

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, SEPTEMBER 23, 2013, AT 6:30 P.M. AT THE VILLAGE HALL, 7760 QUINCY STREET, IN THE VILLAGE OF WILLOWBROOK, DUPAGE COUNTY, ILLINOIS

1. CALL TO ORDER
2. ROLL CALL
3. PLEDGE OF ALLEGIANCE
4. VISITORS' BUSINESS - Public comment is limited to three minutes per person
5. OMNIBUS VOTE AGENDA:
  - a. Waive Reading of Minutes (APPROVE)
  - b. Minutes - Regular Board Meeting - September 9, 2013 (APPROVE)
  - c. Minutes - Executive Session - August 26, 2013 (APPROVE)
  - d. Warrants - \$257,977.89 (APPROVE)
  - e. Resolution - A Resolution Authorizing the Mayor and Village Clerk to Accept a Proposal for the Purchase of a Technical Service Support Agreement Covering the Police Department's Automated External Defibrillators (AEDs) - Physio Control (ADOPT)
  - f. Resolution - A Resolution Authorizing the Mayor and Village Clerk to Accept a Proposal for the 2013 Fall Brush Collection Program - Mario's Tree Service (ADOPT)
  - g. Resolution - A Resolution Proclaiming Red Ribbon Week in the Village of Willowbrook (ADOPT)
  - h. Resolution - A Resolution Creating Set Hours for Halloween Solicitation (ADOPT)
  - i. Motion to Approve - 2013 MFT Roadway Maintenance Program: Payout #2 - Partial Payment - Crowley-Sheppard Asphalt, Inc. (APPROVE)
  - j. Proclamation - A Proclamation Recognizing October 2013 as National Physical Therapy Month within the Village of Willowbrook (APPROVE)

NEW BUSINESS

6. DELINQUENT WATER BILLS
7. ORDINANCE - AN ORDINANCE AMENDING THE VILLAGE CODE OF THE VILLAGE OF WILLOWBROOK TITLE 4 CHAPTER 2 SECTION 4-2-29 - DUPAGE COUNTY COUNTYWIDE STORMWATER AND FLOODPLAIN ORDINANCE ADOPTED
8. RESOLUTION - A RESOLUTION AUTHORIZING THE MAYOR AND VILLAGE CLERK TO ACCEPT A PROPOSAL TO CONDUCT A LEAK SURVEY OF THE VILLAGE WATER DISTRIBUTION SYSTEM - M.E. SIMPSON COMPANY.

PRIOR BUSINESS

9. COMMITTEE REPORTS
10. ATTORNEY'S REPORT
11. CLERK'S REPORT
12. ADMINISTRATOR'S REPORT
13. MAYOR'S REPORT
14. EXECUTIVE SESSION:
  - a) REVIEW 2013 MINUTES - Pursuant to 5 ILCS 120/2(c)(21) Regarding the Minutes of Executive Session Meetings that were Lawfully Closed Under the Open Meetings Act
  - b) Consideration of the Purchase or Lease of Real Property for the Use of the Village Pursuant to 5 ILCS 120/2(c)(5)
15. ADJOURNMENT

MINUTES OF THE REGULAR MEETING OF THE MAYOR AND BOARD OF TRUSTEES OF THE VILLAGE OF WILLOWBROOK HELD ON MONDAY, SEPTEMBER 9, 2013 AT THE VILLAGE HALL, 7760 QUINCY STREET, IN THE VILLAGE OF WILLOWBROOK, DUPAGE COUNTY, ILLINOIS.

1. CALL TO ORDER

The meeting was called to order at the hour of 6:30 p.m. by Mayor Frank Trilla.

2. ROLL CALL

Those present at roll call were Mayor Frank Trilla, Clerk Leroy Hansen, Trustees Dennis Baker, Terrence Kelly, Michael Mistele, Sue Berglund, Umberto Davi, and Paul Oggerino.

ABSENT: None.

Also present were Village Administrator Timothy Halik, Village Attorney Thomas Bastian, Village Attorney Michael R. Durkin, Chief Mark Shelton, Deputy Chief Mark Altobella, Planning Consultant JoEllen Charlton, Management Analyst Garrett Hummel, and Deputy Clerk Cindy Stuchl.

A QUORUM WAS DECLARED

3. PLEDGE OF ALLEGIANCE

Mayor Trilla asked Trustee Oggerino to lead everyone in saying the Pledge of Allegiance.

4. VISITORS' BUSINESS

None presented.

5. OMNIBUS VOTE AGENDA

- a. Waive Reading of Minutes (APPROVE)
- b. Minutes - Regular Board Meeting - August 26, 2013 (APPROVE)
- c. Minutes - Executive Session - August 12, 2013 (APPROVE)
- d. Warrants - \$132,592.67 (APPROVE)
- e. Monthly Financial Report - August 31, 2013 (APPROVE)
- f. Motion to Approve - 2013 MFT Roadway Maintenance Program: Payout #1 - Partial Payment - Crowley-Sheppard Asphalt, Inc. (APPROVE)
- g. Proclamation - A Proclamation Designating September 17<sup>th</sup> through 23<sup>rd</sup>, 2013 as "Constitution Week" in the Village of Willowbrook (APPROVE)

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

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

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

MOTION DECLARED CARRIED

NEW BUSINESS

6. ORDINANCE - AN ORDINANCE REZONING CERTAIN PROPERTY FROM THE R-1 RESIDENTIAL DISTRICT TO THE R-3 RESIDENTIAL DISTRICT - 5805 S. HOLMES AVENUE

Consultant Charlton stated that this is a lot that had been annexed into Willowbrook in order for the resident to have access to the Village's water system. Typically, when the owner wishes to make improvements, the property will be rezoned to R-3. The owner's intention is to construct a second story over part of the home and add an extension to the rear.

A public hearing was held and only one resident raised concerns about drainage. Consultant Charlton advised that these concerns will be addressed during the development permit process.

The Plan Commission did recommend this rezoning at their last meeting.

MOTION: Made by Trustee Mistele and seconded by Trustee Baker to pass Ordinance No. 13-O-34.

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

MOTION DECLARED CARRIED

7. RESOLUTION - A RESOLUTION ACCEPTING A PROPOSAL FOR PROFESSIONAL SERVICES - MUNICIPAL FACILITIES PLANNING - WILLIAMS ARCHITECTS

Administrator Halik advised that he has been in discussions with Williams Architects since the Village closed on the property at 835 Midway Drive to develop a plan of action to move forward

with moving the Village Hall functions to the new building and renovation of the existing building for the police department.

The scope of work within the proposal includes updating the previous Village space needs study, which was done in 2002; and the development of conceptual building and site alteration designs for consideration. Budget projections will also be included. This will allow the design to be amended as needed to meet budget requirements.

The fee for this work is \$12,500.00. Once the design and budget requirements are accepted, the development of full construction plans for project bidding purposes will be completed separately.

The Municipal Services Committee reviewed and approved this proposal.

MOTION: Made by Trustee Mistele and seconded by Trustee Kelly to adopt Resolution No. 13-R-50.

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

MOTION DECLARED CARRIED

8. RESOLUTION - A RESOLUTION AUTHORIZING THE MAYOR AND VILLAGE CLERK TO EXECUTE A CERTAIN CONTRACT - BID PACKAGE 1A - GRADING, WATERFORD PARK IMPROVEMENT PROJECT - RNR CONTRACTORS, MORRIS, IL

Administrator Halik advised that this item, along with the next five items, relate to the renovation of Waterford Park. On August 30, 2013 at 2:00 p.m., public bid openings were held for the various types of work that make up the Waterford Park Improvement Project. Multiple bidders were received for each portion of the project.

Administrator Halik advised that \$200,000 was budgeted within Fiscal Year 2013/14 to complete this project. When including all aspects of the project, the total price came in at just under \$219,000. Administrator Halik stated that since part of this improvement involves renovations for special needs persons, the additional funding can be used from the Special Recreation Services fund.

The Parks and Recreation Commission has reviewed these bids and recommends they be approved by the Village Board.

MOTION: Made by Trustee Kelly and seconded by Trustee Oggerino to adopt Resolution No. 13-R-51.

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

MOTION DECLARED CARRIED

9. RESOLUTION - A RESOLUTION AUTHORIZING THE MAYOR AND VILLAGE CLERK TO EXECUTE A CERTAIN CONTRACT - BID PACKAGE 2A - CONCRETE PAVING, WATERFORD PARK IMPROVEMENT PROJECT - THE KENNETH COMPANY, LEMONT, IL

MOTION: Made by Trustee Baker and seconded by Trustee Mistele to adopt Resolution No. 13-R-52.

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

MOTION DECLARED CARRIED

10. RESOLUTION - A RESOLUTION AUTHORIZING THE MAYOR AND VILLAGE CLERK TO EXECUTE A CERTAIN CONTRACT - BID PACKAGE 3A - ASPHALT PAVING, WATERFORD PARK IMPROVEMENT PROJECT - MATTHEWS PAVING, OAK LAWN, IL

MOTION: Made by Trustee Mistele and seconded by Trustee Baker to adopt Resolution No. 13-R-53.

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

MOTION DECLARED CARRIED

11. RESOLUTION - A RESOLUTION AUTHORIZING THE MAYOR AND VILLAGE CLERK TO EXECUTE A CERTAIN CONTRACT - BID PACKAGE 4A - PLAYGROUND SAFETY SURFACING, WATERFORD PARK IMPROVEMENT PROJECT - CONTINENTAL CONSTRUCTION, EVANSTON, IL

MOTION: Made by Trustee Mistele and seconded by Trustee Baker to adopt Resolution No. 13-R-54.

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

MOTION DECLARED CARRIED

12. RESOLUTION - A RESOLUTION AUTHORIZING THE MAYOR AND VILLAGE CLERK TO EXECUTE A CERTAIN CONTRACT - BID PACKAGE 5A - SHELTER & SITE FURNISHINGS, WATERFORD PARK IMPROVEMENT PROJECT - HACIENDA LANDSCAPING, PLAINFIELD, IL

MOTION: Made by Trustee Mistele and seconded by Trustee Berglund to adopt Resolution No. 13-R-55.

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

MOTION DECLARED CARRIED

13. RESOLUTION - A RESOLUTION AUTHORIZING THE MAYOR AND VILLAGE CLERK TO EXECUTE A CERTAIN CONTRACT - BID PACKAGE 6A - LANDSCAPING, WATERFORD PARK IMPROVEMENT PROJECT - HACIENDA LANDSCAPING, PLAINFIELD, IL

MOTION: Made by Trustee Mistele and seconded by Trustee Davi to adopt Resolution No. 13-R-56.

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

MOTION DECLARED CARRIED

14. MOTION - A MOTION TO APPROVE APPLICATION FOR A LICENSE TO HOLD A RAFFLE - WOUNDED WARRIORS PROJECT

Administrator Halik stated that staff received an application to hold a raffle for the Wounded Warriors Project hosted by the Lake Hinsdale Village Association. Trustee Baker stated that all money collected goes to the Wounded Warriors Project. Trustee Kelly advised that he is a member of the Lake Hinsdale Village Homeowners Association Board.

MOTION: Made by Trustee Oggerino and seconded by Trustee Davi to approve the raffle application for Wounded Warriors.

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

MOTION DECLARED CARRIED

PRIOR BUSINESS

15. COMMITTEE REPORTS

Trustee Baker had no report.

Trustee Kelly had no report.

Trustee Mistele had no report.

Trustee Berglund stated that she had attended the Plan Commission meeting on September 4<sup>th</sup>. Commission members stated that they would like to have a meeting with the Village Board in order to touch base with them. Administrator Halik advised that there had been occasions in the past where the Plan Commission and Village Board held a joint meeting, usually when large projects were being considered like the Town Center. Administrator Halik anticipates that another joint meeting will be held soon once the plans for the K-Mart redevelopment are submitted.

Trustee Davi had no report.

Trustee Oggerino had no report.

16. ATTORNEY'S REPORT

Attorney Bastian had no report.

17. CLERK'S REPORT

Clerk Hansen had no report.

18. ADMINISTRATOR'S REPORT

Administrator Halik had no report.

19. MAYOR'S REPORT

Mayor Trilla stated that he attended the Parks and Recreation Commission meeting on September 3<sup>rd</sup>. He stated that they are a dedicated group of people and thanked them on the Board's behalf for all their time and effort that they put in.

20. EXECUTIVE SESSION

- a. REVIEW 2013 MINUTES - Pursuant to 5 ILCS 120/2(c)(21) Regarding the Minutes of Executive Session Meetings That Were Lawfully Closed Under the Open Meetings Act

RECESS INTO EXECUTIVE SESSION

MOTION: Made by Trustee Davi and seconded by Trustee Mistele to recess into Executive Session at the hour of 6:56 p.m.

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

MOTION DECLARED CARRIED

The Board reconvened the Regular Meeting at the hour of 7:00 p.m.

21. ADJOURNMENT

MOTION: Made by Trustee Baker and seconded by Trustee Mistele, to adjourn the Regular Meeting at the hour of 7:01 p.m.

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

MOTION DECLARED CARRIED

PRESENTED, READ and APPROVED.

September 23, 2013.

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Mayor

Minutes transcribed by Deputy Clerk Cindy Stuchl.

WARRANTS

SEPTEMBER 23, 2013

GENERAL CORPORATE FUND	-----	\$96,443.00
WATER FUND	-----	154,614.89
HOTEL/MOTEL TAX FUND	-----	2,000.00
L.A.F.E AND R FUND	-----	4,920.00
TOTAL WARRANTS	-----	\$257,977.89



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Tim Halik, Village Administrator

APPROVED:

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Frank A. Trilla, Mayor

## VILLAGE OF WILLOWBROOK

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BILLS PAID REPORT FOR SEPTEMBER, 2013

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GENERAL CORPORATE FUND

CHECKS &amp; DIR. DEBITS

DESCRIPTION	ACCOUNT NUMBER	AMOUNT
AFLAC (46)	09/24 CK# 82779	\$2,179.28
445383/SEPT 13 EMP DED PAY - AFLAC/ACCIDENT 01-210-217	01-210-217	453.87
445383/SEPT 13 EMP DED PAY - AFLAC/OTHER INS 01-210-218	01-210-218	1,725.41
AL WARREN OIL CO (2205)	09/24 CK# 82780	\$5,063.88
10800086 GASOLINE INVENTORY 01-190-126	01-190-126	5,063.88
ALFREDO GARCIA (1735)	09/24 CK# 82781	\$45.00
PRIZE MONEY 13 SUMMER PROGRAM MATERIALS & SERVICES	01-20-575-119	45.00
MARK ALTOBELLA (65)	09/24 CK# 82782	\$37.49
13 UNIFORMS 2 UNIFORMS 01-451-345	01-30-630-345	37.49
AMERICAN FIRST AID SERVICE INC (77)	09/24 CK# 82783	\$29.60
140930 OPERATING EQUIPMENT 01-451-401	01-30-630-401	29.60
AT & T LONG DISTANCE (66)	09/24 CK# 82785	\$207.94
854192715JUL13 PHONE - TELEPHONES 01-420-201	01-10-455-201	207.94
AT & T (67)	09/24 CK# 82786	\$114.78
325-2761AUG 13 PHONE - TELEPHONES 01-451-201	01-30-630-201	57.39
325-2776AUG 13 PHONE - TELEPHONES 01-451-201	01-30-630-201	57.39
AZAVAR AUDIT SOLUTIONS INC (158)	09/24 CK# 82787	\$435.05
9645/SEPT 13 UTILITY TAX 01-310-205	01-310-205	435.05
BANNERVILLE USA INC (2146)	09/24 CK# 82788	\$85.00
16877 PRINTING & PUBLISHING 01-601-302	01-20-550-302	85.00
BLACK GOLD SEPTIC (208)	09/24 CK# 82790	\$310.00
0538 MAINTENANCE - PW BUILDING	01-35-725-418	310.00
BSN SPORTS (2471)	09/24 CK# 82791	\$118.89
95541892 MAINTENANCE SUPPLIES 01-615-331	01-20-570-331	118.89
CASE NEW HOLLAND (1735)	09/24 CK# 82792	\$50.00
2013 PRIZE MNY SUMMER PROGRAM MATERIALS & SERVICES	01-20-575-119	50.00
CHICAGO INTERNATIONAL TRUCKS, LLC (337)	09/24 CK# 82793	\$1,305.03
10167854 MAINTENANCE - VEHICLES 01-520-409	01-35-735-409	322.64
10167884 MAINTENANCE - VEHICLES 01-520-409	01-35-735-409	429.12
10168138 MAINTENANCE - VEHICLES 01-520-409	01-35-735-409	124.15
10168244 MAINTENANCE - VEHICLES 01-520-409	01-35-735-409	429.12
CHICAGO BADGE & INSIGNIA CO (334)	09/24 CK# 82794	\$95.43
12464 OPERATING EQUIPMENT 01-451-401	01-30-630-401	95.43
COMCAST CABLE (365)	09/24 CK# 82795	\$216.83
PW SEPT 13 EQUIPMENT MAINTENANCE 01-503-263	01-35-715-263	94.85
VH SEPT 13 E.D.P. SOFTWARE 01-410-212	01-10-460-212	121.98
COMM ON ACCREDITATION FOR (367)	09/24 CK# 82796	\$585.00
13121 SCHOOLS-CONFERENCE TRAVEL 01-451-304	01-30-630-304	585.00
COMMONWEALTH EDISON (370)	09/24 CK# 82797	\$633.86
0423085170SEP13 RED LIGHT - COM ED	01-30-630-248	62.44
0791026027SEP13 RED LIGHT - COM ED	01-30-630-248	49.60
1024813000SEP13 ENERGY - STREET LIGHT 01-530-207	01-35-745-207	1.26
4403140110SEP13 ENERGY - STREET LIGHT 01-530-207	01-35-745-207	67.57
6863089003SEP13 RED LIGHT - COM ED	01-30-630-248	67.67
7432089030SEP13 ENERGY - STREET LIGHT 01-530-207	01-35-745-207	385.32
CRAIN'S CHICAGO BUSINESS (407)	09/24 CK# 82798	\$97.95
10769913 1YR FEES DUES SUBSCRIPTIONS 01-420-307	01-10-455-307	97.95

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GENERAL CORPORATE FUND

CHECKS &amp; DIR. DEBITS

DESCRIPTION	ACCOUNT NUMBER	AMOUNT
DONIEN TRUST (1862)	09/24 CK# 82800	\$100.00
2841200051873-2 RED LIGHT FINES 01-310-503	01-310-503	100.00
DUPAGE COUNTY (511)	09/24 CK# 82802	\$500.00
COUPONS 100 TAXI CAB VOUCHERS - PREPAID 01-190-103	01-190-103	250.00
COUPONS 100 SENIOR CITIZEN TAXI PROGRAM 01-435-372	01-10-475-372	250.00
DUPAGE COUNTY E.T.S.B. 911 (513)	09/24 CK# 82803	\$468.37
ETS030-139AUG13 PHONE - TELEPHONES 01-451-201	01-30-630-201	468.37
ECO CLEAN MAINTENANCE INC (2385)	09/24 CK# 82806	\$1,449.00
3687 - AUG13 MAINTENANCE - BUILDING 01-405-228	01-10-466-228	1,449.00
EDWARD HOSPITAL (2370)	09/24 CK# 82807	\$525.00
1281475 WELLNESS 01-440-276	01-10-480-276	525.00
ELMHURST-CHICAGO STONE CO (550)	09/24 CK# 82808	\$75.00
398130 STREET & ROW MAINTENANCE 01-535-328	01-35-750-328	75.00
FEDERAL EXPRESS CORP. (592)	09/24 CK# 82810	\$95.31
238285408 POSTAGE & METER RENT 01-420-311	01-10-455-311	23.44
238285408 POSTAGE & METER RENT 01-15-510-311	01-15-510-311	25.70
238285408 POSTAGE & METER RENT 01-601-311	01-20-550-311	46.17
FOREMOST PROMOTIONS (622)	09/24 CK# 82811	\$263.67
226262 COMMODITIES 01-482-331	01-30-670-331	263.67
GADDIS DAVID (652)	09/24 CK# 82812	\$421.48
13 UNIFORMS UNIFORMS 01-451-345	01-30-630-345	421.48
GORDON FLESCH (695)	09/24 CK# 82813	\$1.29
10503822 COPY SERVICE 01-420-315	01-10-455-315	1.29
W.W. GRAINGER (1999)	09/24 CK# 82814	\$845.69
9233354472 OPERATING EQUIPMENT 01-540-401	01-35-755-401	328.04
9233582049 UNIFORMS 01-501-345	01-35-710-345	194.94
9235038388 UNIFORMS 01-501-345	01-35-710-345	81.81
9235038396 UNIFORMS 01-501-345	01-35-710-345	32.09
9236344660 MAINTENANCE - GAS TANKS AND PUMPS 01-510-412	01-35-725-412	21.96
9241593194 MAINTENANCE - GAS TANKS AND PUMPS 01-510-412	01-35-725-412	97.47
9241593202 MAINTENANCE - GAS TANKS AND PUMPS 01-510-412	01-35-725-412	89.38
HINSDALE NURSERIES, INC. (793)	09/24 CK# 82816	\$1,632.05
716369 TREE MAINTENANCE 01-535-338	01-35-750-338	179.05
717580 TREE MAINTENANCE 01-535-338	01-35-750-338	853.00
717580 REIMB. EXP. - OTHER 01-540-283	01-35-755-283	600.00
ISP BUREAU OF CRIMINAL IDENTIFICATION (243)	09/24 CK# 82817	\$148.75
ACCT #4554 FEES-DUES-SUBSCRIPTIONS 01-451-307	01-30-630-307	148.75
KIMBALL MIDWEST (2504)	09/24 CK# 82819	\$236.06
3146843 OPERATING SUPPLIES & EQUIPMENT 01-503-401	01-35-715-401	236.06
KING CAR WASH (1057)	09/24 CK# 82820	\$325.00
60/AUG 13 GAS-OIL-WASH-MILEAGE 01-451-303	01-30-630-303	325.00
KONICA MINOLTA BUSINESS SOLUTIONS (2319)	09/24 CK# 82821	\$524.43
225936017 COPY SERVICE 01-451-315	01-30-630-315	178.58
225959139 COPY SERVICE 01-420-315	01-10-455-315	345.85
LASERCRAFT INC (2300)	09/24 CK# 82822	\$24,102.50
13478/AUG13 RED LIGHT CAMERA FEES 01-30-630-247	01-30-630-247	22,475.00
13480/AUG13 RED LIGHT - MISC FEE	01-30-630-249	1,627.50

