortiCare 24X7 Comprehensive Support + 1 year FortiGuard - 10 GigE	\$4,825.00	\$9,650.00	\$1,080.00	\$2,160.00	\$11,810.00
	2	Fortinet FS-148F-FPOE FortiSwitch-148F-FPOE is a performance/price competitive L2+ management switch with 48x GE port + 4x SFP+ port + 1x RJ45 console. Port 1- 48 are POE ports with automatic Max 740W POE output limit (48 port 802.3af or 24 port 802.3at)	\$1,640.00	\$3,280.00	\$270.00	\$540.00	\$3,820.00
	3	Fortinet FAP-U431F-A 4X4 802.11, A/B/G/N/AC/AX DUAL, BAND 2.4GH ACCESS POINT	\$576.00	\$1,728.00	\$360.00	\$1,080.00	\$2,808.00
	1	HiFiber 10GBase-LR SFP+ LC Transceiver 10G Single-Mode Module Compatible with Cisco SFP-10G-LR, Meraki MA-SFP-10GB-LR, Ubiquiti UF-SM-10G, Mikrotik, Netgear, D-Link, QNAP, 1310nm, DDM, 10km, SMF, 2 Pack	\$65.00	\$65.00	\$0.00	\$0.00	\$65.00
	2	HiFiber SFP+10GBASE-T Transceiver Copper RJ45 Module Compatible for Cisco SFP-10G-T-S, Mikrotik, Ubiquiti UF-RJ45-10G, Netgear, D-Link, TP-Link, QNAP, Reach 30m, for Data Center, Switch, Router, 2 Pack	\$95.00	\$190.00	\$0.00	\$0.00	\$190.00
IT TOTAL							\$18,693.00
VILLAGE HALL TOTAL							\$18,693.00

## POLICE DEPARTMENT

### SCOPE

Install and configure new switches and access points.

### IT





IMAGE	QTY	DESCRIPTION	PRICE	PRICE EXT	LABOR	LABOR EXT	TOTAL
	2	Fortinet FS-148F-FPOE FortiSwitch-148F-FPOE is a performance/price competitive L2+ management switch with 48x GE port + 4x SFP+ port + 1x RJ45 console. Port 1- 48 are POE ports with automatic Max 740W POE output limit (48 port 802.3af or 24 port 802.3at)	\$1,640.00	\$3,280.00	\$270.00	\$540.00	\$3,820.00
	3	Fortinet FAP-U431F-A 4X4 802.11, A/B/G/N/AC/AX DUAL, BAND 2.4GH ACCESS POINT	\$576.00	\$1,728.00	\$360.00	\$1,080.00	\$2,808.00
	2	HiFiber SFP+10GBASE-T Transceiver Copper RJ45 Module Compatible for Cisco SFP-10G-T-S, Mikrotik, Ubiquiti UF-RJ45-10G, Netgear, D-Link, TP-Link, QNAP, Reach 30m, for Data Center, Switch, Router, 2 Pack	\$95.00	\$190.00	\$0.00	\$0.00	\$190.00
IT TOTAL							\$6,818.00
POLICE DEPARTMENT TOTAL							\$6,818.00

## PUBLIC WORKS

### SCOPE

Install and configure new firewall, switches and access points.

### IT

IMAGE	QTY	DESCRIPTION	PRICE	PRICE EXT	LABOR	LABOR EXT	TOTAL
	1	Fortigate FG-60F-BDL-950-12 FortiGate-60F Hardware plus 1 Year 24x7 FortiCare and FortiGuard Unified Threat Protection	\$1,024.00	\$1,024.00	\$270.00	\$270.00	\$1,294.00
	1	Fortinet FS-124F-FPOE L2+ managed POE switch with 24GE + 4SFP+, 24port POE with max 370W limit and smart fan temperature control	\$1,131.00	\$1,131.00	\$270.00	\$270.00	\$1,401.00
	2	Fortinet FAP-U431F-A 4X4 802.11, A/B/G/N/AC/AX DUAL, BAND 2.4GH ACCESS POINT	\$576.00	\$1,152.00	\$360.00	\$720.00	\$1,872.00
	1	HiFiber SFP+10GBASE-T Transceiver Copper RJ45 Module Compatible for Cisco SFP-10G-T-S, Mikrotik, Ubiquiti UF-RJ45-10G, Netgear, D-Link, TP-Link, QNAP, Reach 30m, for Data Center, Switch, Router, 2 Pack	\$95.00	\$95.00	\$0.00	\$0.00	\$95.00
IT TOTAL							\$4,662.00
PUBLIC WORKS TOTAL							\$4,662.00

