

A G E N D A

REGULAR MEETING OF THE BOARD OF POLICE COMMISSIONERS OF THE VILLAGE OF WILLOWBROOK TO BE HELD ON FRIDAY, DECEMBER 15, 2017, AT 8:00 A.M. AT THE VILLAGE HALL, 835 MIDWAY DRIVE, IN THE VILLAGE OF WILLOWBROOK, DUPAGE COUNTY, ILLINOIS

1. CALL TO ORDER
2. ROLL CALL
3. MOTION - PARTICIPATION VIA TELECOMMUNICATIONS - Commissioner Stephen Landsman (APPROVE)
4. VISITORS' BUSINESS - Public comment is limited to three minutes per person
5. OMNIBUS VOTE AGENDA:
  - a. Review and Approve Minutes - Regular BOPC Meeting - June 16, 2017 (APPROVE)
  - b. Review and Approve Minutes - Special BOPC Meeting - July 14, 2017 (APPROVE)
  - c. Review and Approve Minutes - Closed Session - Special BOPC Meeting - July 14, 2017 (APPROVE)
7. COMMUNICATIONS
8. UNFINISHED BUSINESS
9. NEW BUSINESS
  - a. DISCUSSION - Probationary Patrol Officers
10. CLOSED SESSION
  - a. DISCUSSION - Pursuant to 5 ILCS 120/2(c)(21) Regarding the Destruction of Audio or Video Recordings of Closed Meetings Under the Open Meetings Act For the Purpose of a Semi-Annual Review of Said Recordings As Mandated by 5 ILCS 120/2.06(3)(c)(1)
  - b. DISCUSSION - Pursuant to 5 ILCS 120/2(c)(21) Regarding Previously Approved Minutes of Meetings That Were Lawfully Closed Under the Open Meetings Act For the Purpose of a Semi-Annual Review of Said Minutes As Mandated by 5 ILCS 120/2.06(d), For Purposes of Possible Release
11. RESOLUTION - A RESOLUTION AUTHORIZING THE DESTRUCTION OF AUDIO OR VIDEO RECORDINGS OF CLOSED MEETINGS
12. RESOLUTION - A RESOLUTION MAKING A DETERMINATION RELATIVE TO THE RELEASE OF CLOSED SESSION MINUTES PURSUANT TO THE ILLINOIS OPEN MEETINGS ACT
13. ADJOURNMENT

MINUTES OF THE REGULAR MEETING OF THE BOARD OF POLICE COMMISSIONERS  
HELD ON JUNE 16, 2017 AT THE VILLAGE HALL, 835 MIDWAY DRIVE,  
WILLOWBROOK, DUPAGE COUNTY, ILLINOIS

1. CALL TO ORDER

The meeting was called to order by Chief Shelton at the hour of  
8:09 a.m.

2. ROLL CALL

Those present at roll call were Commissioners Joseph Heery, Stephen  
Landsman (via teleconference), and Thomas Sailer.

ABSENT: None

Also present were Village Administrator Tim Halik, Chief of Police  
Mark Shelton, Police Consultant Robert Pavelchik, Jr., Deputy  
Chief Robert Schaller, and Executive Secretary Cindy Stuchl.

A QUORUM WAS DECLARED

3. MOTION - PARTICIPATION VIA TELECOMMUNICATIONS

MOTION: Made by Commissioner Heery, seconded by Commissioner  
Sailer, to approve Commissioner Landsman's participation in the  
BOPC meeting via telecommunications.

UNANIMOUS VOICE VOTE

MOTION DECLARED CARRIED

4. MOTION - ELECTION OF BOPC CHAIRMAN AND SECRETARY

MOTION: Made by Commissioner Sailer, seconded by Commissioner  
Heery, to elect Joseph Heery as BOPC Chairman and Stephen Landsman  
as Secretary of the BOPC.

UNANIMOUS VOICE VOTE

MOTION DECLARED CARRIED

Chief Shelton turned the meeting proceedings over to Chairman  
Heery.

5. VISITORS' BUSINESS

None presented.

6. OMNIBUS VOTE AGENDA

- a. Review and Approve Minutes - Regular BOPC Meeting - March 17, 2017 (APPROVE)
- b. Notification of Pending Retirement - Sergeant Arthur Svehla (RECEIVE)
- c. Notification of Pending Retirement - Officer Theodore Kolodziej (RECEIVE)

The Commission reviewed the Omnibus Vote Agenda. Chairman Heery advised that the BOPC has accepted the resignations from Sergeant Svehla and Officer Kolodziej.

Chief Shelton related that Officer Kolodziej's last day will be July 3, 2017 and Sergeant Svehla's last day will be on or before December 31, 2017.