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GENERAL CORPORATE FUND

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DESCRIPTION	ACCOUNT NUMBER	AMOUNT
LEXIS (21)	09/24 CK# 82823	\$74.25
1009686/AUG 13 FEES-DUES-SUBSCRIPTIONS 01-451-307	01-30-630-307	74.25
LOGSDON OFFICE SUPPLY (2452)	09/24 CK# 82824	\$177.79
887635-001 OFFICE SUPPLIES 01-420-301	01-10-455-301	115.96
887635-001 OFFICE SUPPLIES 01-25-610-301	01-25-610-301	19.88
888333-001 OFFICE SUPPLIES 01-420-301	01-10-455-301	26.87
888333-001 OFFICE SUPPLIES 01-601-301	01-20-550-301	15.08
MARQUARDT & BELMONTE P.C. (2259)	09/24 CK# 82826	\$465.00
2971/AUG 13 RED LIGHT ADJUDICATOR 01-30-630-246	01-30-630-246	465.00
MARQUARDT PRINTING CO. (2543)	09/24 CK# 82827	\$823.00
24255 OFFICE SUPPLIES 01-420-301	01-10-455-301	429.00
24255 OFFICE SUPPLIES 01-25-610-301	01-25-610-301	394.00
METRO REPORTING SERVICE LTD. (1246)	09/24 CK# 82828	\$229.17
4682 FEES - COURT REPORTER 01-15-520-246	01-15-520-246	229.17
MIDCO (1268)	09/24 CK# 82829	\$378.00
273713 TELEPHONES 01-501-201	01-35-710-201	378.00
NAPLETON FLEET GROUP (2456)	09/24 CK# 82831	\$2,275.00
245731 NEW VEHICLES 01-485-625	01-30-680-625	2,275.00
NEOPOST LEASING (1358)	09/24 CK# 82832	\$395.91
N4182830 POSTAGE & METER RENT 01-420-311	01-10-455-311	395.91
ILL. NOTARY DISCOUNT BONDING (861)	09/24 CK# 82833	\$42.90
VSTOLTZ FEES DUES SUBSCRIPTIONS 01-420-307	01-10-455-307	42.90
OCCUPATIONAL HEALTH CENTERS (2413)	09/24 CK# 82835	\$242.00
1007677837 EXAMS - PHYSICAL 01-745-543	01-07-440-543	242.00
ORKIN EXTERMINATING (1439)	09/24 CK# 82836	\$82.24
D2604360 SEPT13 MAINTENANCE - BUILDING 01-405-228	01-10-466-228	82.24
P.F. PETTIBONE & CO. (1491)	09/24 CK# 82837	\$22.00
28567 PRINTING & PUBLISHING 01-501-302	01-35-710-302	22.00
PAK MAIL CENTER (1459)	09/24 CK# 82838	\$44.15
61562 POSTAGE & METER RENT 01-451-311	01-30-630-311	44.15
PCS INTERNATIONAL (2201)	09/24 CK# 82839	\$2,824.87
130958 DRUG FORFEITURE EXP. - FEDERAL 01-465-349	01-30-650-349	1,775.52
130975 E D P EQUIPMENT 01-445-641	01-10-485-641	1,049.35
PERSONNEL STRATEGIES LLC (2507)	09/24 CK# 82841	\$1,000.00
LOPEZ/RUDNICK EXAMS-PSYCHOLOGICAL 01-745-544	01-07-440-544	1,000.00
PETER & BEVERLY COOK (586)	09/24 CK# 82842	\$222.00
TAI CHI FALL RECREATION FEES 01-310-818	01-310-818	226.00
TAI CHI CK FEE CHECK PROCESSING FEE - GIFT CERTS 01-310-821	01-310-821	-4.00
PETTY CASH C/O TIM HALIK (1492)	09/24 CK# 82843	\$338.00
9/18/13 SCHOOLS-CONFERENCE TRAVEL 01-420-304	01-10-455-304	74.16
9/18/13 COMMISSARY PROVISION 01-420-355	01-10-455-355	111.64
9/18/13 FALL PROGRAM MATERIALS & SERVICES 01-622-118	01-20-580-118	33.20
9/18/13 SCHOOLS-CONFERENCE TRAVEL 01-451-304	01-30-630-304	50.00
9/18/13 OPERATING SUPPLIES 01-451-331	01-30-630-331	29.00
9/18/13 OPERATING EQUIPMENT 01-451-401	01-30-630-401	40.00
PRO-TEK LOCK AND SAFE (1547)	09/24 CK# 82844	\$46.28
81084 MAINTENANCE - BUILDING 01-405-228	01-10-466-228	23.43

## VILLAGE OF WILLOWBROOK

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GENERAL CORPORATE FUND

CHECKS &amp; DIR. DEBITS

DESCRIPTION	ACCOUNT NUMBER	AMOUNT
81124 MAINTENANCE SUPPLIES 01-615-331	01-20-570-331	22.85
PUBLIC SAFETY DIRECT INC (2309)	09/24 CK# 82845	\$8,386.38
24584 NEW VEHICLES 01-485-625	01-30-680-625	275.00
24593 NEW VEHICLES 01-485-625	01-30-680-625	8,016.38
24622 OPERATING EQUIPMENT 01-451-401	01-30-630-401	95.00
R&R PRINT N SERVE INC (1582)	09/24 CK# 82846	\$396.00
25211 PRINTING & PUBLISHING 01-451-302	01-30-630-302	396.00
RAGS ELECTRIC, INC (1585)	09/24 CK# 82847	\$517.06
15052 MAINTENANCE - STREET LIGHTS 01-530-223	01-35-745-223	311.06
15053 MAINTENANCE - STREET LIGHTS 01-530-223	01-35-745-223	206.00
RATHS, RATHS & JOHNSON, INC. (1591)	09/24 CK# 82849	\$507.50
13047-308 REIMB.	01-40-820-255	507.50
RUTLEDGE PRINTING CO. (1648)	09/24 CK# 82850	\$117.05
118725 PRINTING & PUBLISHING 01-451-302	01-30-630-302	117.05
SARAH RICHARDSON (586)	09/24 CK# 82851	\$281.00
2013 PERMIT #30 FALL RECREATION FEES 01-310-818	01-310-818	285.00
CK FEE CHECK PROCESSING FEE - GIFT CERTS 01-310-821	01-310-821	-4.00
SCHWAAB, INC. (1672)	09/24 CK# 82852	\$48.99
D24793 OFFICE SUPPLIES 01-551-301	01-40-810-301	48.99
SCOTT CONTRACTING INC (1682)	09/24 CK# 82853	\$1,425.00
2198 STREET & ROW MAINTENANCE 01-535-328	01-35-750-328	1,425.00
SEASON COMFORT, CORP. (1687)	09/24 CK# 82854	\$1,040.62
202187 MAINTENANCE - BUILDING 01-405-228	01-10-466-228	220.25
202188 MAINTENANCE - BUILDING 01-405-228	01-10-466-228	820.37
SERVICE SANITATION INC (1697)	09/24 CK# 82855	\$136.00
6793883 RENT - EQUIPMENT 01-615-234	01-20-570-234	136.00
LAW OFFICES STORINO RAMELLO & DURKIN (2545)	09/24 CK# 82856	\$8,400.05
62189 /AUG 13 FEES - VILLAGE ATTORNEY 01-425-239	01-10-470-239	8,400.05
SUBURBAN LIFE PUBLICATIONS (1805)	09/24 CK# 82857	\$661.92
10074604 AUG13 PRINTING & PUBLISHING 01-601-302	01-20-550-302	661.92
SUNSET SEWER & WATER (2276)	09/24 CK# 82858	\$1,120.67
2013-261 STREET & ROW MAINTENANCE 01-535-328	01-35-750-328	1,120.67
T.P.I. (1886)	09/24 CK# 82859	\$5,405.96
6641/AUG 13 REIMB.	01-40-820-258	3,332.96
6641/AUG 13 PART TIME INSPECTOR 01-565-109	01-40-830-109	1,848.00
6641/AUG 13 REIMB.	01-40-830-115	225.00
TAMELING GRADING (1836)	09/24 CK# 82860	\$1,751.50
TG5/AUG 13 MAINTENANCE - GARAGE 01-510-413	01-35-725-413	1,260.00
TG5/AUG 13 STREET & ROW MAINTENANCE 01-535-328	01-35-750-328	491.50
TAMELING INDUSTRIES (1844)	09/24 CK# 82861	\$1,616.60
89546 LANDSCAPE MAINTENANCE SERVICES 01-610-342	01-20-565-342	1,410.80
89729 LANDSCAPE - VILLAGE HALL 01-405-293	01-10-466-293	205.80
THOMPSON ELEV. INSPECT. SERVICE (1873)	09/24 CK# 82862	\$143.00
13-3023 ELEVATOR INSPECTION 01-565-117	01-40-830-117	143.00
TOM & JERRY'S SHELL SERVICES (1883)	09/24 CK# 82863	\$1,635.01
48423 MAINTENANCE - VEHICLES 01-451-409	01-30-630-409	354.39
48424 MAINTENANCE - VEHICLES 01-451-409	01-30-630-409	25.45

VILLAGE OF WILLOWBROOK

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GENERAL CORPORATE FUND

CHECKS & DIR. DEBITS

DESCRIPTION	ACCOUNT NUMBER	AMOUNT
<b>TOM &amp; JERRY'S SHELL SERVICES (1883) CONTINUED ...</b>		
48456 MAINTENANCE - VEHICLES 01-451-409	01-30-630-409	25.45
48468 MAINTENANCE - VEHICLES 01-451-409	01-30-630-409	314.48
48469 MAINTENANCE - VEHICLES 01-451-409	01-30-630-409	439.82
48470 MAINTENANCE - VEHICLES 01-451-409	01-30-630-409	30.60
48473 MAINTENANCE - VEHICLES 01-451-409	01-30-630-409	32.49
48475 MAINTENANCE - VEHICLES 01-451-409	01-30-630-409	58.14
48510 MAINTENANCE - VEHICLES 01-451-409	01-30-630-409	25.45
48531 MAINTENANCE - VEHICLES 01-451-409	01-30-630-409	142.28
48539 MAINTENANCE - VEHICLES 01-451-409	01-30-630-409	45.85
48540 MAINTENANCE - VEHICLES 01-451-409	01-30-630-409	115.16
48557 MAINTENANCE - VEHICLES 01-451-409	01-30-630-409	25.45
<b>TREE TOWNS (1894)</b>	<b>09/24 CK# 82864</b>	<b>\$299.24</b>
196225 PRINTING & PUBLISH 01-420-302	01-10-455-302	299.24
<b>TRUGREEN (2542)</b>	<b>09/24 CK# 82865</b>	<b>\$2,034.00</b>
279180119 LANDSCAPE MAINTENANCE SERVICES 01-610-342	01-20-565-342	2,034.00
<b>UNIFIRST (1926)</b>	<b>09/24 CK# 82866</b>	<b>\$53.86</b>
0610791981 MAINTENANCE - PW BUILDING	01-35-725-418	53.86
<b>VERIZON WIRELESS (1972)</b>	<b>09/24 CK# 82867</b>	<b>\$638.78</b>
9710832419SEP13 PHONE - TELEPHONES 01-05-410-201	01-05-410-201	62.71
9710832419SEP13 PHONE - TELEPHONES 01-420-201	01-10-455-201	23.31
9710832419SEP13 PHONE - TELEPHONES 01-451-201	01-30-630-201	318.10
9710832419SEP13 TELEPHONES 01-501-201	01-35-710-201	136.48
9710832419SEP13 TELEPHONES 01-551-201	01-40-810-201	98.18
<b>KRISTIN VIOLANTE (2399)</b>	<b>09/24 CK# 82868</b>	<b>\$144.80</b>
2 BOARDS MAINTENANCE SUPPLIES 01-615-331	01-20-570-331	144.80
<b>WAREHOUSE DIRECT (2002)</b>	<b>09/24 CK# 82869</b>	<b>\$19.52</b>
2056515-0 OPERATING EQUIPMENT 01-451-401	01-30-630-401	19.52
<b>WESTFIELD FORD (2028)</b>	<b>09/24 CK# 82870</b>	<b>\$1,319.32</b>
354803 MAINTENANCE - VEHICLES 01-520-409	01-35-735-409	1,319.32
<b>WESTMORE SUPPLY CO (2427)</b>	<b>09/24 CK# 82871</b>	<b>\$900.00</b>
AUG 13 STREET & ROW MAINTENANCE 01-535-328	01-35-750-328	900.00
<b>WILD GOOSE CHASE INC (2047)</b>	<b>09/24 CK# 82872</b>	<b>\$1,050.00</b>
19892 LANDSCAPE MAINTENANCE SERVICES 01-610-342	01-20-565-342	1,050.00
<b>WILLOWBROOK FORD INC. (2056)</b>	<b>09/24 CK# 82873</b>	<b>\$2,135.00</b>
SQUAD #59 WRNTY NEW VEHICLES 01-485-625	01-30-680-625	2,135.00
<b>WLBK BURR RIDGE KIWANIS (2054)</b>	<b>09/24 CK# 82874</b>	<b>\$120.00</b>
13 DUESVIOLANTE FEES DUES SUBSCRIPTIONS 01-420-307	01-10-455-307	120.00
<b>THE YOGA TEACHERS' GROUP INC (2109)</b>	<b>09/24 CK# 82875</b>	<b>\$1,131.00</b>
8/12-9/19 SMR13 SUMMER PROGRAM MATERIALS & SERVICES	01-20-575-119	1,131.00
<b>TOTAL GENERAL CORPORATE FUND</b>		<b>\$96,443.00</b>

VILLAGE OF WILLOWBROOK

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WATER FUND

CHECKS & DIR. DEBITS

DESCRIPTION	ACCOUNT NUMBER	AMOUNT
ANNA BEEKMAN (2009)	09/24 CK# 82784	\$34.34
WR 09/16/13 OVER PAYMENT SENT TO CUSTOMER-DM BEEKMAN, ANNA UT# 352940.001	02-280-133	34.34
COMMONWEALTH EDISON (370)	09/24 CK# 82797	\$455.78
4651111049SEP13 ENERGY - ELECTRIC PUMP 02-420-206	02-50-420-206	324.67
5071072051SEP13 ENERGY - ELECTRIC PUMP 02-420-206	02-50-420-206	131.11
DUPAGE WATER COMMISSION (521)	09/24 CK# 82804	\$144,221.37
10167/AUG13 PURCHASE OF WATER 02-420-575	02-50-420-575	144,221.37
EAST JORDAN IRON WORKS, INC. (540)	09/24 CK# 82805	\$54.03
3637191 WATER DISTRIBUTION REPAIR-MAINTENAN	02-50-430-277	54.03
ENVIRO TEST INC (555)	09/24 CK# 82809	\$87.50
13-129786 AUG13 SAMPLING ANALYSIS 02-420-362	02-50-420-362	87.50
W.W. GRAINGER (1999)	09/24 CK# 82814	\$50.90
9239980288 MATERIALS, SUPPLIES, STANDPIPE, PUM	02-50-425-475	124.16
9844017369 CRDT MAINTENANCE - METER EQUIPMENT 02-435-463	02-50-435-463	-73.26
HD SUPPLY WATERWORKS, LTD (2191)	09/24 CK# 82815	\$84.00
B448381 WATER DISTRIBUTION REPAIR-MAINTENAN	02-50-430-277	84.00
JAMAL ISMAIL SALEH (2009)	09/24 CK# 82818	\$5.64
WR 09/16/13 OVER PAYMENT SENT TO CUSTOMER-DM SALEH, JAMAL ISMAIL UT# 232185.003	02-280-133	5.64
LOGSDON OFFICE SUPPLY (2452)	09/24 CK# 82824	\$65.14
888333-001 OFFICE SUPPLIES 02-401-301	02-50-401-301	65.14
M.E. SIMPSON COMPANY INC (1235)	09/24 CK# 82825	\$450.00
24315 LEAK SURVEYS 02-430-276	02-50-430-276	450.00
MARQUARDT PRINTING CO. (2543)	09/24 CK# 82827	\$121.00
24255 OFFICE SUPPLIES 02-401-301	02-50-401-301	121.00
MILORAD UROSEVIC (2009)	09/24 CK# 82830	\$117.27
WR 09/16/13 OVER PAYMENT SENT TO CUSTOMER-DM UROSEVIC, MILORAD UT# 212715.005	02-280-133	117.27
O'HARA TRUE VALUE HOME AND HARDWARE (2481)	09/24 CK# 82834	\$40.82
A291652 MAINTENANCE - METER EQUIPMENT 02-435-463	02-50-435-463	40.82
PDC LABORATORIES INC (1477)	09/24 CK# 82840	\$240.00
749194 SAMPLING ANALYSIS 02-420-362	02-50-420-362	240.00
RALPH NOLTE (2009)	09/24 CK# 82848	\$407.55
WR 09/16/13 OVER PAYMENT SENT TO CUSTOMER-DM NOLTE, RALPH UT# 110280.000	02-280-133	407.55
SUNSET SEWER & WATER (2276)	09/24 CK# 82858	\$5,548.24
2013-247 WATER DISTRIBUTION REPAIR-MAINTENAN	02-50-430-277	2,958.75
2013-248 WATER DISTRIBUTION REPAIR-MAINTENAN	02-50-430-277	716.99
2013-260 WATER DISTRIBUTION REPAIR-MAINTENAN	02-50-430-277	1,872.50
TAMELING INDUSTRIES (1844)	09/24 CK# 82861	\$250.11
89546 LANDSCAPE - OTHER 02-430-299	02-50-430-299	250.11
VERIZON WIRELESS (1972)	09/24 CK# 82867	\$136.47
9710832419SEP13 PHONE - TELEPHONES 02-401-201	02-50-401-201	136.47
ZIEBELL WATER SERVICE PRODUCTS (2118)	09/24 CK# 82876	\$2,244.73
221812 MATERIAL & SUPPLIES - DISTRIBUTION 02-430-476	02-50-430-476	2,244.73
TOTAL WATER FUND		\$154,614.89

VILLAGE OF WILLOWBROOK

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HOTEL/MOTEL TAX FUND

CHECKS & DIR. DEBITS

DESCRIPTION	ACCOUNT NUMBER	AMOUNT
DUPAGE CONVENTION (494)	09/24 CK# 82801	\$2,000.00
AUG 13 FEES-DUES-SUBSCRIPTIONS 03-401-307	03-53-401-307	1,000.00
JULY 13 FEES-DUES-SUBSCRIPTIONS 03-401-307	03-53-401-307	1,000.00
TOTAL HOTEL/MOTEL TAX FUND		\$2,000.00

VILLAGE OF WILLOWBROOK

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LAND ACQUISITION, FACILITY EXPANSION & RENOVATION FUND

CHECKS & DIR. DEBITS

DESCRIPTION	ACCOUNT NUMBER	AMOUNT
BINDER REALTY CONSULTANTS (2550)	09/24 CK# 82789	\$4,200.00
64613 LAND ACQUISITION	14-75-910-409	2,200.00
64713 LAND ACQUISITION	14-75-910-409	2,000.00
DESIGN PERSPECTIVES INC (2489)	09/24 CK# 82799	\$720.00
13-5812-3 FACILITIES	14-75-930-415	720.00
TOTAL LAND ACQUISITION, FACILITY EXPANSION & RENOVATION FUN		\$4,920.00

VILLAGE OF WILLOWBROOK

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SUMMARY ALL FUNDS

BANK ACCOUNT	DESCRIPTION	AMOUNT	
01-110-105	GENERAL CORPORATE FUND-CHECKING - 0010330283	96,443.00	*
02-110-105	WATER FUND-CHECKING 0010330283	154,614.89	*
03-110-105	HOTEL/MOTEL TAX FUND-CHECKING 0010330283	2,000.00	*
14-110-105	LAND ACQUISITION, FACILITY EXPANSION & RENOVATION-CHEC	4,920.00	*
TOTAL ALL FUNDS		257,977.89	**

# VILLAGE OF WILLOWBROOK

## BOARD MEETING

### AGENDA ITEM - HISTORY/COMMENTARY

**ITEM TITLE:**

A RESOLUTION AUTHORIZING THE MAYOR AND VILLAGE CLERK TO ACCEPT A PROPOSAL FOR THE PURCHASE OF A TECHNICAL SERVICE SUPPORT AGREEMENT COVERING THE POLICE DEPARTMENT'S AUTOMATED EXTERNAL DEFIBRILLATORS (AEDS) – PHYSIO CONTROL.

**AGENDA NO.** \_\_\_\_\_ **5e -****AGENDA DATE:** 09/23/13**STAFF REVIEW:** Mark Shelton, Chief of Police**SIGNATURE:** **LEGAL REVIEW:** Tom Bastian, Village Attorney**SIGNATURE:** THOMAS BASTIAN TH.**RECOMMENDED BY VILLAGE ADMIN.:** Tim Halik, V.A.**SIGNATURE:** T. Halik**REVIEWED & APPROVED BY COMMITTEE ON 09/09/2013:** YES  X \_\_\_\_\_ N/A \_\_\_\_\_**ITEM HISTORY (PREVIOUS VILLAGE BOARD REVIEWS, ACTIONS RELATED TO THIS ITEM, OTHER PERTINENT HISTORY)**

The Police Department currently has (10) Automated External Defibrillators (AED) devices which are completely compatible with the equipment used by the Tri-State and Pleasantview Fire Protection Districts. The service agreement for this equipment is due to expire 12/31/2013.

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

Physio-Control, Inc. provides the technical support for the Police Department's existing Automated External Defibrillators (AED) devices. Physio-Control, Inc. has presented a quote for the renewal of Technical Service Support Agreement (attached). This Technical Service Support Agreement begins on 01/01/2014 and expires on 12/31/2014. Price for this coverage will be \$3,106.00.

**ACTION PROPOSED:**

APPROVE PURCHASE OF A TECHNICAL SERVICE SUPPORT AGREEMENT FROM PHYSIO CONTROL

RESOLUTION NO. 13-R-\_\_\_\_\_

A RESOLUTION AUTHORIZING THE MAYOR AND VILLAGE CLERK TO ACCEPT A PROPOSAL FOR THE PURCHASE OF A TECHNICAL SERVICE SUPPORT AGREEMENT COVERING THE POLICE DEPARTMENT'S AUTOMATED EXTERNAL DEFIBRILLATORS (AEDS) – PHYSIO CONTROL.

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BE IT RESOLVED by the Mayor and Board of Trustees of the Village of Willowbrook, DuPage County, Illinois, that the Mayor and Village Clerk be and the same are hereby authorized and directed to accept the proposal from Physio-Control, Inc. for the renewal of a Technical Service Support Agreement covering the police department's AEDS. in an amount set forth in the proposal attached hereto as Exhibit "A" which is, by this reference, expressly incorporated herein.

ADOPTED and APPROVED this 23<sup>rd</sup> day of September, 2013.

APPROVED:

\_\_\_\_\_  
Mayor

ATTEST:

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

ROLL CALL VOTE: AYES: \_\_\_\_\_

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

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

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

# TECHNICAL SERVICE SUPPORT AGREEMENT



Contract Number:

End User # 13464201  
WILLOWBROOK PD  
7760 QUINCY ST  
WILLOWBROOK, IL 60527

Bill To # 13464201  
WILLOWBROOK PD  
7760 QUINCY ST  
WILLOWBROOK, IL 60527

This Technical Service Support Agreement begins on 1/1/2014 and expires on 12/31/2014.

The designated Covered Equipment and/or Software is listed on Schedule A. This Technical Service Agreement is subject to the Terms and Conditions on the reverse side of this document and any Schedule B, if attached. If any Data Management Support and Upgrade Service is included on Schedule A then this Technical Service Support Agreement is also subject to Physio-Control's Data Management Support and Upgrade Service Terms and Conditions, rev 7/99-1.

Price of coverage specified on Schedule A is \$3,106.00 per term, payable in Annual installments.

## Special Terms

15% discount on accessories and disposables
---

Accepted: Physio-Control, Inc.

Customer:

By:

By:

Title:

Print:

Date:

Title:

Date:

Purchase Order Number:

Territory Rep: WEMM57  
Debra Berndt  
Phone:  
FAX: 800-772-3340

Customer Contact:  
Dep. Chief Mark Altobella  
Phone: 630-325-2808  
FAX: maltobel@willowbrook.i

Reference Number: M57-2195  
Printed: 9/3/2013

Renewal  
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**PHYSIO-CONTROL, INC.**  
**TECHNICAL SERVICE SUPPORT AGREEMENT TERMS AND CONDITIONS**

Customer's signature or purchase order referencing this Technical Service Support Agreement are required prior to Physio-Control's acceptance of this Agreement. This Agreement covers only the equipment listed on Schedule A ("Covered Equipment"). These terms constitute the complete agreement between the parties and they shall govern over any other documents. These terms may not be revised in any manner without the prior written consent of Physio-Control.

**SERVICES.** The services provided under this Agreement are set forth on Schedule A. Physio-Control strives to return service calls within two (2) hours, and strives to resolve service issues within twenty-four (24) hours. Following service, Physio-Control will provide Customer with a written report of actions taken or recommended and identification of any materials replaced or recommended for replacement. The following services are available:

*"Repair Only Service"* means repairs, Battery Replacement Service, parts and labor necessary to restore Covered Equipment to original specifications, subject to Exclusions.

*"Inspection Only Service"* means inspections of Covered Equipment to verify proper device calibration, mechanical operations and output measurements, electrical safety check in accordance with National Fire Protection Association (NFPA) guidelines and labor, subject to Exclusions.

*"Repair and Inspect Service"* means repairs, Battery Replacement Service, parts and labor necessary to restore Covered Equipment to original specifications, and inspections to verify proper device calibration, mechanical operations and output measurements, electrical safety check in accordance with NFPA guidelines and Updates (as set forth below), subject to Exclusions.