## ACCEPTANCE

### FINANCIAL

PAYMENT SCHEDULE  
To be determined

EQUIPMENT TOTAL	\$23,513.00
SHIPPING TOTAL	\$0.00
<hr/>	
LABOR TOTAL	\$6,660.00
<hr/>	
SUBTOTAL	\$30,173.00
TOTAL SALES TAX	\$0.00
PROJECT TOTAL	\$30,173.00

### TERMS

I accept this proposal and hereby authorize Orbis Solutions Inc to proceed with the delivery of the included systems at the facilities of Village Of Willowbrook at 835 Midway Drive Willowbrook, IL 60527 as described in the totality of this document. It has been made clear to me that there exist no understandings regarding this project with any relevant party unless and until Village Of Willowbrook and Orbis Solutions Inc agree to such additional or alternate understandings in writing. I agree that any additions to and/or deletions from the materials and labor to be provided by my acceptance of this proposal and any resulting change(s) in cost of this project shall only be by way of written change order(s) and shall be valid only after being signed by Village Of Willowbrook and Orbis Solutions Inc. This proposal is valid only if accepted in writing by Village Of Willowbrook.

### ACCEPTANCE

VILLAGE OF WILLOWBROOK

\_\_\_\_\_  
SIGNED

\_\_\_\_\_  
DATE

\_\_\_\_\_  
PRINT NAME

\_\_\_\_\_  
TITLE

ORBIS SOLUTIONS INC

\_\_\_\_\_  
SIGNED

\_\_\_\_\_  
DATE

\_\_\_\_\_  
PRINT NAME

\_\_\_\_\_  
TITLE

## VILLAGE OF WILLOWBROOK

### BOARD MEETING

#### AGENDA ITEM - HISTORY/COMMENTARY

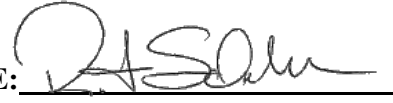
**ITEM TITLE:** AN ORDINANCE WAIVING COMPETITIVE BIDDING, APPROVING AND AUTHORIZING THE PURCHASE OF ONE (1) 2021 DODGE DURANGO MOTOR VEHICLE FROM THE JOHN JONES AUTOMOTIVE GROUP AT A COST NOT TO EXCEED \$41,814.00

**AGENDA NO.** 11.

**AGENDA DATE:** 01-10-22

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

**SIGNATURE:**



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

**SIGNATURE:**



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

**SIGNATURE:**



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

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

At the August 9, 2021, Village Board meeting a resolution was approved for the purchase of an additional investigative police vehicle that would be used in an undercover capacity.

On December 28, 2021, a Willowbrook Officer was the victim of a DUI hit and run accident. This accident caused significant damage to the 2020 Dodge Durango. The Villages insurer IRMA appraised the damage and considered the vehicle a total loss.

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

During discussions with Village staff and Elected Officials it was determined that there was a need for an additional covert police vehicle that would be utilized by the investigative division. This vehicle will serve a specific purpose in an undercover / interdiction capacity.

This vehicle will be purchased through John Jones Automotive Group, at cost of \$41,814.00.

**ACTION PROPOSED:** Pass the Ordinance.



**ORDINANCE NO. 22-O-\_\_\_\_\_**

**AN ORDINANCE WAIVING COMPETITIVE BIDDING, APPROVING AND  
AUTHORIZING THE PURCHASE OF ONE (1) 2021 DODGE DURANGO MOTOR  
VEHICLE FROM THE JOHN JONES AUTOMOTIVE GROUP AT A COST NOT TO  
EXCEED \$41,814.00**

---

**WHEREAS**, the Village Police Department solicited a proposal from the John Jones Automotive Group for the purchase of one (1) 2021 Dodge Durango motor vehicle at a total cost of Forty-One Thousand Eight Hundred Fourteen and 00/100 Dollars (\$41,814.00); and

**WHEREAS**, the corporate authorities of the Village of Willowbrook have determined that it is in the best interest of the Village that competitive bidding be waived for the purchase of one (1) Dodge Durango motor vehicle.