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

UNANIMOUS VOICE VOTE

MOTION DECLARED CARRIED

7. COMMUNICATIONS

Administrator Halik advised that this afternoon at 1:30 p.m., Chief Shelton will make his final police radio sign-off in front of the police department building.

8. UNFINISHED BUSINESS

None presented.

9. NEW BUSINESS

- a. DISCUSSION - New Patrol Officer Hires

Chief Shelton related that due to the pending retirements, the BOPC will need to make a recommendation to fill two positions for patrol officers. Background checks have already begun. Chief Shelton advised that start of the next police academy class will be August 13, 2017.

The two new hires will be for one to fill Officer Kolodziej's position and one to fill the patrol officer vacancy due to the promotion to fill Sergeant Svehla's position.

Chief Shelton stated that current Village ordinance allows for 23 patrol officers total.

Administrator Halik advised that the Village Board will need to pass a resolution to affect the hiring of the two replacement officers. Administrator Halik stated that an ordinance can be approved to temporarily exceed the number in order to get the new hires in place before the retirements occur.

10. CLOSED SESSION

Chairman Heery stated there was no need for Closed Session during today's meeting.

11. ADJOURNMENT

MOTION: Made by Secretary Landsman, seconded by Commissioner Sailer, to adjourn the meeting at the hour of 8:27 a.m.

UNANIMOUS VOICE VOTE

MOTION DECLARED CARRIED

PRESENTED, READ and APPROVED,

July 21 , 2017

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Chairman

Minutes transcribed by Executive Secretary Cindy Stuchl.

MINUTES OF THE SPECIAL MEETING OF THE BOARD OF POLICE COMMISSIONERS  
HELD ON JULY 14, 2017 AT THE VILLAGE HALL, 835 MIDWAY DRIVE,  
WILLOWBROOK, DUPAGE COUNTY, ILLINOIS

1. CALL TO ORDER

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

2. ROLL CALL

Those present at roll call were Chairman Joseph Heery, Commissioners Stephen Landsman (via teleconference) and Thomas Sailer.

ABSENT: None

Also present were Village Administrator Tim Halik, Chief of Police Robert Pavelchik, Jr., Deputy Chief Robert Schaller, and Executive Secretary Cindy Stuchl.

A QUORUM WAS DECLARED

3. MOTION TO APPROVE - PARTICIPATION VIA TELECOMMUNICATIONS

MOTION: Made by Commissioner Sailer, seconded by Chairman Heery, to approve Commissioner Landsman's participation in the BOPC meeting via telecommunications.

UNANIMOUS VOICE VOTE

MOTION DECLARED CARRIED

4. VISITORS' BUSINESS

None presented.

5. COMMUNICATIONS

Administrator Halik advised that at the Village Board meeting held on Monday, June 26<sup>th</sup>, the Village Board passed an ordinance amending the composition of the police department for the temporary increase the number of police sergeants to fill a pending vacancy due to upcoming retirements. The ordinance also created a reversion rank for Deputy Chief Schaller to sergeant.

Administrator Halik also advised that at the same meeting, the Village Board adopted a resolution that authorized the BOPC to affect the promotions of two sergeants and the hiring to two replacement patrol officers to fill vacancies.

Administrator Halik related that they anticipate moving the police department into the newly renovated police station by July 31, 2017. A Village-wide open house will be held on September 16, 2017.

6. CLOSED SESSION

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

RECESS INTO CLOSED SESSION

MOTION: Made by Commissioner Sailer and seconded by Chairman Heery to recess into Closed Session at the hour of 8:04 a.m.

UNANIMOUS VOICE VOTE

MOTION DECLARED CARRIED

\*\*\*NOTE: Secretary Landsman and Administrator Halik left the BOPC meeting during Closed Session at 8:30 a.m.

The Commission reconvened the Special Meeting at the hour of 8:42 p.m.

7. MOTION TO APPROVE - PROMOTION OF TWO (2) CANDIDATES TO THE RANK OF SERGEANT

MOTION: Made by Commissioner Sailer and seconded by Chairman Heery to approve the reversion promotion of sergeant to Deputy Chief Schaller and the promotion of Officer Timothy Kobler to the rank of Sergeant.

UNANIMOUS VOICE VOTE

MOTION DECLARED CARRIED

8. MOTION TO APPROVE - DISQUALIFICATION OF PATROL OFFICER APPLICANT

MOTION: Made by Chairman Heery and seconded by Commissioner Sailer to approve the removal of DeShaun Smith and Cassandra Rognich from the Eligibility Roster based on disqualifying factors stated in the BOPC Rules and Regulations.