*"Battery Replacement Service"* means replacement of batteries on a one-for-one, like-for-like basis, up to the number of batteries and/or devices listed in Schedule A. Only batteries manufactured or distributed by Physio-Control are eligible for replacement. Battery replacement is available upon Customer notification to Physio-Control of the occurrence of:

- (i) Battery failure as determined by Customer's performance testing and evaluation in accordance with the applicable Operating Instructions; or
- (ii) The end of the useful life of the battery as set forth in the applicable Operating Instructions

At the discretion of Physio-Control, battery replacement shall be effected by shipment to Customer and replacement by Customer, or by on-site delivery and replacement by a Physio-Control Service Technician. Upon Customer's receipt of a replacement battery, the battery being replaced shall become the property of Physio-Control, and Customer must return the battery being replaced to Physio-Control for proper disposal. In the event that Physio-Control does not receive the battery, Customer will be charged at the then-current rate for the replacement battery.

*"On-Site Service"* means that a Physio-Control factory-trained technician will provide service at Customer's location. Services will be performed between 8:00am and 5:00pm local time, Monday through Friday, excluding holidays. Customer is to ensure Covered Equipment is available for service at scheduled times. Some service may not be completed On-Site. Physio-Control will cover travel and/or round-trip freight for Covered Equipment that must be sent to our designated service facility for repair.

*"24-hour On-Site Service"* means that a Physio-Control factory-trained technician will provide service at Customer's location at any time, except on the holidays listed above. Customer is to ensure Covered Equipment is available for service at scheduled times. Some service may not be completed On-Site. Physio-Control will cover travel and/or round-trip freight for Covered Equipment that must be sent to our designated service facility for repair.

*"Ship-In Service"* means that service will be performed at Physio-Control's designated service facility. Physio-Control will cover round-trip freight for Covered Equipment that is sent to our designated service facility for repair.

If Covered Equipment is not available as scheduled or Customer requests services or goods not covered by this Agreement or outside of designated service frequency or hours, Physio-Control will charge Customer at Physio-Control's standard labor rates less 10% (including overtime, if appropriate) and applicable travel costs. Parts required for such repairs will be made available at 15% off the then-current list price.

**EXCLUSIONS.** Unless otherwise specified, this Agreement does not include:

- supply or repair of accessories or disposables
- repair of damage caused by misuse, abuse, abnormal operating conditions, use of batteries or other products not distributed by Physio-Control, operator errors, or acts of God
- case changes
- repair or replacement of items not originally distributed or installed by Physio-Control
- Upgrades and installation of Upgrades
- battery maintenance, performance testing, evaluation, removal and recycling

**LOANERS.** If Covered Equipment must be removed from service to complete repairs, Physio-Control will provide Customer with a loaner device, if one is available, until the Covered Equipment is returned. Customer assumes complete responsibility for the loaner and shall return the loaner at Customer's expense to Physio-Control in the same condition as received, upon the earlier of the return of the removed Covered Equipment or Physio-Control's request.

**UPDATES.** "Update" means a change to a device to enhance its current features, stability, or software. If Repair and Inspect Service is designated for Covered Equipment on Schedule A, Physio-Control will install Updates at no additional cost, provided such Updates are installed at the time of regularly scheduled service. If parts must be replaced to accommodate installation of new software, such parts may be purchased at a rate of 30% less than the then-current list price. Updates installed on Covered Equipment designated as Repair Only Service, Inspect Only Service, or at a time other than regularly scheduled Repair and Inspect Service will be billed on a separate invoice at the then-current list price less 20%.

**UPGRADES.** "Upgrade" means a major, standalone version of software or the addition of features or capabilities to a device. Upgrades must be purchased separately, and are not provided under this Agreement. Upgrades are available at a rate of 17% less than the then-current list price.

**PRICING.** Pricing is set forth on the front page of this Agreement. Prices do not include taxes. Sales, service or use taxes will be invoiced in addition to the price of the goods and services covered by this Agreement unless Physio-Control receives a copy of a valid exemption certificate. If the number or configuration of Covered Equipment changes during the Term, pricing shall be pro-rated accordingly. For Inspection Only Service and Repair and Inspect Service, no pricing deduction will be made for removal of Covered Equipment if an inspection has already been performed during the Term. Discounts will not be combined with other special terms, discounts, and/or promotions.

**PAYMENT.** Payment is due within thirty (30) days of invoice date.

**WARRANTY.** Physio-Control warrants services performed under this Agreement and replacement parts provided in performing such services against defects in material and workmanship for ninety (90) days from the date a service was performed or a part was provided. Customer's sole remedy shall be reservicing the affected unit and/or replacement of any part determined to be defective, without additional charge, provided Customer notifies Physio-Control of any allegedly defective condition within ten (10) calendar days of its discovery by Customer. Physio-Control makes no other warranties, express or implied, including, without limitation, **NO WARRANTY OF MERCHANTABILITY OR FITNESS FOR A PARTICULAR PURPOSE, AND IN NO EVENT SHALL PHYSIO-CONTROL BE LIABLE FOR INCIDENTAL, CONSEQUENTIAL, SPECIAL, OR OTHER DAMAGES.**

**TERM.** The initial Term is set forth on the front page of this Agreement. This Agreement shall automatically renew unless terminated by either party with written notice thirty (30) days prior to the expiration of the then-current term. Prices are subject to change upon renewal.

**TERMINATION.** Either party may terminate this Agreement for material breach by the other party by providing thirty (30) days' written notice to the other party, and provided such breach is not cured within the notice period. In addition, either party may terminate this Agreement at any time upon sixty (60) days' prior written notice to the other party. In the event of such early termination, Customer shall be responsible for the portion of the designated price which corresponds to the portion of the Term prior to the effective date of termination and the cost of any services rendered during the Term.

**DELAYS.** Physio-Control will not be liable for any loss or damage of any kind due to its failure to perform or delays in its performance resulting from any cause beyond its reasonable control, including, but not limited to, acts of God, labor disputes, labor shortages, the requirements of any governmental authority, war, civil unrest, delays in manufacture, obtaining any required license or permit, and Physio-Control's inability to obtain goods from its usual sources. Any such delay shall not be considered a breach of Physio-Control's obligations and the performance dates shall be extended for the length of such delay.

**DEVICE INSPECTION BEFORE ACCEPTANCE.** All devices that are not under Physio-Control Limited Warranty or a current Technical Service Support Agreement must be inspected and repaired (if necessary) to meet original specifications at then-current list prices prior to being covered under a Technical Service Support Agreement.

**MISCELLANEOUS.** (a) Customer agrees to not employ or offer employment to anyone performing services on Physio-Control's behalf during the Term of this Agreement or for one (1) year following its expiration without Physio-Control's prior written consent; (b) this Agreement, and any related obligation of other party, may not be assigned in whole or in part without the prior written consent of the other party; (c) this Agreement shall be governed by the laws of the State in which the service is provided; (d) all costs and expenses incurred by the prevailing party related to the enforcement of its rights under this Agreement, including reasonable attorney's fees, shall be reimbursed by the other party.

**PHYSIO-CONTROL, INC.**  
**TECHNICAL SERVICE SUPPORT AGREEMENT**  
**SCHEDULE A**

Contract Number:

Servicing Rep: Debra Berndt, WEMM57

District: MIDWEST

Phone:

FAX: 800-772-3340

Equipment Location: WILLOWBROOK PD, 13464201  
 7760 QUINCY ST  
 WILLOWBROOK, IL 60527

Scope Of Service AED 1 On Site Inspection per Year with 1 Lithium Battery

Model	Part Number	Serial Number	Ref. Line	Effective Date	Expiration Date	Total Inspections
LIFEPAK® 500	3011790-001569	34864230	1	1/1/2014	12/31/2014	1
LIFEPAK® 500	3011790-001569	34864231	2	1/1/2014	12/31/2014	1
LIFEPAK® 500	3011790-001569	34864232	3	1/1/2014	12/31/2014	1
LIFEPAK® 500	3011790-001569	34864233	4	1/1/2014	12/31/2014	1
LIFEPAK® 500	3011790-001569	34864234	5	1/1/2014	12/31/2014	1
LIFEPAK® 500	3011790-000012	11988102	6	1/1/2014	12/31/2014	1
LIFEPAK® 500	3011790-000012	11988104	7	1/1/2014	12/31/2014	1
LIFEPAK® 500	3011790-000113	13770319	8	1/1/2014	12/31/2014	1

Scope Of Service On Site Inspection Only - 1 Inspection per Year:M-F/8-5

Model	Part Number	Serial Number	Ref. Line	Effective Date	Expiration Date	Total Inspections
LIFEPAK®1000	320371500021	36455476	9	1/1/2014	12/31/2014	1
LIFEPAK®1000	320371500021	36455477	10	1/1/2014	12/31/2014	1

\*\* Denotes an inventory line that has changed since the last contract revision or addendum.

**MEDTRONIC EMERGENCY RESPONSE SYSTEMS, INC.**  
**TECHNICAL SERVICE SUPPORT AGREEMENT**  
**SCHEDULE A**

Contract Number:

Additional Items

<u>Service Type</u>	<u>Item</u>	<u>Quantity</u>	<u>Start Date</u>	<u>End Date</u>
MISCELLANEOUS	Redi-Pak Electrodes	2	1/1/2014	12/31/2014

\*\* Denotes an additional item line that has changed since the last contract revision or addendum.

**PHYSIO-CONTROL, INC.**  
**TECHNICAL SERVICE SUPPORT AGREEMENT**  
**SCHEDULE B**

LIFEPAK® 500 AED Inspection-Only with Battery Replacement Service includes:

- Periodic inspections as set forth on Schedule A.
- Updates installed at no additional cost provided such Updates are installed at the time of regularly scheduled service. If parts must be replaced to accommodate installation of new software, such parts may be purchased at a rate of 50% less than the then-current list price. Updates installed at a time other than regularly scheduled service will be billed on a separate invoice at the then-current list price less 20%.

- Battery Coverage

- o Replacement of up to two (2) LIFEPAK 500 SLA Battery Paks every two (2) years, or upon battery failure;

OR

- o Replacement of up to one (1) LIFEPAK 500 Li-ion Battery Pak every five (5) years for each LIFEPAK 500 AED listed on Schedule A, or upon battery failure.

**PHYSIO-CONTROL, INC.**  
**TECHNICAL SERVICE SUPPORT AGREEMENT**  
**SCHEDULE B**

LIFEPAK® 1000 AED Inspection-Only with Battery Replacement Service includes:

- Periodic inspections as set forth on Schedule A.
- Updates installed at no additional cost provided such Updates are installed at the time of regularly scheduled service. If parts must be replaced to accommodate installation of new software, such parts may be purchased at a rate of 50% less than the then-current list price. Updates installed at a time other than regularly scheduled service will be billed on a separate invoice at the then-current list price less 20%.
- Battery Coverage
  - o Replacement of up to one (1) LIFEPAK 1000 Rechargeable Battery Pak every two (2) years, or upon failure;

OR

- o Replacement of up to one (1) LIFEPAK 1000 Li-ion Battery Pak every five (5) years for each LIFEPAK 1000 AED listed on Schedule A, or upon failure.

# VILLAGE OF WILLOWBROOK

## BOARD MEETING AGENDA ITEM - HISTORY/COMMENTARY

<b>ITEM TITLE:</b> A RESOLUTION AUTHORIZING THE MAYOR AND VILLAGE CLERK TO ACCEPT A PROPOSAL FOR THE 2013 FALL BRUSH COLLECTION PROGRAM – MARIO'S TREE SERVICE	<b>AGENDA NO.</b> <span style="float: right;">5f</span> <b>AGENDA DATE:</b> <u>9/23/13</u>
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<b>STAFF REVIEW:</b> Tim Halik, Village Administrator	<b>SIGNATURE:</b> <u>Tim Halik</u>
<b>LEGAL REVIEW:</b> Thomas Bastian, Village Attorney	<b>SIGNATURE:</b> <u>THOMAS BASTIAN TH.</u>
<b>RECOMMENDED BY:</b> Tim Halik, Village Administrator	<b>SIGNATURE:</b> <u>Tim Halik</u>
<b>REVIEWED &amp; APPROVED BY COMMITTEE:</b> YES <input checked="" type="checkbox"/> <u>on 9/9/13</u> NO <input type="checkbox"/> N/A <input type="checkbox"/>	

### ITEM HISTORY (ACTIONS RELATED TO THIS ITEM, OTHER PERTINENT HISTORY, ETC.)

This past Spring, the Village's regular tree maintenance contractor, Mario's Tree Service, completed the Village-wide Spring brush collection program. The program included curb-side collection of piled brush throughout town. Afterwards, the brush was separately ground at the Village public works facility to produce a high-quality mulch for use within the parks, and to provide to residents. The program was completed on-time without incident.

We again solicited a proposal from Mario's this time to complete the 2013 Village-wide Fall Brush Collection Program. This program will consist of a curb-side chipping program, with the resulting chips hauled away, since we have no current need for them. Mario offered a proposal of \$105/hour/crew to perform this program. This represents the same hourly rate that Mario offered in 2012.

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

Staff anticipates that two (2) chipping crews would be required to work approximately 40 hours each to complete the Fall collection program. Therefore, the estimated cost of the Fall program would be \$8,400. The F.Y. 2013/14 Budget includes the following funding to conduct both the Spring and Fall Brush Collection Programs:

<u>FUND</u>	<u>ACCOUNT</u>	<u>DESCRIPTION</u>	<u>BUDGETED</u>	<u>REMAINING</u>
PW – Street Maint.	01-35-755-284	Reimb. Exp. – Brush Pick-Up	\$25,000.00	\$10,650

### ACTION PROPOSED:

Adopt resolution. The Fall Brush Program is scheduled to occur the week of October 14<sup>th</sup> thru the 18<sup>th</sup>.

# 2013 Fall Brush Collection

## October 14th-18th

Dear Willowbrook Resident:

The Mayor and Board of Trustees approved a Village-wide brush collection program to be conducted **October 14 thru October 18, 2013**. Residents may begin placing material upon the parkway on October 11, 2013. No additional material may be placed on the parkway for collection after October 13, 2013.

For the purposes of this program, brush is defined as branches and trimmings from trees. There is no limit on the length of material, but no item may exceed **eight inches (8")** in diameter. Logs, stumps, grass clippings, flowers, weeds, plants, leaves and lumber will not be collected through this program. Additionally, **material should not be placed in bags or containers**. Brush should be placed loosely upon the parkway, without obstructing drainage ways, and **should not be bound using wire or string**.

**Please be aware only residents that have current refuse service provided by Republic/Allied are eligible for the Fall Brush Collection.** More information is available at the Village of Willowbrook's website at [www.willowbrookil.org](http://www.willowbrookil.org). Questions should be directed to the Village Hall at 630-323-8215.

Village of Willowbrook  
7760 Quincy Street  
Willowbrook, Illinois 60527-5594

PRESORT FIRST CLASS  
U.S. POSTAGE PAID  
VILLAGE OF WILLOWBROOK

Brush Collection  
Information  
October 14th-18th

COPY OF  
POSTCARD TO  
BE MAILED  
TO RESIDENTS

RESOLUTION NO. 13-R-\_\_\_\_\_

A RESOLUTION AUTHORIZING THE MAYOR AND VILLAGE CLERK TO  
ACCEPT A PROPOSAL FOR THE 2013 FALL BRUSH COLLECTION  
PROGRAM – MARIO’S TREE SERVICE

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BE IT RESOLVED by the Mayor and Board of Trustees of the Village of Willowbrook, DuPage County, Illinois, that the Mayor and Village Clerk be and the same are hereby authorized and directed to accept the proposal from Mario’s Tree Service on a time and material basis to complete the 2013 Fall Brush Collection Program in an amount set forth in the proposal attached hereto as Exhibit “A” which is, by this reference, expressly incorporated herein.

ADOPTED and APPROVED this 23<sup>rd</sup> day of September, 2013

APPROVED:

\_\_\_\_\_  
Mayor

ATTEST:

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

ROLL CALL VOTE:

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

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

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

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

Mario's Tree Service  
Proposal



P.O. Box 234

September 4, 2013

Addison IL 60101

(630) 624 - 9894

**Bill to:**

The Village of Willowbrook

7760 Quincy Street

Willowbrook, IL 60527

630-323-8215

Contact: Tony Witt

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Service will begin on October 14<sup>th</sup>, 2013

2 crews (2 men crew) \$105/hrly / Per Crew

Haul away wood chips \$8,400.00

Total Due \$8,400.00

# VILLAGE OF WILLOWBROOK

## BOARD MEETING

### AGENDA ITEM - HISTORY/COMMENTARY

**ITEM TITLE:**

A RESOLUTION PROCLAIMING RED RIBBON WEEK  
IN THE VILLAGE OF WILLOWBROOK

**AGENDA NO.**

5g

**AGENDA DATE:** 09/23/2013

**STAFF REVIEW:** Mark Shelton, Chief of Police

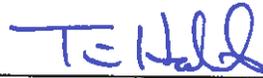
**SIGNATURE:**



**LEGAL REVIEW:** N/A

**RECOMMENDED BY VILLAGE ADMIN.:** Tim Halik, V.A.

**SIGNATURE:**



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

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

Gower Elementary School District 62 and Holmes Elementary School District 60 are hosting the national "Red Ribbon" campaign during the week of October 23<sup>rd</sup> – 31<sup>st</sup>, 2013. This campaign is a community involvement for a Drug Free America.

The Public Safety Committee and the Village Staff recommend the Mayor and Board of Trustees adopt the attached Resolution proclaiming October 23<sup>rd</sup> – 31<sup>st</sup>, 2013 as "Red Ribbon Week".

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

Adopt Resolution.

RESOLUTION NO. 13-R-

A RESOLUTION PROCLAIMING RED RIBBON WEEK IN  
THE VILLAGE OF WILLOWBROOK

---

WHEREAS, cities across America have been plagued by the numerous problems associated with alcohol, tobacco, and other drug use; and

WHEREAS, there is hope in winning the War on Drugs, and the hope lies in the hard work and determination of our communities to create a drug free environment; and

WHEREAS, success will not occur overnight, our patience and continued commitment to drug education and prevention are imperative;

WHEREAS, the Red Ribbon Campaign was established by Congress in 1988 to promote this belief and encourage a drug-free lifestyle and involvement in drug prevention efforts; and

WHEREAS, October 23<sup>rd</sup> - 31<sup>st</sup>, 2013, has been designated National Red Ribbon Week calling on all Americans to show their support for a drug-free state by wearing a red ribbon and participating in drug-free activities during that week;

NOW, THEREFORE, BE IT RESOLVED, that the Mayor and Board of Trustees of the Village of Willowbrook, DuPage County, Illinois do hereby proclaim the week of October 23<sup>rd</sup> - 31<sup>st</sup>, 2013, as Red Ribbon Week in the Village of Willowbrook and encourage all citizens, businesses, public and private agencies to wear and display red ribbons and participate in drug-free activities throughout that week, joining the rest of the state in promoting the Red Ribbon Celebration and a drug-free.

ADOPTED AND APPROVED by the Mayor and Board of Trustees of the Village of Willowbrook on this 23rd day of September 2013.

APPROVED:

\_\_\_\_\_  
Mayor

ATTEST:

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

ROLL CALL VOTE: AYES: \_\_\_\_\_  
NAYS: \_\_\_\_\_  
ABSTENTIONS: \_\_\_\_\_  
ABSENT: \_\_\_\_\_

# VILLAGE OF WILLOWBROOK

## BOARD MEETING

### AGENDA ITEM - HISTORY/COMMENTARY

**ITEM TITLE:**

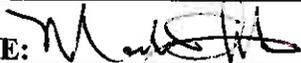
A RESOLUTION CREATING SET HOURS FOR HALLOWEEN SOLICITATION

**AGENDA NO.**

5h

**AGENDA DATE:** 09/23/2013

**STAFF REVIEW:** Mark Shelton, Chief of Police

**SIGNATURE:** 

**LEGAL REVIEW:** N/A

**RECOMMENDED BY VILLAGE ADMIN.:** Tim Halik, V.A.

**SIGNATURE:** 

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

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

During the Public Safety Committee meeting on January 9, 1994 the need for solicitation hours was discussed. It was decided that the Village did not need an ordinance regulating Halloween solicitation. However, the idea of a Resolution passed yearly to set solicitation hours was discussed and endorsed. The resolution would accommodate the day of the week that Halloween fell upon. A resolution has been passed by the Mayor and Board of Trustees since this date. The hours for Halloween solicitation set by the resolution would be sent to the local paper and also posted on the Village web-site.

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

The recommended hours for the Halloween solicitation are Thursday, October 31<sup>st</sup>, 2013 from 3:00 p.m. to 7:00 p.m.

**ACTION PROPOSED:**

Adopt Resolution.

RESOLUTION NO. 13-R-\_\_\_\_\_

A RESOLUTION CREATING SET HOURS FOR  
HALLOWEEN SOLICITATION

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WHEREAS, the Village of Willowbrook is interested in protecting the safety and welfare of young children soliciting on the holiday of Halloween and in preserving the spirit of Halloween for young children; and

WHEREAS, the holiday of Halloween usually leads to an increase in vandalism due to the presence of unsupervised juveniles roaming through the Village of Willowbrook; and

WHEREAS, the Village of Willowbrook is interested in reducing vandalism and crime and in protecting the property and peace of mind of Willowbrook residents; and

WHEREAS, a need for set solicitation hours was identified by the Village Staff in recognition that Village action is needed but that an Ordinance is unnecessary; and

WHEREAS, it was recommended by the Village Staff to set solicitation hours between the hours of 3:00 p.m. and 7:00 p.m. on Thursday, October 31, 2013; and

NOW, THEREFORE, BE IT RESOLVED, that the Mayor and Board of Trustees of the Village of Willowbrook set the hours of Halloween solicitation to be 3:00 p.m. to 7:00 p.m. on Thursday, October 31, 2013.

ADOPTED AND APPROVED by the Mayor and Board of Trustees of the Village of Willowbrook on this 23rd day of September 2013.

APPROVED:

\_\_\_\_\_  
Mayor

ATTEST:

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

ROLL CALL VOTE: AYES: \_\_\_\_\_

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

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

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

# VILLAGE OF WILLOWBROOK

## BOARD MEETING AGENDA ITEM - HISTORY/COMMENTARY

<b>ITEM TITLE:</b> Motion to Approve – 2013 MFT Roadway Maintenance Program: Payout #2 – Partial Payment – Crowley-Sheppard Asphalt, Inc.	<b>AGENDA NO.</b> <span style="float: right;">5i</span>  <b>AGENDA DATE:</b> <u>9/23/13</u>
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<b>STAFF REVIEW:</b> Tim Halik, Village Administrator	<b>SIGNATURE:</b> <u>Tim Halik</u>
<b>LEGAL REVIEW:</b> N/A	<b>SIGNATURE:</b> <u>N/A</u>
<b>RECOMMENDED BY:</b> Tim Halik, Village Administrator	<b>SIGNATURE:</b> <u>Tim Halik</u>
<b>REVIEWED BY MUNI. SERVICES COMMITTEE:</b> YES <input type="checkbox"/> NO <input checked="" type="checkbox"/> N/A <input type="checkbox"/>	

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

At its regular meeting on July 22, 2013, the Village Board approved a contract with Crowley-Sheppard Asphalt, Inc. to complete the 2013 MFT Roadway Maintenance Program. This year's program consists of surface patching, full-depth patching, replacement of worn pavement markings, and crack sealing of various roads throughout town. After all required paperwork, insurance and bond certificates were submitted, a notice to proceed with the project was issued by the Village and the work commenced.

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

The program work is now complete and the contractor has submitted a request for a second partial payment. The following is a breakdown of the project costs to date:

(TOTAL CONTRACT AMOUNT:	\$129,740.90)
Invoice #2 amount:	\$125,649.10
Less Invoice #1 amount:	\$69,070.50 – already paid (approved by the Board on 9/9/13)
Less 5% Retainage:	\$6,282.46
	-----
Payout #2 Request:	\$50,296.14

Staff would recommend that the Mayor and Board of Trustees authorize Payout #2 – Partial Payment to Crowley-Sheppard Asphalt, Inc. in the amount of \$50,296.14. The Village has confirmed completion of the work. The payment check will be withheld until the contractor has submitted a partial waiver of lien, and an executed prevailing wage certification. The authorized payment amount would be expended from the following fund:

<u>FUND</u>	<u>ACCOUNT</u>	<u>DESCRIPTION</u>	<u>REMAINING BUDGETED</u>
MFT	04-56-430-684	Street Maintenance Contract	\$172,929.50

Once final material quantities are confirmed, the retainage amount will be released.