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

**SECTION 1:** The competitive bidding process for the purchase of (1) 2021 Dodge Durango motor vehicle be and is hereby waived.

[REMAINDER OF PAGE INTENTIONALLY LEFT BLANK]

**SECTION 2:** The Village Administrator of the Village of Willowbrook be and is hereby authorized and directed, to execute, on behalf of the Village, a purchase order for one (1) 2021 Dodge Durango motor vehicle from John Jones Automotive Group, at a total cost not to exceed Forty-One Thousand Eight Hundred Fourteen and 00/100 Dollars (\$41,814.00). A copy of said purchase order is attached hereto as Exhibit “A” and made a part hereof.

PASSED and APPROVED this 10<sup>th</sup> day of January, 2022 by a ROLL CALL VOTE as follows:

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

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

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

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

APPROVED:

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

ATTEST:

\_\_\_\_\_  
Deborah A. Hahn, Village Clerk

## **EXHIBIT “A”**

# John Jones Automotive Group WORKSHEET

Date 01/04/2022  
Salesperson Tim Trover  
Sales Manager Dan Sillings  
Email Address rschaller@willowbrook.il.us

Customer Name (s) Willowbrook Police  
To Be Titled As Follows Village of Willowbrook  
Address 7760 S Quincy St  
City, State, Zip Willowbrook IL 60527

Home Phone (630) 514-3857 Work Phone \_\_\_\_\_  
#1 Social Security # \_\_\_\_\_ D.O.B. \_\_\_\_\_ #2 Social Security # \_\_\_\_\_ D.O.B. \_\_\_\_\_

Vehicle Type: ☒ New ☐ Used ☐ Demo Year 2021 Make Dodge Model Durango PPV AWD V8  
VIN 1C4SDJFT6MC864852 Color Destroyer Grav Clearcoat Mileage N/A Stock No. P1772M

Trade #1: Year \_\_\_\_\_ Make \_\_\_\_\_ Model \_\_\_\_\_  
VIN \_\_\_\_\_ Color \_\_\_\_\_ Mileage \_\_\_\_\_

Trade #2 Year \_\_\_\_\_ Make \_\_\_\_\_ Model \_\_\_\_\_  
VIN \_\_\_\_\_ Color \_\_\_\_\_ Mileage \_\_\_\_\_

Suggested Selling Price	\$ <b>41,579.00</b>
Dealer Installed Equipment	\$
Total Price of Vehicle	\$ <b>41,579.00</b>
Dealer Provided Discount	\$
Selling Price	\$ <b>41,579.00</b>
Trade-In #1 Credit	\$
Trade-In #2 Credit	\$
Cash Difference	\$ <b>41,579.00</b>
Doc. Fee	\$ <b>199.00</b>
Sales Tax	\$
Other Items	\$
Add'l Items: Other Fees, Taxes	\$ <b>36.00</b>
Sales Tax on Add'l Items	\$
Total	\$ <b>41,814.00</b>
Less Deposit	\$
Less Rebate	\$
Subtotal	\$ <b>41,814.00</b>
Balance Owed on Trade In	\$
Total of Above Items	\$ <b>41,814.00</b>
Cash on Delivery/Balance to be Financed	\$ <b>41,814.00</b>

S.S.P. \$ \_\_\_\_\_

## LETTER OF INTENT

I (we) authorize an investigation of my (our) credit history, my (our) employment history and my (our) signing this document, I (we) do hereby expressly authorize John Jones Automotive Group to send to multiple lending institutions my (our) credit information, which may include a credit history application(s), credit history report, or any other such data as may be requested by the financial institutions with the intent to establish credit; and obtain payoff information on trade vehicles. This confirms that, subject to preparation of necessary contract documents setting forth specific terms, to be executed by all the parties, I/we intend to purchase the within described vehicle subject to these price and trade-in terms.

Customer Approval \_\_\_\_\_

Customer Approval \_\_\_\_\_

Adverse Action Notice Received \_\_\_\_\_