UNANIMOUS VOICE VOTE

MOTION DECLARED CARRIED

9. MOTION TO APPROVE - HIRING OF TWO (2) NEW PATROL OFFICERS TO  
FILL VACANCIES

MOTION: Made by Commissioner Sailer and seconded by Chairman Heery to approve a conditional offer of employment for Alexander Erdmann and Eulalio Mestre.

UNANIMOUS VOICE VOTE

MOTION DECLARED CARRIED

10. ADJOURNMENT

MOTION: Made by Commissioner Sailer, seconded by Chairman Heery, to adjourn the meeting at the hour of 8:46 a.m.

UNANIMOUS VOICE VOTE

MOTION DECLARED CARRIED

PRESENTED, READ and APPROVED,

\_\_\_\_\_, 2017

\_\_\_\_\_  
Chairman

Minutes transcribed by Executive Secretary Cindy Stuchl.

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

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WHEREAS, the Open Meetings Act requires governmental bodies to audio or video record their closed meetings; and

WHEREAS, this governmental body has complied with that requirement; and

WHEREAS, the Open Meetings Act permits governmental bodies to destroy the verbatim record of closed meetings without notification to or the approval of a records commission or the State Archivist under the Local Records Act or the State Records Act not less than eighteen (18) months after the completion of the meeting recorded, but only after:

1. It approves the destruction of a particular recording; and

2. It approves written minutes of the closed meeting; and

WHEREAS, for the verbatim record by audio tape of the meeting(s) set forth in Section Two of this Resolution, at least eighteen (18) months have passed since the completion of each of those meetings, and this governmental body has approved written minutes for each of the meetings set forth in Section Two; and

WHEREAS, this governmental body may order the destruction of the verbatim record even if it continues to



withhold the approved minutes of the closed meeting until some later period of time;

NOW, THEREFORE, BE IT RESOLVED by the Board of Police Commissioners of the Village of Willowbrook, DuPage County, Illinois, as follows:

SECTION ONE: The Whereas clauses set forth above are incorporated herein by reference as if set out in full.

SECTION TWO: The Board of Police Commissioners of the Village of Willowbrook hereby orders the destruction of the verbatim record being an audio tape of the following closed meetings:

2015

December 18

2016

May 20

SECTION THREE: That all other prior Resolutions of the Village of Willowbrook in conflict with the provisions of this Resolution are hereby repealed.

SECTION FOUR: This Resolution shall be in full force and effect from and after its adoption and approval.

ADOPTED AND APPROVED this 15<sup>th</sup> day of December,

2017.

APPROVED:

\_\_\_\_\_  
BOPC Chairman

ATTEST:

\_\_\_\_\_  
BOPC Secretary

ROLL CALL VOTE:

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

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

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

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

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

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WHEREAS, the Board of Police Commissioners (BOPC) of the Village of Willowbrook have met from time to time in closed session for the purposes authorized by the Illinois Open Meetings Act; and

WHEREAS, as required by the Act, the BOPC Recording Secretary/Deputy Clerk has kept written minutes of all such closed sessions; and

WHEREAS, pursuant to the requirements of the Open Meetings Act, the Board of Police Commissioners have met in closed session to review all closed session minutes; and

WHEREAS, they have determined that a need for confidentiality still exists as to the closed session minutes from the meetings set forth on Schedule "A" attached hereto; and

WHEREAS, they have further determined that the minutes of the meetings listed on Schedule "B" attached hereto no longer require confidential treatment and should be made available for public inspection.

NOW, THEREFORE, BE IT RESOLVED by the Board of Police Commissioners of the Village of Willowbrook, DuPage County, Illinois, as follows:

SECTION ONE: The Closed Session minutes from those meetings set forth on Schedule "B" attached hereto are hereby released for public inspection.

SECTION TWO: The Recording Secretary/Deputy Clerk is hereby authorized and directed to make said minutes available for inspection and copying in accordance with the standing procedures of the Clerk's office.

SECTION THREE: This Resolution shall be in full force and effect from and after its adoption and approval.

ADOPTED and APPROVED this 15<sup>th</sup> day of December  
      , 2017.

APPROVED:

\_\_\_\_\_  
BOPC Chairman

ATTEST:

\_\_\_\_\_  
BOPC Secretary

ROLL CALL VOTE:

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

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

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

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

**SCHEDULE "A"**

**CLOSED SESSION MINUTES  
FOR WHICH THE NEED FOR CONFIDENTIALITY STILL EXISTS**

**None**

**SCHEDULE "B"**

**CLOSED SESSION MINUTES  
WHICH NO LONGER REQUIRE CONFIDENTIAL TREATMENT  
AND ARE AVAILABLE FOR PUBLIC INSPECTION**

2017

February 17

February 25