**ACTION PROPOSED:**  
 Approve motion.

# CROWLEY-SHEPPARD ASPHALT, INC.

6525 WEST 99th STREET P.O. BOX 157  
 CHICAGO RIDGE, ILLINOIS 60415  
 (708) 499-2900 · FAX (708) 499-3106

# INVOICE

INVOICE DATE	CUSTOMER NO.	INVOICE NUMBER
September 12, 2013	13-042	52094
P.O. NUMBER	WORK ORDER NO.	SHIP DATE

to: Village of Willowbrook  
 7760 Quincy Street  
 Willowbrook, Illinois 60527



JOB SITE: Village of Willowbrook  
 2013 MFT Road Program  
 Various Locations  
 Section No. 13-00000-01-GM

ESTIMATE No. 2

SALES PERSON		TERMS	SHIP VIA		F.O.B.
ITEM	DESCRIPTION	QUANTITY	UNIT	UNIT PRICE	AMOUNT
45100200	Crack Filling	20,000.00	Lbs.	\$ 2.00	\$ 40,000.00
78000100	Thermoplastic Pavement Marking - Letters and Symbols	354.80	SQ FT	\$ 4.00	\$ 1,419.20
78000200	Thermoplastic Pavement Marking - Line 4 in. (Yellow)	5,236.00	Foot	\$ 0.65	\$ 3,403.40
78000400	Thermoplastic Pavement Marking - Line 6 in. (White-Solid)	1,095.00	Foot	\$ 1.00	\$ 1,095.00
78000400	Thermoplastic Pavement Marking - Line 6 in. (White-Skip Dash)	248.00	Foot	\$ 1.00	\$ 248.00
78000600	Thermoplastic Pavement Marking - Line 12 in. (White)	430.00	Foot	\$ 2.75	\$ 1,182.50
78000650	Thermoplastic Pavement Marking - Line 24 in. (White-Stop Bar)	389.00	Foot	\$ 4.00	\$ 1,556.00
78300100	Pavement Marking Removal	0.00	SQ FT	\$ 1.00	\$ -
N/A	Class D Patch, Surface Special, 3 in.	1,500.00	SQ YD	\$ 29.00	\$ 43,500.00
N/A	Class D Patch, Surface Special, 6 in.	610.00	SQ YD	\$ 54.50	\$ 33,245.00
Estimate No.2 TOTAL					\$ 125,649.10
Less 5% Retention					\$ 6,282.46
Subtotal					\$ 119,366.64
Amount Received					\$ 69,070.50
Estimate No.2 Amount Due					\$ 50,296.14

# VILLAGE OF WILLOWBROOK

## BOARD MEETING

### AGENDA ITEM - HISTORY/COMMENTARY

**ITEM TITLE:**

A PROCLAMATION RECOGNIZING OCTOBER 2013 AS NATIONAL PHYSICAL THERAPY MONTH WITHIN THE VILLAGE OF WILLOWBROOK

**AGENDA NO.**

5j

**AGENDA DATE:** 9/23/13

**STAFF REVIEW:** Cindy Stuchl

**SIGNATURE:**

*Cindy Stuchl*

**LEGAL REVIEW:**

**SIGNATURE:**

N/A

**RECOMMENDED BY VILLAGE ADMIN.:**

**SIGNATURE:**

*T. K. H. H.*

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

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

National Physical Therapy Month began in 1992 and is celebrated every October by physical therapists, physical therapist assistants, and students of physical therapy nationwide.

The physical therapy profession began during World War I by assisting the Army with "reconstructing" bodies of wounded and disabled soldiers. Today, physical therapists help people of all ages to restore and improve motion.

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

The Mayor and Board of Trustees have in the past adopted Proclamations recognizing "National Physical Therapy Month" within the Village of Willowbrook.

**ACTION PROPOSED:** PASS THE PROCLAMATION

# Village of Willowbrook

## Proclamation

**WHEREAS**, the Village of Willowbrook encourages options for an active and healthy lifestyle; and

**WHEREAS**, the Illinois Physical Therapy Association speaks for the best interests of the public in recommending physical therapy by a licensed physical therapist to achieve physical fitness; and

**WHEREAS**, through a national effort, the Illinois Physical Therapy Association and community members are encouraged to join together to raise awareness of the importance of preventative health maintenance during the month of October; and

**WHEREAS**, this effort will bring awareness to our community, and around the country, of healthier and more active lifestyles; and

**NOW, THEREFORE, I, FRANK A. TRILLA**, Mayor of the Village of Willowbrook, Illinois, by virtue of the authority vested in me, do hereby proclaim October as National Physical Therapy Month in the Village of Willowbrook and in doing so urge all citizens to join in a national effort to raise health and fitness awareness.

Proclaimed this 23rd day of September, 2013.

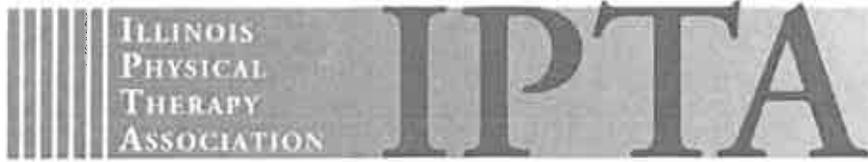
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Mayor

Attest:

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Village Clerk



Autonomous Practice | Direct Access | Doctor of Physical Therapy | Evidence-Based Practice | Practitioner of Choice | Professionalism

September 10, 2013

Dear Mayor:

I am writing to ask you on behalf of your local physical therapists and physical therapist assistants to declare October National Physical Therapy Month.

National Physical Therapy Month is hosted by the American Physical Therapy Association (APTA). It began in 1992 and is celebrated every October by APTA's membership—physical therapists, physical therapist assistants, and students of physical therapy nationwide.

The physical therapy profession has a proud history. We began as “reconstruction aides” during WWI, assisting the Army with literally “reconstructing” the bodies of wounded and disabled soldiers. With the advent of WWII and the nationwide polio epidemic in the 1940s and 1950s, physical therapists were in high demand. Our most famous patient was Franklin Roosevelt, who received physical therapy at the Warm Springs resort in Warm Springs, Georgia.

Today's physical therapists help people of all ages—from newborns in the ICU to seniors with mobility problems—restore and improve motion. We use scientifically based treatment techniques that focus on restoring function, reducing pain, and preventing disability. Examples of conditions physical therapists treat are:

- Burns, ulcers, and wounds
- Developmental delay, cerebral palsy, and spina bifida
- Hand injuries, fractures, and dislocations
- Heart disease, breathing disorders, and peripheral vascular disease
- Low back pain and osteoporosis
- Osteoarthritis and rheumatoid arthritis
- Sports injuries
- Stroke and Parkinson disease

Physical therapist services are covered by most federal, state, and private insurance plans. In Illinois alone there are over 11,000 licensed physical therapist and physical therapist assistants. To learn more physical therapists, please visit [www.moveforwardpt.com](http://www.moveforwardpt.com).

Sincerely,

Colleen Flannery  
Executive Director, Illinois Physical Therapy Association  
300 E. 5<sup>th</sup> Avenue, Suite 430  
Naperville, IL 60563

# *Proclamation*

*for the month of October*  
*National Physical Therapy Month*

*Executive Department*

*State of Illinois*

*City of Willowbrook*

## *Proclamation by the Mayor*

**WHEREAS, the city of Willowbrook encourages options for an active and healthy lifestyle; and**

**WHEREAS, the Illinois Physical Therapy Association speaks for the best interests of the public in recommending physical therapy by a licensed physical therapist to achieve physical fitness; and**

**WHEREAS, through a national effort, the Illinois Physical Therapy Association and community members are encouraged to join together to raise awareness of the importance of preventive health during the month of October; and**

**WHEREAS, this effort will bring awareness to our community, and around the country, of healthier and more active lifestyles;**

**NOW, THEREFORE, I, of the city of Willowbrook, by virtue of the authority vested in me, do hereby proclaim October as *National Physical Therapy Month* in the city of Willowbrook, IL and in doing so urge all citizens to join in a national effort to raise health and fitness awareness.**

---

**Signature**



EST. 1960

# Willowbrook

7760 Quincy Street  
Willowbrook, IL 60527-5594

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

September 6, 2013

**Mayor**

Frank A. Trilla

Brown, Annie L.  
320 W 79th St  
Willowbrook Il 60527

**Village Clerk**

Leroy R. Hansen

Re: Account No. 110050.000  
Delinquent Water Bill

Dear Sir or Madam,

**Village Trustees**

Dennis Baker

Sue Berglund

Umberto Davi

Terrence Kelly

Michael Mistele

Paul Oggerino

Please be advised that your water bill is now delinquent in the amount of \$241.06. This amount now includes a \$25.00 fee pursuant to Section 6-8-5 of the Village of Willowbrook Code. This \$25.00 is added to all accounts delinquent 45 or more days after the billing date. This amount also includes all other penalties pursuant to Section 6-8-5 of the Village Code. Your failure to satisfy the total amount of this delinquency on or before September 23, 2013 , will result in the immediate termination of your water service.

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

If you have any questions concerning your water bill, or if you wish to arrange a hearing before the President and Board of Trustees to contest the termination of your water service, please contact me at the Village of Willowbrook by writing to 7760 Quincy Street, Willowbrook, Il 60527 or call 920-2238 not later than five (5) days prior to the scheduled termination date.

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

**Village Administrator**

Tim Halik

Sincerely,

Timothy J. Halik  
Director of Municipal Services

**Chief of Police**

Mark Shelton

TJH:cs



Proud Member of the  
Illinois Route 66 Scenic Byway



EST. 1960

# Willowbrook

7760 Quincy Street  
Willowbrook, IL 60527-5594

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

September 6, 2013

**Mayor**

Frank A. Trilla

Haas, Christopher  
338 Sheridan Dr # 1e  
Willowbrook Il 60527-4035

**Village Clerk**

Leroy R. Hansen

Re: Account No. 110900.001  
Delinquent Water Bill

Dear Sir or Madam,

**Village Trustees**

Dennis Baker

Sue Berglund

Umberto Davi

Terrence Kelly

Michael Mistele

Paul Oggerino

Please be advised that your water bill is now delinquent in the amount of \$67.34. This amount now includes a \$25.00 fee pursuant to Section 6-8-5 of the Village of Willowbrook Code. This \$25.00 is added to all accounts delinquent 45 or more days after the billing date. This amount also includes all other penalties pursuant to Section 6-8-5 of the Village Code. Your failure to satisfy the total amount of this delinquency on or before September 23, 2013, will result in the immediate termination of your water service.

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

**Village Administrator**

Tim Halik

Sincerely,

Timothy J. Halik  
Director of Municipal Services

**Chief of Police**

Mark Shelton

TJH:cs



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EST. 1960

# Willowbrook

7760 Quincy Street  
Willowbrook, IL 60527-5594

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

September 6, 2013

**Mayor**

Frank A. Trilla

Healy, Marion  
332 Sheridan Dr #1c  
Willowbrook Il 60527

**Village Clerk**

Leroy R. Hansen

Re: Account No. 110860.000  
Delinquent Water Bill

**Village Trustees**

Dennis Baker

Sue Berglund

Umberto Davi

Terrence Kelly

Michael Mistele

Paul Oggerino

Dear Sir or Madam,

Please be advised that your water bill is now delinquent in the amount of \$142.68. This amount now includes a \$25.00 fee pursuant to Section 6-8-5 of the Village of Willowbrook Code. This \$25.00 is added to all accounts delinquent 45 or more days after the billing date. This amount also includes all other penalties pursuant to Section 6-8-5 of the Village Code. Your failure to satisfy the total amount of this delinquency on or before September 23, 2013, will result in the immediate termination of your water service.

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

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

**Village Administrator**

Tim Halik

Sincerely,

Timothy J. Halik  
Director of Municipal Services

**Chief of Police**

Mark Shelton



Proud Member of the  
Illinois Route 66 Scenic Byway

TJH:cs



EST. 1960

# Willowbrook

7760 Quincy Street  
Willowbrook, IL 60527-5594

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

September 6, 2013

**Mayor**

Frank A. Trilla

Koller, Neringa  
7724 Cherry Tree Ln  
Willowbrook IL 60527

**Village Clerk**

Leroy R. Hansen

Re: Account No. 110545.004  
Delinquent Water Bill

Dear Sir or Madam,

**Village Trustees**

Dennis Baker

Sue Berglund

Umberto Davi

Terrence Kelly

Michael Mistele

Paul Oggerino

Please be advised that your water bill is now delinquent in the amount of \$170.08. This amount now includes a \$25.00 fee pursuant to Section 6-8-5 of the Village of Willowbrook Code. This \$25.00 is added to all accounts delinquent 45 or more days after the billing date. This amount also includes all other penalties pursuant to Section 6-8-5 of the Village Code. Your failure to satisfy the total amount of this delinquency on or before September 23, 2013, will result in the immediate termination of your water service.

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

If you have any questions concerning your water bill, or if you wish to arrange a hearing before the President and Board of Trustees to contest the termination of your water service, please contact me at the Village of Willowbrook by writing to 7760 Quincy Street, Willowbrook, IL 60527 or call 920-2238 not later than five (5) days prior to the scheduled termination date.

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

**Village Administrator**

Tim Halik

Sincerely,

Timothy J. Halik  
Director of Municipal Services

**Chief of Police**

Mark Shelton

TJH:cs



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EST. 1960

# Willowbrook

7760 Quincy Street  
Willowbrook, IL 60527-5594

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

September 6, 2013

**Mayor**

Frank A. Trilla

Kuzmarskis, Robertas  
7802 Brookbank Rd  
Willowbrook Il 60527

**Village Clerk**

Leroy R. Hansen

Re: Account No. 111815.011  
Delinquent Water Bill

**Village Trustees**

Dennis Baker

Sue Berglund

Umberto Davi

Terrence Kelly

Michael Mistele

Paul Oggerino

Dear Sir or Madam,

Please be advised that your water bill is now delinquent in the amount of \$113.75. This amount now includes a \$25.00 fee pursuant to Section 6-8-5 of the Village of Willowbrook Code. This \$25.00 is added to all accounts delinquent 45 or more days after the billing date. This amount also includes all other penalties pursuant to Section 6-8-5 of the Village Code. Your failure to satisfy the total amount of this delinquency on or before September 23, 2013 , will result in the immediate termination of your water service.

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

If you have any questions concerning your water bill, or if you wish to arrange a hearing before the President and Board of Trustees to contest the termination of your water service, please contact me at the Village of Willowbrook by writing to 7760 Quincy Street, Willowbrook, Il 60527 or call 920-2238 not later than five (5) days prior to the scheduled termination date.

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

**Village Administrator**

Tim Halik

Sincerely,

Timothy J. Halik  
Director of Municipal Services

**Chief of Police**

Mark Shelton

TJH:cs



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EST. 1960

# Willowbrook

7760 Quincy Street  
Willowbrook, IL 60527-5594

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

September 6, 2013

**Mayor**

Frank A. Trilla

**Village Clerk**

Leroy R. Hansen

**Village Trustees**

Dennis Baker

Sue Berglund

Umberto Davi

Terrence Kelly

Michael Mistele

Paul Oggerino

**Village Administrator**

Tim Halik

**Chief of Police**

Mark Shelton



Proud Member of the  
Illinois Route 66 Scenic Byway

Lane, Clyde & Gordon, Chiquita  
334 Sheridan Dr # 2a  
Willowbrook IL 60527

Re: Account No. 110875.014  
Delinquent Water Bill

Dear Sir or Madam,

Please be advised that your water bill is now delinquent in the amount of \$207.41. This amount now includes a \$25.00 fee pursuant to Section 6-8-5 of the Village of Willowbrook Code. This \$25.00 is added to all accounts delinquent 45 or more days after the billing date. This amount also includes all other penalties pursuant to Section 6-8-5 of the Village Code. Your failure to satisfy the total amount of this delinquency on or before September 23, 2013, will result in the immediate termination of your water service.

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

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

Sincerely,

Timothy J. Halik  
Director of Municipal Services

TJH:cs



EST. 1960

# Willowbrook

7760 Quincy Street  
Willowbrook, IL 60527-5594

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

September 6, 2013

**Mayor**

Frank A. Trilla

Mac Donnell, Anthony  
7607 Virginia Ct  
Willowbrook Il 60527

**Village Clerk**

Leroy R. Hansen

Re: Account No. 111670.003  
Delinquent Water Bill

Dear Sir or Madam,

**Village Trustees**

Dennis Baker

Sue Berglund

Umberto Davi

Terrence Kelly

Michael Mistele

Paul Oggerino

Please be advised that your water bill is now delinquent in the amount of \$102.94. This amount now includes a \$25.00 fee pursuant to Section 6-8-5 of the Village of Willowbrook Code. This \$25.00 is added to all accounts delinquent 45 or more days after the billing date. This amount also includes all other penalties pursuant to Section 6-8-5 of the Village Code. Your failure to satisfy the total amount of this delinquency on or before September 23, 2013, will result in the immediate termination of your water service.

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

If you have any questions concerning your water bill, or if you wish to arrange a hearing before the President and Board of Trustees to contest the termination of your water service, please contact me at the Village of Willowbrook by writing to 7760 Quincy Street, Willowbrook, Il 60527 or call 920-2238 not later than five (5) days prior to the scheduled termination date.

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

**Village Administrator**

Tim Halik

Sincerely,

Timothy J. Halik  
Director of Municipal Services

**Chief of Police**

Mark Shelton



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Illinois Route 66 Scenic Byway

TJH:cs



EST. 1960

# Willowbrook

7760 Quincy Street  
Willowbrook, IL 60527-5594

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

September 6, 2013

**Mayor**

Frank A. Trilla

**Village Clerk**

Leroy R. Hansen

**Village Trustees**

Dennis Baker

Sue Berglund

Umberto Davi

Terrence Kelly

Michael Mistele

Paul Oggerino

**Village Administrator**

Tim Halik

**Chief of Police**

Mark Shelton



Proud Member of the  
Illinois Route 66 Scenic Byway

Mares, Gregory & Constance  
230 Midway Dr  
Willowbrook IL 60527

Re: Account No. 111690.001  
Delinquent Water Bill

Dear Sir or Madam,

Please be advised that your water bill is now delinquent in the amount of \$313.13. This amount now includes a \$25.00 fee pursuant to Section 6-8-5 of the Village of Willowbrook Code. This \$25.00 is added to all accounts delinquent 45 or more days after the billing date. This amount also includes all other penalties pursuant to Section 6-8-5 of the Village Code. Your failure to satisfy the total amount of this delinquency on or before September 23, 2013, will result in the immediate termination of your water service.

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

If you have any questions concerning your water bill, or if you wish to arrange a hearing before the President and Board of Trustees to contest the termination of your water service, please contact me at the Village of Willowbrook by writing to 7760 Quincy Street, Willowbrook, IL 60527 or call 920-2238 not later than five (5) days prior to the scheduled termination date.

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

Sincerely,

Timothy J. Halik  
Director of Municipal Services

TJH:cs



EST. 1960

# Willowbrook

7760 Quincy Street  
Willowbrook, IL 60527-5594

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

September 6, 2013

**Mayor**

Frank A. Trilla

Rumseviciene, Edita  
312 Sheridan Dr # 1a  
Willowbrook Il 60527

**Village Clerk**

Leroy R. Hansen

Re: Account No. 110710.001  
Delinquent Water Bill

Dear Sir or Madam,

**Village Trustees**

Dennis Baker

Sue Berglund

Umberto Davi

Terrence Kelly

Michael Mistele

Paul Oggerino

Please be advised that your water bill is now delinquent in the amount of \$126.09. This amount now includes a \$25.00 fee pursuant to Section 6-8-5 of the Village of Willowbrook Code. This \$25.00 is added to all accounts delinquent 45 or more days after the billing date. This amount also includes all other penalties pursuant to Section 6-8-5 of the Village Code. Your failure to satisfy the total amount of this delinquency on or before September 23, 2013, will result in the immediate termination of your water service.

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

**Village Administrator**

Tim Halik

Sincerely,

Timothy J. Halik  
Director of Municipal Services

**Chief of Police**

Mark Shelton

TJH:cs



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Illinois Route 66 Scenic Byway



EST. 1960

# Willowbrook

7760 Quincy Street  
Willowbrook, IL 60527-5594

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

September 6, 2013

**Mayor**

Frank A. Trilla

Sanville, Michael  
1235 S Prairie Ave #1208  
Chicago Il 60605

**Village Clerk**

Leroy R. Hansen

Re: Account No. 111950.000  
Delinquent Water Bill

Dear Sir or Madam,

**Village Trustees**

Dennis Baker

Sue Berglund

Umberto Davi

Terrence Kelly

Michael Mistele

Paul Oggerino

Please be advised that your water bill is now delinquent in the amount of \$64.90. This amount now includes a \$25.00 fee pursuant to Section 6-8-5 of the Village of Willowbrook Code. This \$25.00 is added to all accounts delinquent 45 or more days after the billing date. This amount also includes all other penalties pursuant to Section 6-8-5 of the Village Code. Your failure to satisfy the total amount of this delinquency on or before September 23, 2013, will result in the immediate termination of your water service.

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

**Village Administrator**

Tim Halik

Sincerely,

Timothy J. Halik  
Director of Municipal Services

**Chief of Police**

Mark Shelton

TJH:cs



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EST. 1960

# Willowbrook

7760 Quincy Street  
Willowbrook, IL 60527-5594

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

September 6, 2013

**Mayor**

Frank A. Trilla

White, William  
222 Midway Dr  
Willowbrook Il 60527

**Village Clerk**

Leroy R. Hansen

Re: Account No. 112125.003  
Delinquent Water Bill

Dear Sir or Madam,

**Village Trustees**

Dennis Baker

Sue Berglund

Umberto Davi

Terrence Kelly

Michael Mistele

Paul Oggerino

Please be advised that your water bill is now delinquent in the amount of \$173.93. This amount now includes a \$25.00 fee pursuant to Section 6-8-5 of the Village of Willowbrook Code. This \$25.00 is added to all accounts delinquent 45 or more days after the billing date. This amount also includes all other penalties pursuant to Section 6-8-5 of the Village Code. Your failure to satisfy the total amount of this delinquency on or before September 23, 2013, will result in the immediate termination of your water service.

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

**Village Administrator**

Tim Halik

Sincerely,

Timothy J. Halik  
Director of Municipal Services

**Chief of Police**

Mark Shelton



Proud Member of the  
Illinois Route 66 Scenic Byway

TJH:cs

# VILLAGE OF WILLOWBROOK

## BOARD MEETING AGENDA ITEM - HISTORY/COMMENTARY

<b>ITEM TITLE:</b> AN ORDINANCE AMENDING THE VILLAGE CODE OF THE VILLAGE OF WILLOWBROOK TITLE 4 CHAPTER 2 SECTION 4-2-29 – DUPAGE COUNTY COUNTYWIDE STORMWATER AND FLOOD PLAIN ORDINANCE ADOPTED	<b>AGENDA NO.</b> <span style="float: right;">7</span> <b>AGENDA DATE:</b> <u>9/23/13</u>
---	--

<b>STAFF REVIEW:</b> Tim Halik, Village Administrator	SIGNATURE: <u>Tim Halik</u>
<b>LEGAL REVIEW:</b> Thomas Bastian, Village Attorney	SIGNATURE: <u>THOMAS BASTIAN TH.</u>
<b>RECOMMENDED BY:</b> Tim Halik, Village Administrator	SIGNATURE: <u>Tim Halik</u>
<b>REVIEWED &amp; APPROVED BY COMMITTEE:</b> YES <input checked="" type="checkbox"/> <u>on September 9, 2013</u> NO <input type="checkbox"/> N/A <input type="checkbox"/>	

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

Recently, an update to the DuPage County Countywide Stormwater and Flood Plain Ordinance (Stormwater Ordinance) was completed and approved by the Stormwater Management Committee and the County Board, with an effective date of April 23, 2013. The Stormwater Ordinance text amendments corrected scrivener errors with the April 24, 2012 Stormwater Ordinance and otherwise added clarification and addressed organizational and operational issues left unresolved by the last comprehensive text amendments. The text amendments further included revisions to the Post Construction Best Management Practices and Wetlands Articles in order to remain competitive in maintaining/attracting businesses while preserving the high standard of flood control and environmental protection for County residents. All DuPage County municipalities must now adopt the new Ordinance, along with any local amendments they wish to add. Local amendments may be more restrictive than the County Ordinance, but not less restrictive.

Staff requested that the Village Consulting Engineer, Dan Lynch from Christopher B. Burke Engineering, Ltd., (CBBEL) review the changes to the County Ordinance and draft necessary local amendments to adequately address local issues within the Willowbrook area. Attached, please find the following:

- A copy of DuPage County Ordinance OSM-001-13, dated April 23, 2013 amending the DuPage County Stormwater Ordinance.
- A memorandum, dated September 5, 2013, consisting of one (1) page, from Dan Lynch at CBBEL providing a brief summary of the changes to the Ordinance.
- Draft local amendments to the Ordinance for Willowbrook’s consideration.

Rather than including a complete copy of the DuPage County Countywide Stormwater and Flood Plain Ordinance/April 2013 within the Board packet, a full copy will be brought to the Board meeting for reference (it is 155 pages in length).

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

The Municipal Services Committee, at their September 9, 2013 regular meeting, reviewed the Engineer’s summary of the changes within the DPC Ordinance and presented draft recommended local amendments to the Ordinance. Passage of the Ordinance will serve to adopt the new version of the County Stormwater Ordinance and codify the local amendments within the Village Code of Ordinances.

**ACTION PROPOSED:** Pass Ordinance.

O R D I N A N C E

OSM-001-13

AMENDMENTS TO CHAPTER 15 OF THE DU PAGE COUNTY CODE - DU PAGE  
COUNTY COUNTYWIDE STORMWATER AND FLOOD PLAIN ORDINANCE

WHEREAS, the County of DuPage ("COUNTY") pursuant to authority granted it under 55 ILCS 5/5-1062 and 5/5-15001 et seq., and other applicable authority, adopted the *DuPage County Countywide Stormwater and Flood Plain Ordinance* (hereinafter referred to as the "Stormwater Ordinance"); and

WHEREAS, the Stormwater Ordinance is further identified as Appendix F to the DuPage County Stormwater Management Plan ("PLAN"), and was originally adopted by the County by Ordinance SMO-0001-91 on September 24, 1991; and

WHEREAS, the principle purpose of the Stormwater Ordinance is to promote effective, equitable, acceptable, and legal stormwater management measures; and

WHEREAS, the Stormwater Ordinance was comprehensively amended by the County by Ordinance OSM-001-12 on April 24, 2012; and

WHEREAS, the attached Stormwater Ordinance text amendments corrects scrivener's errors with OSM-001-12 and otherwise adds clarification and addresses organizational and operational issues left unresolved by the last comprehensive text amendments; and

WHEREAS, the attached Stormwater Ordinance text amendments further include revisions to the Post Construction Best Management Practices and Wetlands Articles to remain competitive in maintaining/attracting businesses while preserving the high standard of flood control and environmental protection for County residents; and

WHEREAS, the DuPage County Stormwater Management Division, DuPage County Municipal Engineers Discussion Group and DuPage County stormwater stakeholders have participated in drafting the attached text amendments;

WHEREAS, the Municipal Engineers Group concurs with the attached text amendments to the Stormwater Ordinance; and

WHEREAS, the proposed Stormwater Ordinance text amendments have undergone all required third-party agency evaluations, public and community comment and review, and a public hearing in accordance with the requirements of state law and Section 15-147 of the Stormwater Ordinance; and

WHEREAS, enacting the proposed Stormwater Ordinance amendments is in the best interest of the COUNTY and its residents; and

WHEREAS, the Stormwater Management Planning Committee recommended approval of the attached text amendments to various sections of the Stormwater Ordinance; and

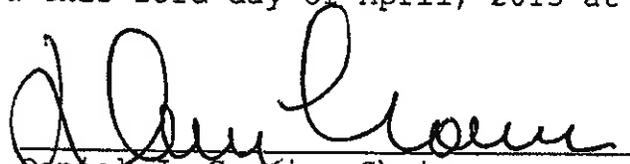
WHEREAS, the Stormwater Management Planning Committee further recommended that the proposed Stormwater Ordinance amendments take effect immediately following their adoption by the County Board.

NOW, THEREFORE, BE IT ORDAINED by the DuPage County Board, that the Stormwater Ordinance is hereby amended as attached; and

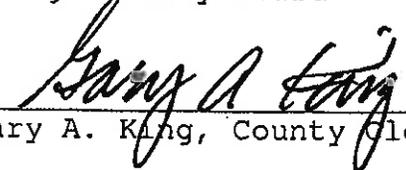
BE IT FURTHER ORDAINED by the DuPage County Board pursuant to authority granted to the County of DuPage by the Illinois General Assembly that the amended DuPage County Countywide Stormwater and Flood Plain Ordinance, Chapter 15 of the DuPage County Code shall be effective April 23, 2013; and

BE IT FURTHER ORDAINED that the County Clerk shall transmit these Stormwater Ordinance amendments to the codifier of the DuPage County Code and otherwise make said amendments available for public inspection.

Enacted and approved this 23rd day of April, 2013 at Wheaton, Illinois.

  
Daniel J. Cronin, Chairman  
DuPage County Board

ATTEST:

  
Gary A. King, County Clerk

Ayes: 17  
Absent: 1

## MEMORANDUM

September 5, 2013

TO: Tim Halik  
FROM: Daniel L. Lynch, PE, CFM

SUBJECT: Stormwater Ordinance  
(CBBEL Project No. 900144 E)



As requested, we have prepared this memorandum to summarize the latest changes to the DuPage County Countywide Stormwater and Floodplain Ordinance. The primary change pertains to Article VIII – Post Construction Best Management Practices. The purpose of Best Management Practices (BMPs) is to promote infiltration of, and to filter pollutants from stormwater runoff. The previous version of the ordinance required a developer to provide both infiltration and water quality BMP. This revision acknowledges that it is feasible and practical to combine infiltration with pollutant removal and therefore the ordinance allows for such. We have also added a section that specifically allows for the Village to collect Fee-in-Lieu funds for BMPs. Other changes were generally to clean up typographical errors and wording. All of the local amendments are to remain consistent with the Stormwater Ordinance Willowbrook has applied for many years.

If you have any questions, please feel free to contact me.

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

9575 W Higgins Road, Suite 600 Rosemont, Illinois 60018-4920 Tel (847) 823-0500 Fax (847) 823-0520

(B) Amendments: The following additions, insertions, deletions and changes are hereby made to

The DuPage County Countywide Stormwater and Floodplain Ordinance adopted by the DuPage County Board April 23, 2013:

1. Section 15-28.A – Amend by deleting the words “one foot above” and in lieu thereof insert the words “three feet above”.
2. Section 15-28.B – Amend by deleting the words “one foot above” and in lieu thereof insert the words “two feet above”.
3. Section 15-54.B.1.b – Amend by deleting the words “one hundred ten percent (110%)” and in lieu thereof insert the words “one hundred twenty-five percent (125%)”.
4. Section 15-54.B.3 – Amend by deleting the words “ninety percent (90%)” and “ten percent (10%)” and in lieu thereof insert the words “eighty-five percent (85%)” and “fifteen percent (15%)”, respectively.
5. Section 15-54.C.1a – Amend by deleting the words “one hundred ten percent (110%)” and in lieu thereof insert the words “one hundred twenty-five percent (125%)”.
6. Section 15-54.D.1.b – Amend by deleting in two locations the words “one hundred ten percent (110%)” and in lieu thereof insert the words “one hundred twenty-five percent (125%)”.
7. Section 15-54.D.3 – Amend by deleting the words “one hundred ten percent (110%)” and in lieu thereof insert the words “one hundred twenty-five percent (125%)”.
8. Section 15-54.D.4 – Amend by deleting the words “ninety percent (90%)” and “ten percent (10%)” and in lieu thereof insert the words “eighty-five percent (85%)” and “fifteen percent (15%)”, respectively.
9. 15-71.A – Amend by adding the sentence “Minor stormwater systems shall be designed to carry the 10-year storm.”
10. Section 15-71.E – Amend by adding thereto the following additional language... “In addition, the centerline of the roadway shall be elevated above the flood elevation of fifty year rainfall event (0.02 probabilities in any year).”
11. Section 15-72.D.4 – Delete section 15-72D.4 in its entirety and substitute the following: “For purposes of calculating the required volume, a control structure shall be assumed that limits the peak runoff from the site to 0.10 cfs/acre for the disturbed area, however that for all developments that are tributary to: (a) the 59<sup>th</sup> Street storm sewer between Cass Avenue and Holmes Avenue, the maximum release rate shall be 0.07 cfs/acre, (b) Executive Plaza, the maximum release rate shall be 0.04 cfs/acre, (c) Lake Willoway, the maximum release rate shall be 0.06 cfs/acre, and (d) the 63<sup>rd</sup> Street storm sewer between Richmond Avenue and Illinois Route 83, the maximum release rate shall be 0.03 cfs/acre.

12. Section 15-73 – Amend by adding thereto the following additional language:
  - 15-73.E Storage facilities shall not be located on public or private streets.
  - 15-73F Storage depths on parking lots shall not exceed one foot (1') and no storage shall be allowed in required fire lanes, primary aisles, or handicapped accessible parking stalls and routes."
13. Section 15-73.A.1 – Amend by adding the sentence "If a lower release rate is specified in 15-72.D.4, that rate shall be used for the design of the control structure."
14. Section 15-98 – Amend by adding Section 15-98.C.1 that states "The Village of Willowbrook shall receive all Post Construction BMP Fee-in-Lieu payments and shall manage, account for, and expend the funds in accordance with Section 15-98.B of this Ordinance.
15. Appendix A – Amend the definition of Flood Protection Elevation (FPE) by deleting the words "one foot' and inserting the words "three feet."
16. All General Certifications as adopted by the Du Page County Board, and as amended and added to from time to time, are hereby adopted.

ORDINANCE NO. 13-O-\_\_\_\_\_

AN ORDINANCE AMENDING THE VILLAGE CODE OF  
THE VILLAGE OF WILLOWBROOK TITLE 4 CHAPTER 2 SECTION 4-2-29 –  
DUPAGE COUNTY COUNTYWIDE STORMWATER AND FLOODPLAIN ORDINANCE ADOPTED

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**BE IT ORDAINED** by the Mayor and Board of Trustees of the Village of Willowbrook, DuPage County, Illinois, that the Village Code of the Village of Willowbrook be amended as follows:

**SECTION ONE:** That Title 4, Chapter 2, Section 4-2-29 of the Village Code of the Village of Willowbrook entitled “DuPage County Countywide Stormwater and Floodplain Ordinance Adopted” is hereby deleted in its entirety and, in lieu thereof, the following language shall be substituted:

- “(A) Ordinance Adopted: There is hereby adopted by reference as if fully set out herein that certain ordinance known as the DuPage County countywide stormwater and floodplain ordinance, April 2013 edition, as adopted and published by the county of DuPage, state of Illinois, together with the additions, insertions, deletions and changes hereinafter set forth, three (3) copies of which have been on file for a period of more than thirty (30) days prior to the adoption hereof and now are on file in the office of the Village Clerk.
- (B) Amendments: The following additions, insertions, deletions and changes are hereby made to The DuPage County Countywide Stormwater and Floodplain Ordinance:
1. Section 15-28.A – Amend by deleting the words “one foot above” and in lieu thereof insert the words “three feet above”.
  2. Section 15-28.B – Amend by deleting the words “one foot above” and in lieu thereof insert the words “two feet above”.
  3. Section 15-54.B.1.b – Amend by deleting the words “one hundred ten percent (110%)” and in lieu thereof insert the words “one hundred twenty-five percent (125%)”.

4. Section 15-54.B.3 – Amend by deleting the words “ninety percent (90%)” and “ten percent (10%)” and in lieu thereof insert the words “eighty-five percent (85%)” and “fifteen percent (15%)”, respectively.
5. Section 15-54.C.1a – Amend by deleting the words “one hundred ten percent (110%)” and in lieu thereof insert the words “one hundred twenty-five percent (125%)”.
6. Section 15-54.D.1.b – Amend by deleting in two locations the words “one hundred ten percent (110%)” and in lieu thereof insert the words “one hundred twenty-five percent (125%)”.
7. Section 15-54.D.3 – Amend by deleting the words “one hundred ten percent (110%)” and in lieu thereof insert the words “one hundred twenty-five percent (125%)”.
8. Section 15-54.D.4 – Amend by deleting the words “ninety percent (90%)” and “ten percent (10%)” and in lieu thereof insert the words “eighty-five percent (85%)” and “fifteen percent (15%)”, respectively.
9. 15-71.A – Amend by adding the sentence “Minor stormwater systems shall be designed to carry the 10-year storm.”
10. Section 15-71.E – Amend by adding thereto the following additional language... “In addition, the centerline of the roadway shall be elevated above the flood elevation of fifty year rainfall event (0.02 probabilities in any year).”
11. Section 15-72.D.4 – Delete section 15-.72D.4 in its entirety and substitute the following:

“For purposes of calculating the required volume, a control structure shall be assumed that limits the peak runoff from the site to 0.10 cfs/acre for the disturbed area, however that for all developments that are tributary to: (a) the 59<sup>th</sup> Street storm sewer between Cass Avenue and Holmes Avenue, the maximum release rate shall be 0.07 cfs/acre, (b) Executive Plaza, the maximum release rate shall be 0.04 cfs/acre, (c) Lake Willoway, the maximum release rate shall be 0.06 cfs/acre, and (d) the 63<sup>rd</sup> Street storm sewer between Richmond Avenue and Illinois Route 83, the maximum release rate shall be 0.03 cfs/acre.”

12. Section 15-73 – Amend by adding thereto the following additional language:  
“15-73.E - Storage facilities shall not be located on public or private streets.  
  
15-73F - Storage depths on parking lots shall not exceed one foot (1') and no storage shall be allowed in required fire lanes, primary aisles, or handicapped accessible parking stalls and routes.”
13. Section 15-73.A.1 – Amend by adding the sentence “If a lower release rate is specified in 15-72.D.4, that rate shall be used for the design of the control structure.”
14. Section 15-98 – Amend by adding Section 15-98.C.1 that states, “The Village of Willowbrook shall receive all Post Construction BMP Fee-in-Lieu payments and shall manage, account for, and expend the funds in accordance with Section 15-98.B of this Ordinance.”
15. Appendix A – Amend the definition of Flood Protection Elevation (FPE) by deleting the words “one foot’ and inserting the words “three feet.”
16. All General Certifications as adopted by the Du Page County Board, and as amended and added to from time to time, are hereby adopted.”

**SECTION TWO:** That all ordinances and resolutions, or parts thereof, in conflict with the provisions of this Ordinance are, to the extent of such conflict, expressly repealed.

**SECTION THREE:** That this Ordinance shall be in full force and effect ten (10) days from and after its passage, approval, and publication in pamphlet form as provided by law.

PASSED and APPROVED this 23<sup>rd</sup> day of September, 2013.

APPROVED:

---

Mayor

ATTEST:

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

ROLL CALL VOTE:

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

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

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

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

# VILLAGE OF WILLOWBROOK

## BOARD MEETING AGENDA ITEM - HISTORY/COMMENTARY

<b>ITEM TITLE:</b> A RESOLUTION AUTHORIZING THE MAYOR AND VILLAGE CLERK TO ACCEPT A PROPOSAL TO CONDUCT A LEAK SURVEY OF THE VILLAGE WATER DISTRIBUTION SYSTEM – M.E. SIMPSON COMPANY	<b>AGENDA NO.</b> <span style="float: right; font-size: 1.2em;">8</span>  <b>AGENDA DATE:</b> <u>9/23/13</u>
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<b>STAFF REVIEW:</b> Tim Halik, Village Administrator	<b>SIGNATURE:</b> <u>Tim Halik</u>
<b>LEGAL REVIEW:</b> Thomas Bastian, Village Attorney	<b>SIGNATURE:</b> <u>THOMAS BASTIAN TH.</u>
<b>RECOMMENDED BY:</b> Tim Halik, Village Administrator	<b>SIGNATURE:</b> <u>Tim Halik</u>
<b>REVIEWED &amp; APPROVED BY COMMITTEE:</b> YES <input checked="" type="checkbox"/> <u>on 9/9/13</u> NO <input type="checkbox"/> N/A <input type="checkbox"/>	

### ITEM HISTORY (ACTIONS RELATED TO THIS ITEM, OTHER PERTINENT HISTORY, ETC.)

Typically, municipal water systems conduct leaks surveys of the distribution system as part of ongoing water conservation efforts, to guard against loss of revenue, and to ensure that unaccounted for flow remains low within our annual water inventory report submitted to the state of Illinois. Although our total unaccounted for flow to net annual pumpage remains low at 2.41% (based on the 2012 ISWS Inventory), staff would recommend that we complete a system-wide leak listening survey to identify any leaks that may exist within the water distribution system. This type of survey has not been performed in recent years and it would be worthwhile to complete, to ensure our unaccounted for flow remains low.

M.E. Simpson Co., Inc. is the leading firm that completes this type of work in our area. Therefore, staff contacted M.E. Simpson to obtain a proposal to complete this work this Fall. Attached is a full copy of the proposal. M.E. Simpson can complete the project for a total fee of \$6,976.

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

Although the F.Y. 2013/14 Budget did not include funding for this specific project, there is funding available within the Water Fund to conduct a leak survey this Fall:

<u>FUND</u>	<u>ACCOUNT</u>	<u>DESCRIPTION</u>	<u>BUDGETED</u>	<u>REMAINING</u>
Water – Cap. Improve	02-50-440-694	Distrib. System – Replace.	\$25,000	\$24,285.75

### ACTION PROPOSED:

Adopt resolution.

RESOLUTION NO. 13-R-\_\_\_\_\_

A RESOLUTION AUTHORIZING THE MAYOR AND VILLAGE CLERK TO  
ACCEPT A PROPOSAL TO CONDUCT A LEAK SURVEY OF THE VILLAGE  
WATER DISTRIBUTION SYSTEM – M.E. SIMPSON COMPANY

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BE IT RESOLVED by the Mayor and Board of Trustees of the Village of Willowbrook, DuPage County, Illinois, that the Mayor and Village Clerk be and the same are hereby authorized and directed to accept the proposal, attached hereto as Exhibit "A" which is, by this reference, expressly incorporated herein, from M.E. Simpson Company to conduct a leak survey of the Village water distribution system for an amount not to exceed six thousand nine hundred seventy-six dollars (\$6,976.00) as set forth within the proposal.

ADOPTED and APPROVED this 23<sup>rd</sup> day of September, 2013

APPROVED:

\_\_\_\_\_  
Mayor

ATTEST:

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

ROLL CALL VOTE: AYES: \_\_\_\_\_

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

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

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



August 16, 2013

Mr. Anthony Witt  
Public Works Foreman  
Village of Willowbrook  
7760 Quincy Street  
Willowbrook, Illinois 60527

Dear Witt,

M.E. Simpson Co., Inc. is pleased to present our "**Proposal for Water Distribution System Leak Survey**" for the Village of Willowbrook, Illinois.

M.E. Simpson Co., Inc. is a **Technical Service Company** performing services designed to aid a Utility in improving accountability, increasing revenues, heightening distribution system performance and optimizing distribution system data, records and mapping programs. As a part of our services we also manufacture the Polcon® flow and pressure monitoring equipment. Our wastewater services provide improvement to collection systems through flow monitoring, smoke testing, and manhole inspections.

This **Proposal** is being submitted as follows:

- ◆ **Scope of Services**
- ◆ **Project Scope**
  - Project Overview
  - Assumptions and Services Provided by the Utility
  - Equipment Used
  - Safety
- ◆ **Qualifications / Personnel**
- ◆ **References**
- ◆ **Proposed Project Schedule**
- ◆ **Proposal Fee**

We thank you for your consideration and this opportunity to acquaint you with our Water Distribution System Leak Survey services. If there are any inquiries regarding this proposal, please do not hesitate to contact us. We look forward to hearing from you soon.

Sincerely yours,

Randy Lusk  
Regional Manager – Dyer  
RL/jph

## PROJECT SCOPE

The **Water Distribution Leak Survey** program is conducted using the latest state of the art leak computers, the Fluid Conservation Systems' **AC Digital, DigiCALL** with an outstation preamplifier-transducer system. All of these correlators are manufactured by Fluid Conservation Systems of Milford, Ohio. These Correlators have a proven record of achievement in locating leaks on water distribution systems under some very extreme circumstances. M.E. Simpson Co., Inc. uses FCS equipment exclusively in its leak detection programs for water utilities. Our experienced Project Team (M.E. Simpson Co., Inc. uses **TWO** trained technicians on each leak survey team) will use these devices, along with the **S30**, or **L-MIC** electronically enhanced listening device, to survey the pipeline network.

Every hydrant and accessible valve will be used as a listening point to identify leaks. For non-PVC pipes, services are used on an "as needed" basis to keep the distance between listening points less than five hundred feet (500'); for PVC pipes all accessible services will be listened to. When a leak is detected correlation will be used to verify the existence of the leak as well as to pin-point it. "**Pinpointing**" of the leak, as well as locating leaks other methods fail to reveal, is also done with the FCS correlation equipment mentioned above. These electronic instruments are microprocessor units measures the time it takes the sound of the leak to travel from the leak to the point where the leak correlator is connected to the water line. By connecting the leak correlator to the water line at two locations we receive data describing the distance from the leak to each connection point thus enabling us to determine the exact leak location.

The **Water Distribution Leak Survey** includes M.E. Simpson Co., Inc. furnishing all labor, material, transportation, tools, and equipment necessary to survey the water system. M.E. Simpson Co., Inc. shall be required to provide such skilled and trained personnel and equipment necessary to complete the work herein specified. These personnel are required to have a minimum of three years field experience in leak location and pinpointing. There will be a minimum of two persons per team working on the survey at all times.

## PROJECT OVERVIEW

### **SURVEY**

- ◆ For non-PVC pipes, survey will be completed by listening on all fire hydrants, all accessible main line valves, and when necessary, services in the designated areas of the leak survey with the chosen electronic listening device. (The location and description of all listening points not accessible will be given to the *Utility* and once corrected they will be listened to as well.)
- ◆ For PVC pipes survey will be completed by listening on all fire hydrants and accessible valves and services.
- ◆ No two listening points (i.e.: hydrants, valves, services, etc.) should be more than 500' feet apart for non-PVC pipes or 150' for PVC pipes.
- ◆ When leak noise has been detected and / or suspected, M.E. Simpson Co., Inc. will use an electronic leak correlator to determine if a leak is present and use the same equipment to pinpoint the leak.

### **REPORTS**

M.E. Simpson Co., Inc. shall supply a written report on all leaks with their location and estimated water loss to the *Utility*. Included with the written reports will be a descriptive map of each leak location. M.E. Simpson Co., Inc. shall also supply a written report on all mechanical deficiencies discovered during the leak survey, i.e.: broken valves, hydrants, and services.

## ASSUMPTIONS AND SERVICES PROVIDED BY THE UTILITY

- ◆ The *Utility* will furnish all maps, atlases (two copies), and records necessary to properly conduct the survey.
- ◆ The *Utility* will assist as necessary in cleaning out services and valve boxes needed for listening.
- ◆ The *Utility* will make available, on a reasonable but periodic basis, certain personnel with a working knowledge of the water system who may be helpful in attempting to locate particularly hard-to-find water valves for listening and for general information about the system.

## EQUIPMENT USED

- ◆ FCS AC Digital, FCS DigiCALL Correlating System Leak Correlator, or Vivax-Metrotech HL6000
- ◆ FCS S-30 or FCS L-MIC electronically enhanced listening device
- ◆ RADIO DETECTION LINE LOCATORS
- ◆ SCHONSTEDT or CHICAGO TAPE magnetic locator

## SAFETY

**Safety** is a major part of this project; the *Utility* requires a safe work environment for its employees, technical service providers and the general public. The technical service provider is required to provide a safe work environment at all times during this project. The technical service provider will provide personnel trained in **Confined Space Entry & Self-Rescue, Work Place First Aid, CPR and Traffic Control**. While in the field on this project, the technical service provider and its employees will follow all of the necessary safety procedures to protect themselves, the *Utility* staff and general public. **A minimum of Two-Person Teams will be used at all times for Safety and Quality Assurance.**

**Therefore, the technical service provider will adhere to the following:**

- Any water meter and/or valve locations located in a "**confined space**" such as pit or vault installations that **require entry** will be treated in accordance with the safety rules regarding **Confined Space Entry** as is designated by the *Utility, The Department of Labor and OSHA*. Project personnel will be **trained** (certified were applicable) in Confined Space Entry & Self-Rescue.
- Proper PPE (personal protection equipment) shall be worn at all times. A class III reflective safety vest will be worn for all work. Class II will not be accepted.
- The Project Team will follow all **traffic safety rules**, as is designated by the *Utility, The Department of Labor, OSHA and the State Department of Transportation*. Project personnel will be **trained** (certified were applicable) by an organization such as the **AMERICAN TRAFFIC SAFETY SERVICES ASSOCIATION (ATSSA)**, in Traffic Control and Safety (MUTCD Standards).
- The Project Team will follow all procedures regarding **Work Place First Aid & CPR**, as is designated by the *Utility, The Department of Labor and OSHA*. Project personnel will be **trained** (certified were applicable) in First Aid & CPR.
- The Project Manager and the Project Leader will be trained in accordance with OSHA Standard 1910 (General Industry) and be in possession of an **OSHA 10 Hour or 30 Hour Card**.

## QUALIFICATIONS / PERSONNEL

### PRIMARY LINES OF BUSINESS

M.E. Simpson Co., Inc. is a **Technical Service Company** performing services designed to aid a Utility in improving accountability, increasing revenues, heightening your distribution system performance and optimizing your distribution system data, records and mapping programs. As a part of our services we also manufacture the Polcon® flow and pressure monitoring equipment. Our wastewater services provide improvement to collection systems through flow monitoring, smoke testing, and manhole inspections

### LENGTH OF SERVICE

In 1979, M.E. Simpson Co., Inc. was formed to provide **"Technical Services"** to Municipal and Private Water Utilities. M.E. Simpson Co., Inc. was founded by Marvin E. Simpson who had spent the twenty four years prior to 1979 working within the water works industry for a few major manufacturers of piping, valves, and water meters. The company began operations in Rochester, Indiana and moved the corporate headquarters to Valparaiso, Indiana in 1988. In 1989, the Indiana Section of AWWA honored Marvin with the **"Water Wheel Award"** for his outstanding service to the water profession. In 1995, Marvin was honored as a life Member of the American Water Works Association.

### M.E. SIMPSON CO, INC. EMPLOYEE QUALIFICATIONS

**Michael D. Simpson, CEO**, has been with the company since February 1983 after completing two years at Purdue University studying Industrial Technology. Michael developed many of the techniques used today by M.E. Simpson Co., Inc. for performing water distribution system evaluations. Michael has completed classes and given lectures on hydraulics specifically related to the Polcon® Flow Testing equipment and performed flow testing from 1986 through 1998. He has been personally responsible for over 100 water distribution evaluation programs. In addition, Michael is experienced in sewer flow monitoring using ISCO equipment, experienced in sewer smoke testing, and manhole inspections. Michael has maintained an active role in several local and state water works organizations. Michael has held offices on various Boards of Directors, as well as served on various committees. At this time, Michael is Chair - **"Water for People"** committee for the Illinois Section of AWWA; Chair - MAC committee for the Indiana Section of AWWA; and is a member of the **National AWWA "Water Loss Control Committee"**, and a member of the Water Environment Federation (WEF). As a part of his involvement in different organizations Michael continues to teach Water Loss Reduction and Water Distribution System Improvement classes. He is a multi-section member of the AWWA and a member of Illinois, Indiana, Michigan, Minnesota, Ohio and Wisconsin Rural Water organizations. Michael was awarded the **"Water Wheel Award"** by the Indiana Section for his outstanding contributions to the water profession and the Water-for-People's **"Kenneth J. Miller Founders Award"** for his commitment to their efforts. Michael is currently serving as Vice President of the American Water Works Association as well as the Indiana Section Chair.

**Dan E. Hood, President**, has been with the company since October 1985. Dan is a graduate of Purdue University with a B.S. in Industrial Technology. Dan has implemented certain computer programs which have greatly improved the water distribution systems evaluations. Having attended classes on hydraulics specifically related to our Polcon® Flow Testing equipment, Dan has ten years of experience performing flow tests. Dan is experienced in sewer flow monitoring using ISCO equipment, experienced in sewer smoke testing, and manhole inspections. Dan has extensive experience in meter evaluation, maintenance and installation. After completing numerous schools and lectures related to the operation and maintenance of water meters he has taught these techniques to employees. Dan was instrumental in pioneering the development of our valve assessment programs and the early development of our Polcon Pro-Valve® software and has trained all of our personnel in this area. Dan has taught Water Loss Reduction and Water Distribution System Improvement classes for the Indiana Section of AWWA and the Indiana Department of Environmental Management. Dan has published articles in News Leaks, Indiana Section of AWWA newsletter; Splash, Illinois Section of AWWA newsletter, and American Backflow Prevention Association newsletter. Dan is a multi-section member of AWWA and a member of Indiana and Wisconsin Rural Water organizations, as well as the Water Environment Federation (WEF). He is the Past Chair (2007) for the Indiana Section of AWWA. He is also a member of the **National AWWA "Meter Standards" Committee** and the **"Section Management" Committee**. Dan received the Indiana Section's **"Water Wheel Award"** for his outstanding service to the water profession and the Water-for-People's **"Kenneth J. Miller Founders Award"** for his commitment to their efforts.

**John H. Van Arsdel, Vice President**, has been with the company since May 1989. He is a graduate of Valparaiso University with a B.A. in Geography with an emphasis in locational evaluation and research design. He has completed Water Operators classes and seminars on Water Filtration and Distribution; Vulnerability Assessment Class for the Sandia Labs RAM-W method and the RAM-W "modified" for small to medium systems (*licensed to use the Sandia Labs RAM-W Method, and licensed to teach the RAM-W "modified" for small to medium water systems*); Operation and Maintenance of Water Meters, and Flow Testing. John has extensive experience in the use of state of the art leak detection equipment and meter evaluation and maintenance. His expert knowledge includes the use of the Polcon® Flow Testing method in flow testing; valve location, exercising and mapping programs and fire hydrant and main capacity flow testing programs. John is experienced in sewer flow monitoring and evaluation using ISCO equipment, experienced in sewer smoke testing, and manhole inspections and inventory. John helped develop our Unidirectional Main Flushing Program. He is responsible for the analysis, evaluation, and CAD updating of Water Distribution, Sanitary, and Storm Atlases using GPS locating. He has lectured to several local and state Water Works Organizations on Water Loss Reduction and Flow Testing and served on the North Suburban Water Works Association Board of Directors. John has published articles in News Leaks, Indiana Section of AWWA newsletter; Splash, Illinois Section of AWWA newsletter. He has present papers at national AWWA conferences. John is a multi-section member of the AWWA and a member of Illinois and Wisconsin Rural Water organizations. He currently serves as Chair -Elect of the Illinois Section AWWA, and is the current Chair of the **National AWWA "Water Loss" Committee**.

**Jeffrey A. Morris, Vice President**, has been with the company since March 1996. He previously worked in the plumbing/pipe fitting and construction industry for 12 years. Jeff is a graduate of Lawrence County Vocational/Technical School where he studied Industrial Electricity. Jeff has attended numerous schools, classes and lectures related to the operation, maintenance and installation of water meters and completed classes in plumbing. Jeff has extensive experience in operation, maintenance and installation of water meters; valve location, exercising and mapping; fire hydrant and main capacity flow testing; and use of state of the art leak detection equipment. He is also experienced in the use of all of our Polcon® Flow Testing equipment. He has operated and supervised numerous wastewater flow monitoring, smoke testing and mapping projects. He also has knowledge and training in the use of ISCO equipment and its deployment. Jeff is a member of the Indiana and Ohio Sections of AWWA. As a member of the Indiana Section of AWWA, he serves as Chair - Competition Committee and Small Systems Committee. He is a member of Indiana and Ohio Rural Water organizations as well as the Water Environment Federation (WEF), and serves as Chair - Associate Member Events & Exhibits Committee of Indiana Rural Water Association. Jeff received the Indiana Section's "**Water Wheel Award**" for his outstanding service to the water profession. Jeff is also currently the Chair for the National AWWA Meter Madness Committee.

**Matthew S. Brown, Regional Manager-Valparaiso**, has been with the company since May 1990. He previously worked in the farming industry. Matt has completed classes and attended lectures related to the operation and maintenance of water meters and backflow testing. He has extensive experience in all aspects of evaluation and maintenance of water meters, valve location, and exercising and mapping programs. Matt is also experienced in the use of state of the art leak detection equipment and the operation of our Polcon® Flow Testing equipment. Matt is a member of the Indiana and Michigan Sections of AWWA as well as the Indiana and Michigan Rural Water organizations.

**Randahl Lusk, Regional Manager-Dyer**, has been with the company since November 2000. He previously worked in retail business. Randy has attended classes and lectures on the operation and maintenance of water meters. Randy has experience in valve location, exercising and mapping, and the use of state of the art leak detection equipment. He is experienced in the operation and maintenance of water meters, fire hydrant, main capacity flow testing, and the operation of our Polcon® Flow Testing equipment. Randy is the Past President of the South Suburban Water Works Association, member of the Indiana and Illinois Sections of AWWA, and member of the "Tops Ops" and "Young Professionals" Committees in Illinois.

**Todd Schaefer, Regional Manager-Waukegan**, has been with the company since July of 1999 after completing three years at Purdue University in the Krannert School of Management. He previously worked in production quality control and also worked in the automotive industry. Todd has completed classes and attended lectures on the operation and maintenance of water meters and backflow testing. Todd's expert knowledge in valve location, exercising and mapping, and the use of the state of the art leak detection equipment. He is experienced in the operation and maintenance of water meters, fire hydrant and main capacity flow testing, unidirectional water main flushing, sewer smoke testing, and the operation of our Polcon® Flow Testing equipment. He has also lectured several state and local water works organizations. Todd is a member of the North Suburban Water Works Association Board of Directors (2011-2013) Mid Central Water Works Association, Kane County Water Association, West Shore Water Producers Association, APWA-Lake Branch Chapter and the Wisconsin and Illinois Sections of AWWA, Society of Water Professionals (WRWA), and MAC in Illinois and Wisconsin.

**Scott McElroy, Regional Manager - Phoenix**, has been with the company since August 1997. He completed one year at Purdue University in Business Management. Scott previously worked in the construction industry and retail business. He has completed classes and attended lectures on the operation and maintenance of water meters. Scott is experienced in the operation and maintenance of water meters, valve location, exercising and mapping, use of the state of the art leak detection equipment, and the operation of our Polcon® Flow Testing equipment. He has supervised wastewater manhole inspection, inventory, and mapping projects. Scott currently serves on the Safety Committee for the AZ Water Association.

**Alex Hood, Operations and Production Manager**, has been with the company since October of 1998. Alex spent seven years in the United States Marine Corps Reserve and is a graduate of Purdue University with a Bachelor of Science in Organizational Leadership and Supervision. He has experience in valve location, exercising and mapping, and the use of the state of the art leak detection equipment. Alex also has experience in the operation and maintenance of water meters, fire hydrant and main capacity flow testing, and the operation of our Polcon® Flow Testing equipment. Alex has attended classes and lectures on the operation and maintenance of water meters. He has operated and supervised wastewater flow monitoring, manhole inspection, smoke testing and mapping projects. He is an authorized trainer for: OSHA 10/30 hr. for General Industry; Instructor for American Red Cross certified First Aid and CPR with AED; Flagging Instructor, Traffic Control Technician, and Traffic Control Supervisor for the American Traffic Safety Services Association (ATSSA). He is certified as a Traffic Control Supervisor, Traffic Control Technician, holds a General Industry & Construction Industry OSHA 10hr Card, OSHA 30hr Card, and First Aid and CPR. Alex is a member of the American Traffic and Safety Services Association (ATSSA), the American Society of Safety Engineers (ASSE), the National Safety Council (NSC). Alex is a member of the Indiana Section AWWA and serves on the Safety Committee.

**Jerry Reiling, Field Services Manager**, has been with the company since May 1996. He is a graduate of Purdue University with a B.A. in Physical Education. Jerry previously worked in both the Environmental Services Industries and HVAC for 10 years. He has completed classes and attended lectures on the operation and maintenance of water meters. Jerry is experienced in the operation and maintenance of water meters, valve location, exercising and mapping, use of the state of the art leak detection equipment, and the operation of our Polcon® Flow Testing equipment. He has supervised leak detection, valve exercising, hydrant flow testing, wastewater manhole inspection, inventory, and mapping projects.

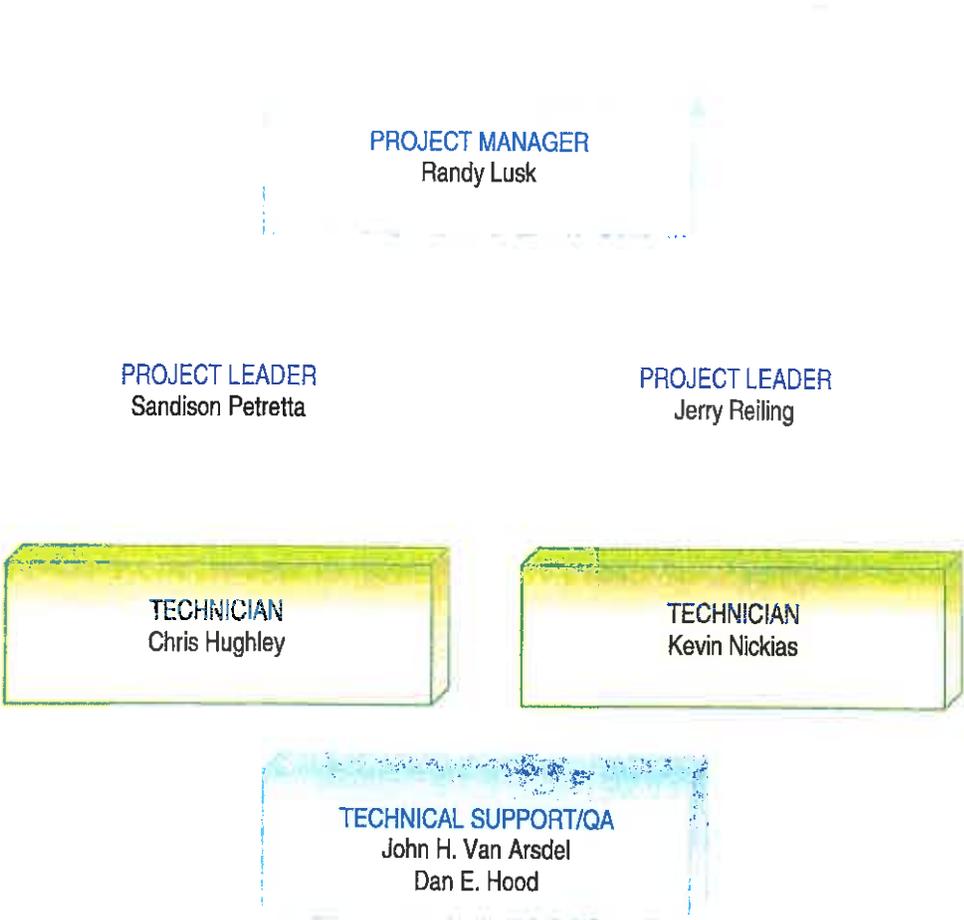
**Glen Lewis, Territory Manager**, Glen joined the M.E. Simpson Co., Inc. team in September of 2010. Glen joins us with many years of sales experience in the Western United states. He completed his Bachelor of Political Science from California State University, Fullerton, Contract and Tort Law from Western State University, College of law and holds a Master of Public Administration degree from California State University, Long Beach. Glen has extensive knowledge in asset management operations and maintenance contracting services, specializing in water distribution systems. Glen holds many professional certifications including Public Speaking, Project Management, Water Rate Case Methods, Utility Rate Certification, and many others.

**Owen Keenan, P.E. – Waukegan**, Owen joined M.E. Simpson Co., Inc. in August of 2010. Owen has numerous years of experience as a Project Engineer with the City of Chicago Water Department and HDR Engineering, Inc. Owen received his Bachelor of Science in Construction from Bradley University in Peoria, Illinois. Owen has extensive knowledge in various water and wastewater projects performed for clients in Illinois and Indiana. Owen also performed various duties as an engineer for the Department of Water Management for the City of Chicago for twenty-nine years. He worked with the Design and Construction Section serving as a Resident Engineer on various projects, including construction of ductile iron grid mains, tunnels and a coffer dam across the Des Plaines River. In the Planning Section, Owen worked on the Hardy Cross computer application of hydraulic network analysis which simulated the City's water distribution system under various conditions. Using the computer model, he originated reports and recommended many grid and feeder main improvements. He also gained invaluable experience working with the Operation Section working with telemetry equipment which transmits pressure and flow information from pumping stations and distribution system locations in order to ensure an adequate supply of water is available for Chicago and suburban customers. Owen is a Registered Professional Engineer (Illinois - #062-049304) and holds a Class "A: Water Supply Operator (Illinois -#6012)" license.

**Aaron Horbovetz, P.E., E.I.T.**, Aaron Horbovetz has been with the company since September of 1999. He previously worked in retail and industrial businesses. Aaron has completed his degree in Mechanical Engineering from Purdue University. Aaron has attended numerous classes and lectures related to the operation, maintenance, and installation of water meters, and completed classes in plumbing. Aaron has experience in the following: maintenance and installation of water meters; valve location, exercising and mapping, fire hydrant and main capacity flow testing, and the use of state of the art leak detection equipment; and is also experienced in the use of all of our Polcon® Flow Testing equipment.

**PROJECT STAFFING**

The chart below outlines the **Project Team** to be used during the Water Distribution System Leak Survey Program for Village of Willowbrook, Illinois. One of the two Project Leaders listed will lead the **Project Team** in the field. **Two-Man Project Teams will be used at all times during the course of the Project for reasons of Safety and Quality Assurance.**



## QUALIFICATIONS OF STAFF FOR WATER DISTRIBUTION SYSTEM LEAK SURVEY SERVICES

In the following section, you will find information about the M.E. Simpson Co., Inc. personnel who will be acting as Project Manager and Project Leaders for the proposed project. With each Project Manager and Project Leader you will find a history of projects previously staffed by these individuals. For more information about any of these projects or contact information, please call us at (800) 255-1521.

### PROJECT MANAGER

#### **Randy Lusk, Regional Manager-Dyer**

Randy was the Project Manager for the following selected Leak projects.

- (2012) Village of Tinley Park—Tinley Park, IL
- (2012) Village of Flossmoor—Flossmoor, IL
- (2012) Village of Mokena—Mokena, IL
- (2012) Village of Glenwood—Glenwood, IL
- (2012) City of Hickory Hills—Hickory Hills, IL
- (2012) City of Markham—Markham, IL
- (2012) City of South Chicago Heights—South Chicago Heights, IL
- (2012) Town of Lowell—Lowell, IN
- (2012) City of Country Club Hills—Country Club Hills, IL

### PROJECT LEADERS

#### **Sandison Petretta, Project Leader**

Sandison was the Project Leader for the following selected Leak projects.

- (2008, 2012) Village of Flossmoor—Flossmoor, IL
- (2009 – 2010, 2012) Village of Palos Hills—Palos Hills, IL
- (2007, 2011) City of Country Club Hills—Country Club Hills, IL
- (2011) City of Countryside—Countryside, IL
- (2010 – 2011) Village of Downers Grove—Downers Grove, IL
- (2007, 2011) Village of Evergreen Park—Evergreen Park, IL
- (2007, 2011) Village of Henry—Henry, IL
- (2009, 2011) Village of Hickory Hills—Hickory Hills, IL
- (2011) City of Palos Heights—Palos Heights, IL
- (2011) City of Springfield Light and Water—Springfield, IL

#### **Jerry Reiling, Field Services Manager**

Jerry was the Project Leader for the following selected Leak projects.

- (2012) Village of Mokena—Mokena, IL
- (2012) Village of Glenwood—Glenwood, IL
- (2012) City of Hickory Hills—Hickory Hills, IL
- (2012) City of Markham—Markham, IL
- (2012) City of South Chicago Heights—South Chicago Heights, IL
- (2005, 2011) City of Countryside Water Department—Countryside, IL
- (2008 - 2011) Village of Mokena—Mokena, IL
- (2011) Village of Tinley Park—Tinley Park, IL
- (2011) City of Chicago Heights—Chicago Heights, IL

## REFERENCES

### RELATED PROJECT EXPERIENCE

**M.E. Simpson Co., Inc.** has been in business since 1979. The company continues to perform services for numerous cities across Indiana, Illinois, Michigan, Wisconsin, Ohio, Arizona, Georgia, California, and other regions of the United States. We have listed below a few project examples with references. Please feel free to call any of these gentlemen and ask them about their project and our services.

#### **City of South Bend, IN (2005 - 2013)**

M.E. Simpson Co., Inc. has been working with the City of South Bend, IN for many years. One of the city's more recent projects was a leak survey conducted in 2009 on approximately 2,772,000 feet of water main. This leak survey was successful, finding 108 leaks across the City. Using an estimated production price of **\$.36** per thousand gallons, these leaks were costing South Bend in excess of **\$197.38** per day or **\$72,043.99** annually. M.E. Simpson Co., Inc. has recommended South Bend repeat this survey every two years.

Mr. Bob Krol  
Manager of Operations  
City of South Bend, IN  
(574) 235-5660

#### **City of Joliet, IL (2008-2009, 2010-2013)**

In early 2009, a leak survey was performed on **180** miles of water main out of an estimated 375 miles of water main in the City of Joliet's distribution system and continued in 2010. This program was based on an RFP issued by the City for the leak survey program. In years past, low bid was used to solicit leak detection vendors. The 2009 program discovered 149 leaks. There were **33** main breaks, **59** service line leaks (7 on the customer side of the shut off valve), **46** hydrant leaks, and **11** valve leaks (packing and bonnet bolts). The majority of these leaks did not surface because the local geology of Joliet is limestone. The estimate of the annualized water losses in dollars was **\$918,354** based on the average costs of pumpage and water treatment (wholesale costs) for this 180 mile survey. GPS coordinates were taken for each leak location as a part of this contract. The City has since extended the contract for the remainder of the system with a renewal of the contract for the next year.

Mr. James Eggen, P.E.  
Director of Utilities  
921 East Washington Street  
Joliet, Illinois 60433  
(815) 724-4222  
[jeggen@jolietcity.org](mailto:jeggen@jolietcity.org)

#### **City of West Bend, Wisconsin (1997, 1999, 2001, 2003, 2005, 2007, 2009, 2011, 2013)**

M.E. Simpson Co., Inc. has been conducting a Leak Survey on the **125 mile distribution system** every other year as a way for the West Bend Water Utility to reduce water losses occurring in the distribution system. The Utility owns Leak detection equipment; however, the staff of M.E. Simpson Co., Inc. performs leak detection work daily and has a greater understanding of the parameters of detection and locating leaks. The leak surveys have found numerous leaks on this system since the start of the leak detection program; however, because of the vigilance of the program, these water losses have subsided to a point of regular distribution system preventative maintenance.

Mr. John Hemauer  
Water Utility Superintendent  
251 Municipal Drive  
West Bend, Wisconsin 53095  
262-335-5040  
[wbwu@ci.west-bend.wi.us](mailto:wbwu@ci.west-bend.wi.us)

## ADDITIONAL REFERENCES

Dan Lueder  
Development Services GM  
Cottonwood, AZ  
(928) 634-8033

Steve Gerdes  
Director of Water  
Normal, IL  
(309) 454-9564

Jeff Musinski  
Superintendent of Utilities  
Arlington Heights, IL  
847-368-5806

Gale Gerber  
Water Superintendent  
Nappanee, IN  
(574) 773-4623

Scott Ham  
Manager  
Silver Creek Water Corp.  
(812) 246-2889

Lon Schemel  
Water Superintendent  
Shakopee, MN  
(952) 445-1988

## AREA TO BE SURVEYED

The total area to be surveyed for the *Utility* is approximately **43.6 miles** of main line pipe. The area to be surveyed may vary from the estimated number above. Any additional pipe to be surveyed shall be charged a per mile price.

## PROPOSED SCHEDULE

**Project Start Date:** To be Determined

**Hold Kick-off meeting:** TBD, to cover goals and objectives of Project.

**Fieldwork to be completed and documented:** 5 - 6 days depending area to be surveyed.

**Leak Location Reports:** Twenty (20) working days after fieldwork is completed for the Leak Survey project.

## PROPOSAL FEE

M.E. Simpson Co., Inc. is pleased to offer the Village of Willowbrook our proposal for a Water Distribution System Leak Survey Program. The leak survey program will be conducted on approximately 43.6 miles of pipe in the Utility's water distribution system. The survey will be completed by listening on the main line valves, fire hydrants and necessary services by one of our two-man teams with all necessary equipment furnished by M.E. Simpson Co., Inc. as described within this document.

---

A Water Distribution System Leak Survey on **43.6 miles** of water main for a lump sum fee:

**SIX THOUSAND NINE HUNDRED SEVENTY-SIX** ----- **(\$6,976.00)**

**\*\*Any water main surveyed in addition to the above 43.6 original miles of pipe will be surveyed at the rate of \$160.00 per mile of AC and Iron Pipe.**

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All procedures will be followed according to the above project scope. The data gathered will be compiled and a report of all leaks found will be submitted to your Utility as the survey takes place.

We thank you for this opportunity to acquaint you with our Water Distribution System Leak Survey services. Please call us if you wish to discuss our services in more detail.

Sincerely Yours,



Randy Lusk  
Regional Manager – Dyer  
RL/jph



www.mesimpson.com

3405 Enterprise Avenue  
Valparaiso, IN 46383

Phone: (800) 255-1521  
Fax: (888) 531-2444

September 2, 2011

Mr. Robert Krol  
Director of Distribution  
South Bend Water Works  
915 S. Olive Street  
South Bend, Indiana 46619

Dear Mr. Krol,

M.E. Simpson Co., Inc. is a technical service company providing Leak Survey Programs, Large Meter Testing and Repair Programs, Water Main Location, Valve Assessment, and Computer Mapping Programs. These "Technical Services" offered by M.E. Simpson Co., Inc. are designed to aid a utility in reducing unaccounted for water and lost revenue.

M.E. Simpson Co., Inc. is pleased to submit this report of our leak detection survey for the City of South Bend, Indiana. This survey addressed the South Bend water distribution system, consisting of approximately 580 miles of water main. The report contains the results of our investigation including the following:

1. A DESCRIPTION OF THE AREA SURVEYED.
2. METHODOLOGY OF THE SURVEY
3. A LIST OF LEAKS AND TYPE OF LEAKS LOCATED
4. GENERAL RECOMMENDATIONS BASED ON OUR INVESTIGATION

#### **DESCRIPTION OF THE AREA SURVEYED**

Approximately 3,062,400 lineal feet were surveyed as part of the system investigation. This included all fire hydrants, accessible mainline valves and selected services.

#### **METHODOLOGY**

Your survey was conducted using the latest state of the art leak computers, the **FLUID CONSERVATION SYSTEMS' FCS Accu-Corr / Digi-Corr or Vivax Metrotech HL6000 leak correlator**. The FCS S-30 is a tool used as an electronically enhanced listening device. All of these correlators are manufactured by Fluid Conservation Systems of Milford, Ohio. These electronic instruments are microprocessor units that measure the time it takes the sound of the leak to travel from the leak to the point where the leak Correlator is connected to the water line. By connecting the leak correlator to the water line at two locations, it will compute the distance from the leak to each connection point thus enabling us to determine the exact leak location. Our experienced technicians used these devices, along with the S30 electronically enhanced listening device or the L-Mic electronic listening device, as listening equipment to survey your pipeline network. Each hydrant and accessible valve was used as listening points to identify leaks. Selected services, b-boxes, were used on an as needed basis to keep the listening distances under five hundred feet (500'). "Pinpointing" of the leak, as well as locating leaks that other methods fail to reveal was also done with this equipment.

## LEAKAGE LOCATED

All water mains within the Project area were surveyed and 73 leaks were located. These leaks have been grouped as follows: Main Line Leak - 11, Service Line Leak - 23, Fire Service Leak -1, Valve Leak - 2, Hydrant Leak - 36, Other Type Leak - 0. All of these leaks have been verbally reported to your office with these locations, so many have probably been repaired already. Following are the leak locations with an estimated GPD (Gallons Per Day) leakage potential.

Type	Location	SIZE
Main Line	200 Michigan Avenue (N) & LaSalle Street see enclosed diagram	14,400 GPD
Main Line	841 Edison Avenue (S) see enclosed diagram	14,400 GPD
Main Line	Arthur Street & Cumberland Court see enclosed diagram	14,400 GPD
Main Line	Cavanaugh Drive & Corey Boulevard see enclosed diagram	14,400 GPD
Main Line	Meade Street & Western Avenue see enclosed diagram	14,400 GPD
Main Line	Notre Dame Avenue & Northside Boulevard see enclosed diagram	14,400 GPD
Main Line	Rosemary Lane & Dorwood Drive see enclosed diagram	14,400 GPD
Main Line	Blaine Street & Humboldt Street see enclosed diagram	7,200 GPD
Main Line	Ironwood Drive & Pleasant Street see enclosed diagram	7,200 GPD
Main Line	Kepess Court & Tomahawk Trail see enclosed diagram	7,200 GPD
Main Line	Lafayette Boulevard (N) & Colfax Avenue see enclosed diagram	7,200 GPD
Service Line	Sheridan Avenue & Huron Street see enclosed diagram	14,400 GPD
Service Line	729 Cushing Street see enclosed diagram	7,200 GPD
Service Line	925 Beale Street see enclosed diagram	7,200 GPD
Service Line	Anderson Avenue & Kinyon Street see enclosed diagram	7,200 GPD
Service Line	Illinois Street & Bulla Street see enclosed diagram	7,200 GPD
Service Line	Johnson Street & Keller Street see enclosed diagram	7,200 GPD
Service Line	Michigan Avenue (N) & Bartlett Street see enclosed diagram	7,200 GPD
Service Line	Michigan Street (N) & Bartlett Street (W) see enclosed diagram	7,200 GPD

Type	Location	SIZE
Service Line	Mumford Court & Dayton Street (E) see enclosed diagram	7,200 GPD
Service Line	Scott Street (S) & Calvert Street (W) see enclosed diagram	7,200 GPD
Service Line	1911 St. Joseph Street see enclosed diagram	2,880 GPD
Service Line	28th Street & Pleasant Street see enclosed diagram	2,880 GPD
Service Line	Kenmore Street (S) & Sample Street (W) see enclosed diagram	2,880 GPD
Service Line (owners side)	52844 Cumberland Court see enclosed diagram	7,200 GPD
Service Line (owners side)	Chapin Street (S) & Calvert Street (W) see enclosed diagram	7,200 GPD
Service Line (owners side)	Dundee Street & Huron Street see enclosed diagram	7,200 GPD
Service Line (owners side)	Johnson Street & Humboldt Street see enclosed diagram   **Fixed**	7,200 GPD
Service Line (owners side)	Johnson Street & Roger Street see enclosed diagram	7,200 GPD
Service Line (owners side)	Twyckenham Drive (N) & Howard Street see enclosed diagram	7,200 GPD
Service Line (owners side)	Standfield Street & Napoleon Street see enclosed diagram	2,880 GPD
Service Line (owners side)	Studebaker Avenue & Hine Street see enclosed diagram	2,880 GPD
Service Line (owners side)	Hollywood Place & Woodlawn Boulevard see enclosed diagram	1,440 GPD
Service Line (owners side)	High Street & Victoria Street see enclosed diagram	360 GPD
Valve (packing)	Eclipse Place & Elliot Street / Bonds Avenue see enclosed diagram	7,200 GPD
Valve (packing)	Catherwood Lane & Alpine Drive see enclosed diagram	720 GPD
Hydrant	Wold Haven Drive & Lancaster Drive see enclosed diagram	7,200 GPD
Hydrant	51080 Laurel Road see enclosed diagram	2,880 GPD
Hydrant	52554 Indiana 933 see enclosed diagram	2,880 GPD
Hydrant	Sheridan Avenue & Westmoore Street see enclosed diagram   **Fixed**	2,880 GPD
Hydrant	Vernon Street & Calvert Street see enclosed diagram	2,880 GPD

<b>Type</b>	<b>Location</b>	<b>SIZE</b>
Hydrant	Knoblock Street & Lincoln Way West see enclosed diagram	1,440 GPD
Hydrant	Sheridan Street & Voorde Drive see enclosed diagram	1,440 GPD
Hydrant	Tally Ho Drive (E) & Darden Road see enclosed diagram   **Fixed**	1,440 GPD
Hydrant	1646 Greenwood Drive see enclosed diagram   **Fixed**	720 GPD
Hydrant	914 Amhurst Avenue see enclosed diagram   **Fixed**	720 GPD
Hydrant	Ash Lane & Southeast Drive see enclosed diagram   **Fixed**	720 GPD
Hydrant	Marine Street & Woodside Street see enclosed diagram   **Fixed**	720 GPD
Hydrant	3901 Addison Street see enclosed diagram   **Fixed**	360 GPD
Hydrant	Main Street (S) & Johnson Street see enclosed diagram	360 GPD
Fire Service	Coquillard Drive (N) & Bader Avenue see enclosed diagram	7,200 GPD
<b>73 Leaks Located</b>	<b>ESTIMATED LEAKAGE TOTAL</b>	<b>341,640 GPD</b>

## LEAK QUANTITIES

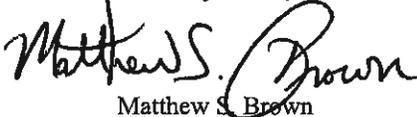
Quantifying leaks is difficult because there is not any accurate means of doing so. Pipe material, size of the leak, system pressure, soil material and water table will affect the noise that a leak makes. Small leaks under high system pressure will make more noise than a large leak under low system pressure. However, the above leaks are of sufficient noise levels that the above estimates should be very conservative. If a production price of \$0.85 per thousand gallons is used, these leaks were costing your utility in excess of \$290.39 per day or \$105,993.81 annually. It's obvious this Leak Survey Program has proven to be cost effective. Naturally the main line leaks have the greatest potential for loss followed by service line, valves, and finally hydrants. Once leaks have been repaired, we would recommend that the Utility compare pumping rates before and after. This information will be more meaningful and accurate.

## RECOMMENDATIONS

This survey confirms the City of South Bend's water distribution system will benefit from this project by a reduction in underground leakage. There is always a concern over the cost effectiveness of leak detection because of the uncertainty of the number of leaks located. However, with your present cost of water and the discovery of these 73 leaks, the cost of this 2011 leak survey will pay for itself within 9 months. It only takes a recovery of about 341,640 gallons per day on an annual basis (341,640 per day is only 237.25 gallons per minute throughout your entire water distribution system) to recover your investment. We would recommend that you conduct a Leak Survey Program every other year. This recommendation becomes more critical as your cost of water increases.

We appreciate your cooperation and that of the Utility staff we were available to answer our questions during this project. If you have any questions with the information in this report, please do not hesitate to contact us.

Sincerely Yours,



Matthew S. Brown  
Regional Manager – Valparaiso  
MSB/jph

**M.E. SIMPSON COMPANY, INC.**

**LEAK LOCATION REPORT**

**Client:** South Bend, Indiana

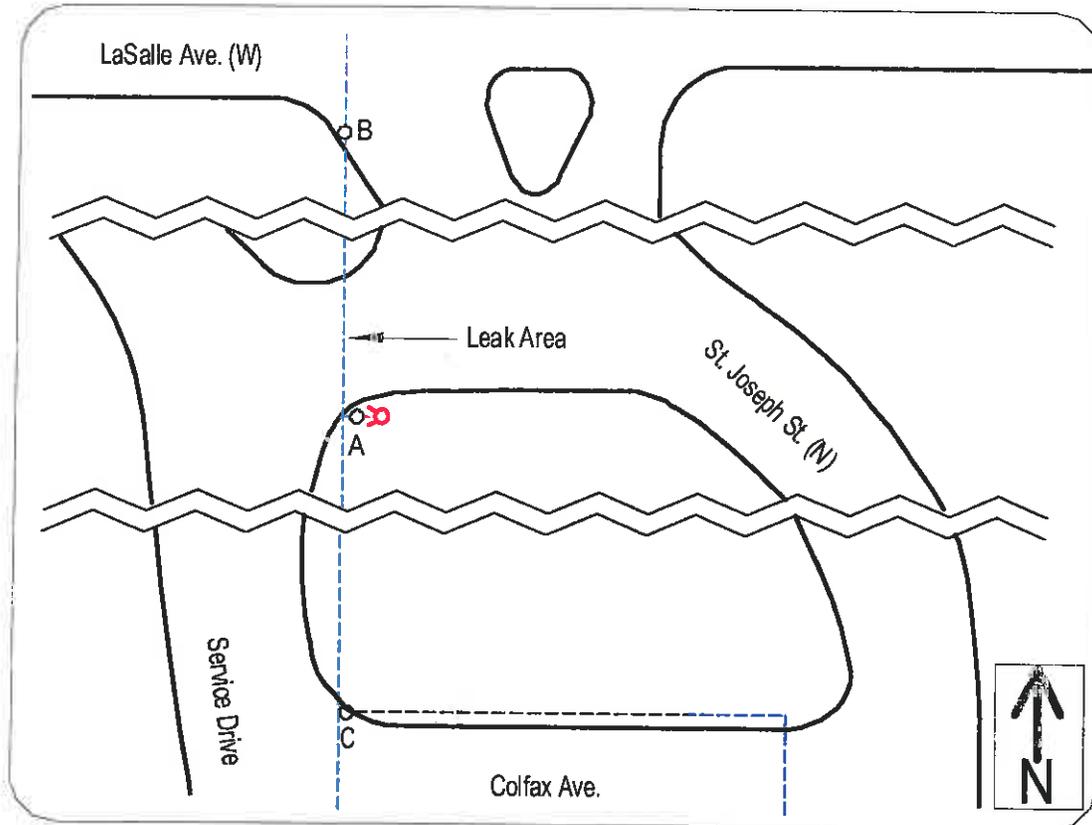
**Time:** 11:30:00 AM **Leak#** 32

**Date:** Monday, May 16, 2011

**Tech:** Jimmy M. & Chris P.

**Address:** 200 Michigan Avenue (N) & LaSalle Street

Below is a diagram of the area surveyed for a suspect leak.



**Distance:** 164' from A to B / 406' from B to C

**Connection point:** A= Hydrant Auxiliary Valve

**Connection point:** B= Main Line Valve

**Connection point:** C= Main Line Valve

**Connection point:**

**Leak Location:** 147' - 150' S. of B

**Comments:** This is a leak on the 16" main line close to where the water is surfacing.

*We thank you for the opportunity to work for your Utility and look forward to serving you again. If you have any questions please don't hesitate to call.*

**M.E. SIMPSON COMPANY, INC.**

**LEAK LOCATION REPORT**

**Client:** South Bend, Indiana

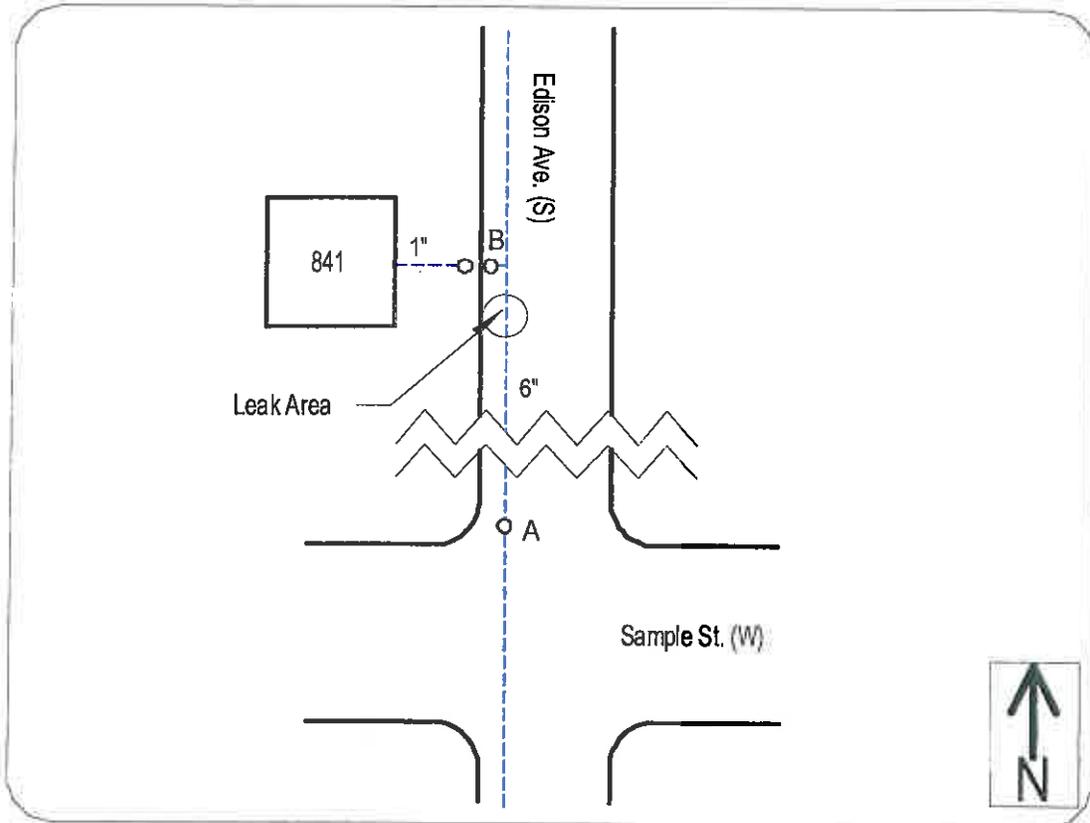
**Time:** 2:00:00 PM    **Leak#** 68

**Date:** Thursday, May 26, 2011

**Tech:** Jimmy M. & Rick A.

**Address:** 841 Edison Avenue (S)

Below is a diagram of the area surveyed for a suspect leak.



**Distance:** 161' from A to B  
**Connection point:** A= 6" Main Line Valve  
**Connection point:** B= 1" Service Line  
**Connection point:**  
**Connection point:**  
**Leak Location:** 13' from B  
**Comments:** This is a main line leak on a 6" main.

*We thank you for the opportunity to work for your Utility and look forward to serving you again. If you have any questions please don't hesitate to call.*

**M.E. SIMPSON COMPANY, INC.**

**LEAK LOCATION REPORT**

**Client:** South Bend, Indiana

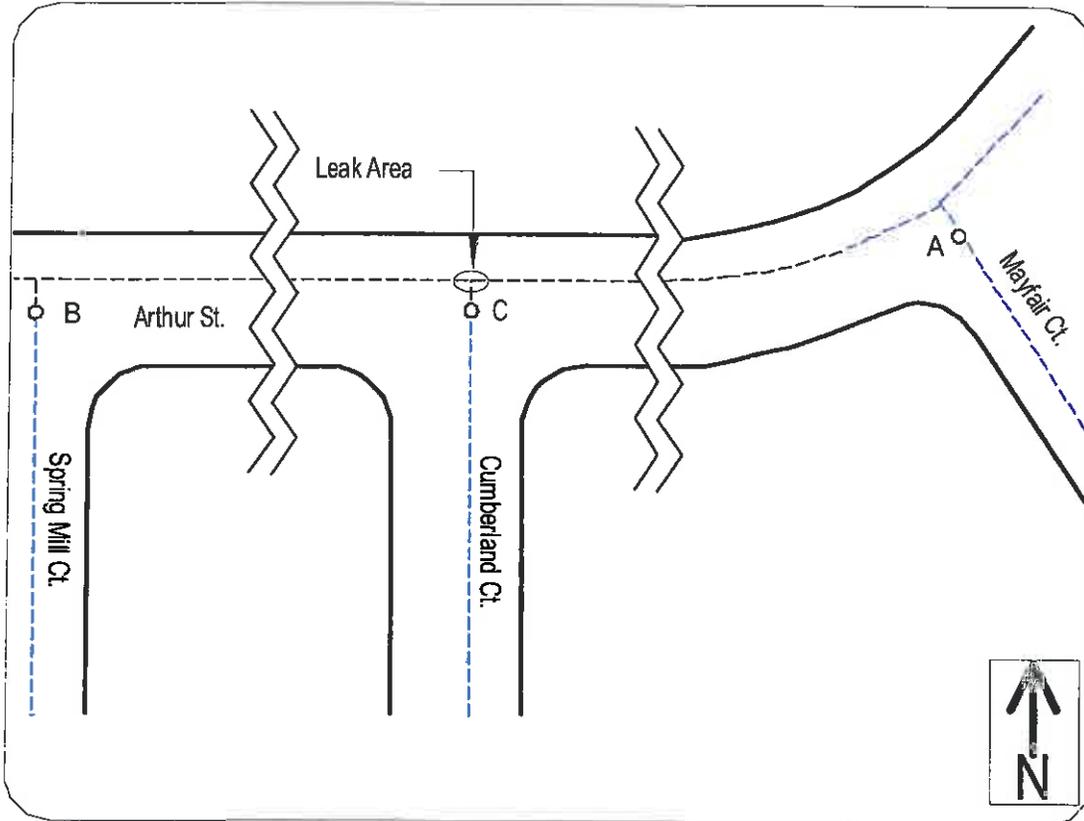
**Time:** 1:00:00 PM    **Leak#** 22

**Date:** Monday, May 02, 2011

**Tech:** Jimmy M. & Tom B.

**Address:** Arthur Street & Cumberland Court

Below is a diagram of the area surveyed for a suspect leak.



**Distance:** 471' from A to B / 253' from B to C

**Connection point:** A= Main Line Valve

**Connection point:** B= Main Line Valve

**Connection point:** C= Main Line Valve

**Connection point:**

**Leak Location:** 226' from A

**Comments:** This is a leak where two mains "Tee", in the intersection of Cumberland Court and Arthur Street.

*We thank you for the opportunity to work for your Utility and look forward to serving you again. If you have any questions please don't hesitate to call.*

**M.E. SIMPSON COMPANY, INC.**

**LEAK LOCATION REPORT**

**Client:** South Bend, Indiana

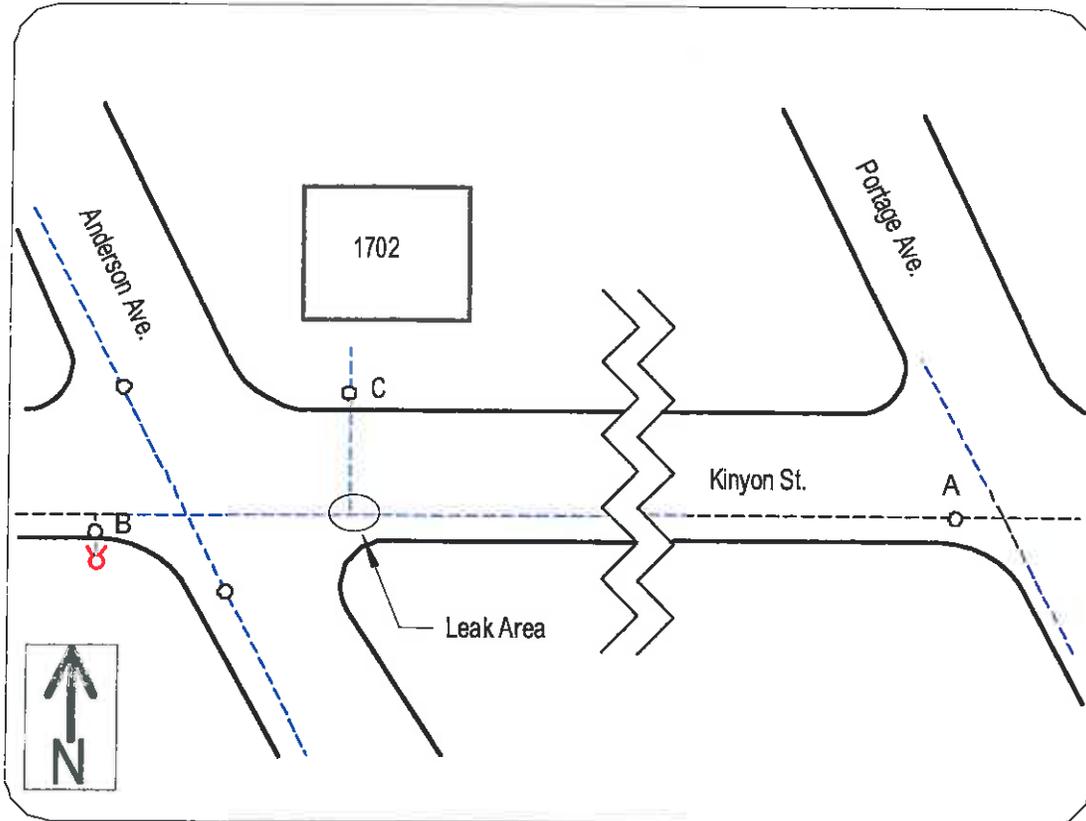
**Time:** 1:00:00 PM    **Leak#** 30

**Date:** Monday, May 09, 2011

**Tech:** Jimmy M. & Tom B.

**Address:** Anderson Avenue & Kinyon Street

Below is a diagram of the area surveyed for a suspect leak.



**Distance:** 244' from A to B / 262' from A to C

**Connection point:** A= Main Line Valve

**Connection point:** B= Hydrant Auxiliary Valve

**Connection point:** C= Service for 1702

**Connection point:**

**Leak Location:** 22' from C

**Comments:** This leak is on, or very near the corporation for service at 1702.

*We thank you for the opportunity to work for your Utility and look forward to serving you again. If you have any questions please don't hesitate to call.*

**M.E. SIMPSON COMPANY, INC.**

**LEAK LOCATION REPORT**

**Client:** South Bend, Indiana

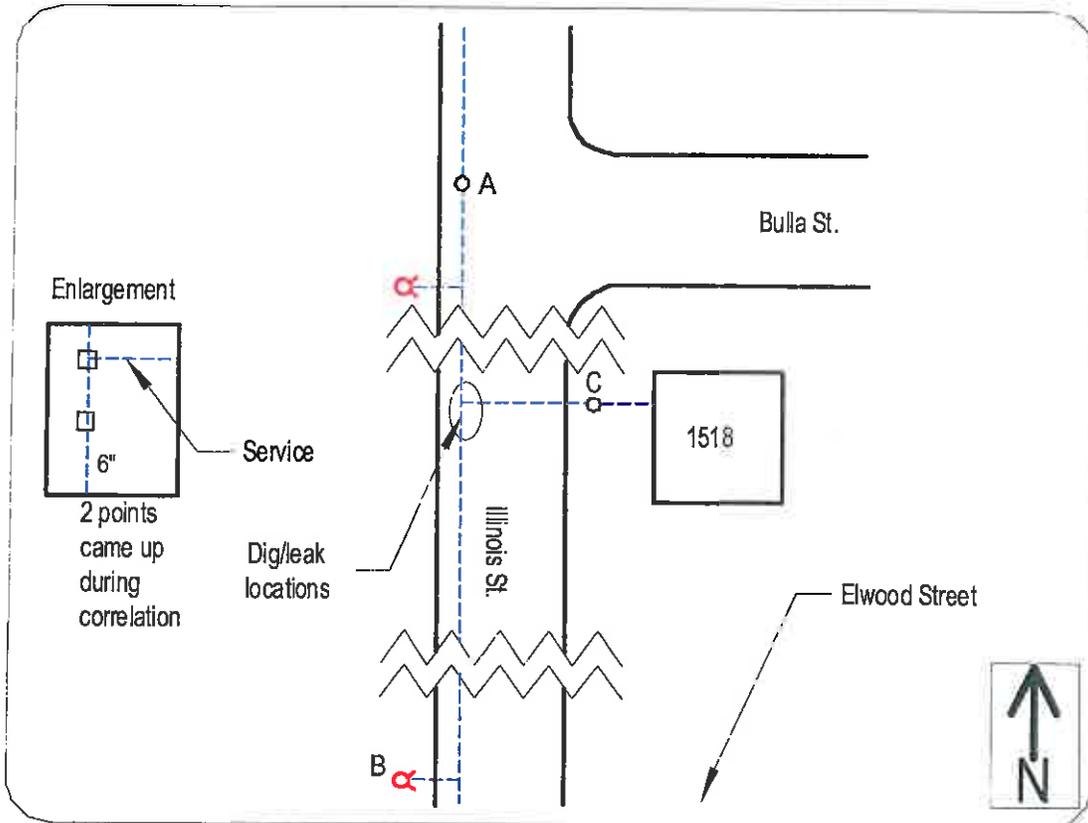
**Time:** 10:00:00 AM **Leak#** 33

**Date:** Tuesday, May 17, 2011

**Tech:** Jimmy M. & Chris P.

**Address:** Illinois Street & Bulla Street

Below is a diagram of the area surveyed for a suspect leak.



**Distance:** 452' from A to B / 162' from A to C / 343' from C to B

**Connection point:** A= Main line Valve

**Connection point:** B= Hydrant

**Connection point:** C= Service for 1518

**Connection point:**

**Leak Location:** 27' to 36' from C

**Comments:** We correlated the area and heard noise at the service for 1518 Illinois Street. There is the possibility of 2 leaks here. We recommend digging up service for 1518 where it meets the main.

*We thank you for the opportunity to work for your Utility and look forward to serving you again. If you have any questions please don't hesitate to call.*

**M.E. SIMPSON COMPANY, INC.**

**LEAK LOCATION REPORT**

**Client:** South Bend, Indiana

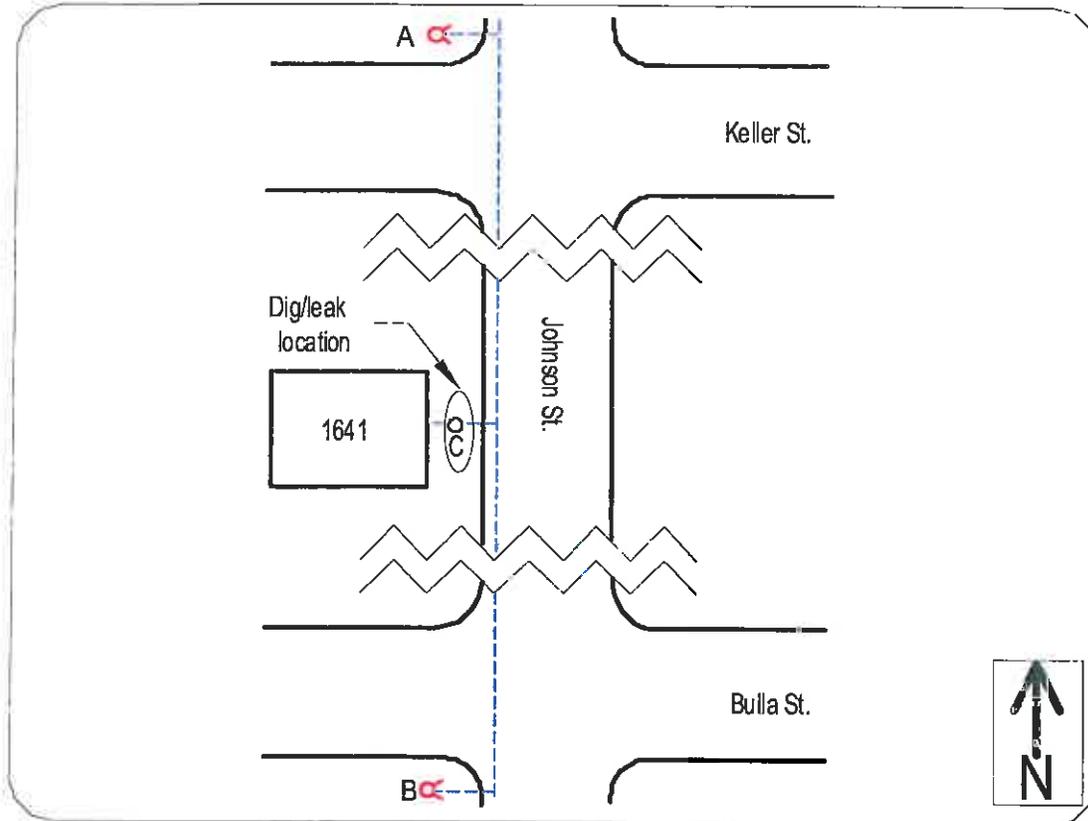
**Time:** 7:00:00 AM    **Leak#** 34

**Date:** Tuesday, May 17, 2011

**Tech:** Jimmy M. & Chris P.

**Address:** Johnson Street & Keller Street

Below is a diagram of the area surveyed for a suspect leak.



**Distance:** 735' from A to B / 265' from A to C

**Connection point:** A= Hydrant

**Connection point:** B= Hydrant

**Connection point:** C= Service Valve

**Connection point:**

**Leak Location:** 4' from C

**Comments:** In addition to correlating between connection points, we listened to area services. Leak noise was detected and we determined that the service at 1641 was the loudest. Water was visible coming out of the stop box.

*We thank you for the opportunity to work for your Utility and look forward to serving you again. If you have any questions please don't hesitate to call.*

**M.E. SIMPSON COMPANY, INC.**

**LEAK LOCATION REPORT**

**Client:** South Bend, Indiana

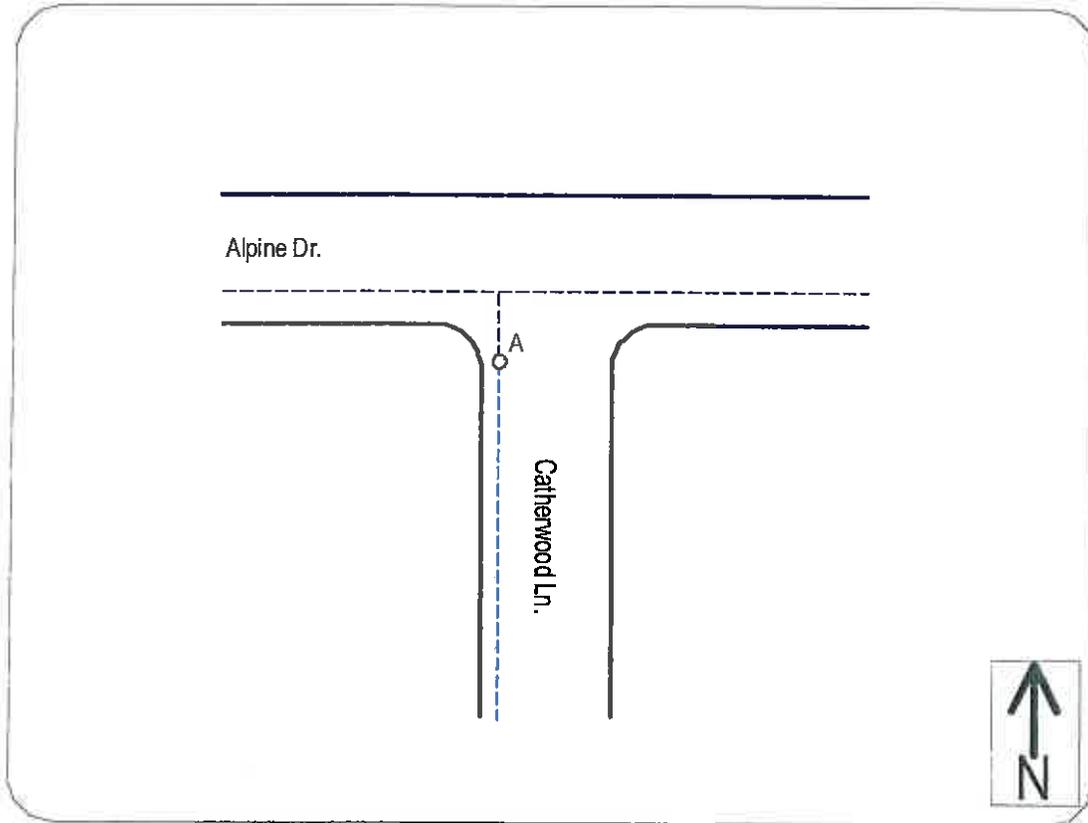
**Time:** 2:13:00 PM    **Leak#** 66

**Date:** Thursday, August 11, 2011

**Tech:** Rick A. & Nate C.

**Address:** Catherwood Lane & Alpine Drive

Below is a diagram of the area surveyed for a suspect leak.



**Distance:** 0' from A

**Connection point:** A= Main Line Valve

**Connection point:**

**Connection point:**

**Connection point:**

**Leak Location:** 0' from A

**Comments:** This is a packing leak.

*We thank you for the opportunity to work for your Utility and look forward to serving you again. If you have any questions please don't hesitate to call.*

**M.E. SIMPSON COMPANY, INC.**

**LEAK LOCATION REPORT**

**Client:** South Bend, Indiana

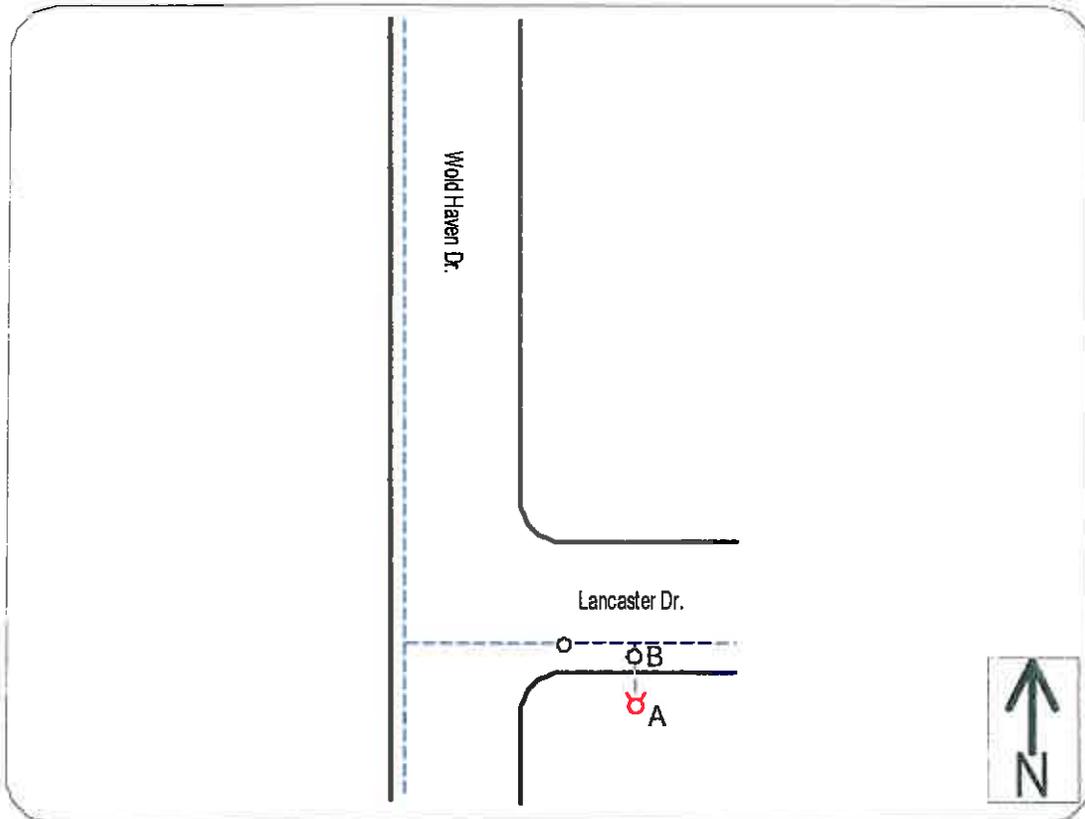
**Time:** 2:43:00 PM    **Leak#** 65

**Date:** Thursday, August 11, 2011

**Tech:** Rick A. & Nate C.

**Address:** Wold Haven Drive & Lancaster Drive

Below is a diagram of the area surveyed for a suspect leak.



**Distance:** 0' from A

**Connection point:** A= Hydrant

**Connection point:** B= Hydrant Auxiliary Valve

**Connection point:**

**Connection point:**

**Leak Location:** 0' from A

**Comments:** This is a hydrant leak. We closed the auxiliary valve and the noise stopped.

*We thank you for the opportunity to work for your Utility and look forward to serving you again. If you have any questions please don't hesitate to call.*

MINUTES OF THE REGULAR MEETING OF THE MUNICIPAL  
SERVICES COMMITTEE OF THE VILLAGE OF WILLOWBROOK HELD ON MONDAY,  
AUGUST 12, 2013 IN THE VILLAGE HALL, 7760 QUINCY STREET, IN THE  
VILLAGE OF WILLOWBROOK, DUPAGE COUNTY, ILLINOIS

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1. CALL TO ORDER

Chairman Mistele called the meeting to order at 6:00 PM.

2. ROLL CALL

Those present at roll call were Chairman Mike Mistele, Trustee Suzanne Berglund, and Administrator Tim Halik. Absent: None.

3. APPROVAL OF MINUTES

After review of the draft minutes from the July 8, 2013 Regular Meeting of the Municipal Services Committee, Trustee Berglund made a motion to approve the minutes as presented. Chairman Mistele seconded the motion. Motion carried.

4. REPORT – Bid Results: Tree Planting Services Contract (EAB Management Plan)

Administrator Halik advised the Committee that on June 28, 2013, the Village went out to bid on a contract which includes the planting and mulching of new trees to replace trees removed as a result of the emerald ash borer infestation. The Village will purchase the replacement trees separately – this contract would merely include the installation of the new trees. The public bid opening was held on Friday, August 2nd at 10:30 AM. A total of two (2) sealed bids were received prior to the deadline. Halik advised that the low bidder was The Fields on Caton Farm, Inc. at a total of \$22,705, or \$95.00 per tree. Halik shared that the staff estimate for this scope of work was \$185 per tree, so this bid came in extremely low. Halik advised that similar to the prior Tree Removal Services Contract, this contract also included a private participation component seeking pricing on tree re-planting on private property, as a result of a tree removed due to EAB. The Fields on Caton Farm offered to plant and mulch trees on private property at a cost of \$135/tree. The property owner would need to purchase the tree and arrange for its transport to the site. The Fields on Caton Farm, Inc. provided a full list of municipal references, which staff has contacted. No negative references were received. Halik shared that the award of this contract will complete the scope of work anticipated in year one of our Emerald Ash Borer Management Program. Depending on the rate of decline of the remaining identified ash trees, next year's program will likely include a similar number of trees to be removed/re-planted. With regard to this year's program costs, staff had originally estimated the cost for removal and replacement to be \$850/tree. In actuality, the final prices this year came in at \$815/tree.

5. REPORT – Municipal Services Department

- a. Administrator Halik reviewed the monthly permit activity report for July showing that we have taken in over \$48,000 in permit revenue for the month. Halik advised that in the three months into fiscal year 2013/14, we have taken in about 59% of our anticipated FY2013/14 budgeted revenue.
- b. Administrator Halik shared the water system pumpage report. The report indicates that we pumped about 39.1 million gallons in the month of July. At this

point, we have pumped about 21% less water this year as compared to the same timeframe last year. However, so far, total pumpage is on track to meet our annual pumpage projection of 395,000,000 gallons.

- c. Administrator Halik shared the June 2013 Mosquito Status Report from Clarke. The report shows that trap counts taken on five occasions within the month of June were above the annoyance level of thirty females per count. Halik advised that, typically, three consecutive counts above thirty may prompt consideration of extra measures to reduce the mosquito population. Halik advised that both he and representatives from Clarke monitor the collected mosquito data throughout the season in order to make treatment decisions.

6. VISITOR'S BUSINESS

(none)

7. COMMUNICATIONS

Trustee Berglund advised when she was last at Willow Pond Park, she noticed a tree stump near the south end of the pond that needs to be removed. Administrator Halik said he would make a note of it to add to our stump removal list for this fall. Trustee Berglund also stated, for the benefit of the Committee, that she had also observed the Village lawn maintenance contractor mow over garbage within the park and leave without picking up the mowed debris. She advised that mowing crews had also run over an aluminum can and failed to pick-up the jagged pieces before leaving the park. She felt this could create a hazard for young children, such as toddlers, in the park. Administrator Halik advised that, upon receiving the telephone call from Trustee Berglund, he asked Public Works Foreman Tony Witt to immediately contact our mowing contractor to raise this matter. Halik further advised that picking up trash prior to mowing an area is a stated requirement within the Village landscape maintenance contract applicable to parks, Village facilities, and right-of-way areas. Halik advised that public works crews are checking each park and right-of-way to determine whether garbage has been mowed over in other areas as well. If so, the contractor will be told to arrange for refuse to be picked up in all areas.

8. ADJOURNMENT

Motion to adjourn was made by Chairman Mistele and seconded by Trustee Berglund. The meeting was adjourned at 6:15 PM.

(Minutes transcribed by: Tim Halik, 9/5/13)

MINUTES OF THE SPECIAL MEETING OF THE PARKS AND RECREATION COMMISSION  
HELD ON TUESDAY, AUGUST 13, 2013, AT THE WILLOWBROOK VILLAGE HALL, 7760  
QUINCY STREET, WILLOWBROOK, DUPAGE COUNTY, ILLINOIS

1. CALL TO ORDER

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

2. ROLL CALL

Those present at roll call were Chairman Richard Cobb, Commissioners Ronald Kanaverskis, Leonard Kaucky, Laurie Landsman, Carol Lazarski, Doug Stetina, and Ramona Weigus.

ABSENT: Commissioners Jo Bice and Rene Schuurman.

Also present was Superintendent of Parks and Recreation Kristin Violante.

A QUORUM WAS DECLARED

3. APPROVAL OF MINUTES – JULY 2, 2013

The Commission reviewed the July 2, 2013 minutes.

MOTION: A Motion was made by Commissioner Lazarski and seconded by Commissioner Weigus to approve the July 2, 2013 minutes as presented.

ROLL CALL VOTE: AYES: Chairman Cobb, Commissioners Kanaverskis, Kaucky, Landsman, Lazarski, Stetina, and Weigus. NAYS: None. ABSENT: Commissioners Bice and Schuurman.

MOTION DECLARED CARRIED

4. REPORTS

A. *Park News in Brief*

Superintendent Violante stated the 6<sup>th</sup> Annual Touch a Truck was recently held at Community Park. This year's attendance was the highest it's ever been at approximately 300 people. Community Bank of Willowbrook has become a big sponsor of the park events. They passed out information about their junior savings program. They also conducted a raffle. Superintendent Violante stated she will look into alternate locations for next year.

The Village Yard Sale was held on July 13<sup>th</sup> at Willow Pond. A total of 17 people had tables. The next Yard Sale will be held on September 21<sup>st</sup>. Superintendent Violante stated she was not planning on hosting a second event, but several people requested it. Therefore, a fall community yard sale has been scheduled for September.

The movie night for Goonies on July 18th was unsuccessful. The attendance was low. Feedback included that it was very hot and buggy. Superintendent Violante stated the movie is rated PG, however, there was a lot of foul language used. She did not receive any complaints from parents. Commissioner Stetina also advised that the movie was long and did not end until after 10:30. Commissioner Stetina stated that making the microwave popcorn was a great idea.

Superintendent Violante stated she hosted a Back to School event for Gower Elementary students on August 8<sup>th</sup>. This event was coordinated by the Village, Gower School District, Burr Ridge Park District, as well as sponsored by many local businesses. There were approximately 250 children and a couple hundred parents in attendance. Superintendent Violante stated she did budget for this event. Chairman Cobb suggested cutting back on one of the movie nights in the next fiscal year and applying the money towards the Back to School event.

Superintendent Violante stated the Village purchased the building located at 835 Midway Drive. At this time, the new building will be used for Administration offices.

Superintendent Violante stated there is good news in reference to the OSLAD grants. The administrator who oversees the OSLAD grant program recently toured Willow Pond Park. Tod Stanton from Design Perspectives advised that we should be contacted in approximately six weeks should we be chosen to do an interview/public hearing in Springfield.

5. OLD BUSINESS

A. Waterford Park Updates

Superintendent Violante stated she met with a resident that lives near Waterford Park and Commissioner Weigus to review the types of structures to put in the park. Tod Stanton provided an overview of the project. Superintendent Violante stated after discussion and final review by Administrator Halik, the bids for this project will be advertised by Friday, August 16<sup>th</sup>. Bids will then be opened in two weeks. Added to the bid proposal will be a concrete curb around the walkway, as well as a permanent shade structure.

If all gets approved, Mr. Stanton advised that he hopes to break ground in September and be completed by the first week in November, pending weather conditions.

B. Master Plan

Superintendent Violante stated that she did not have anything new; only that this topic will be on the agenda for all future meetings. Discussion was brought up about including a basketball net behind the tennis courts at Waterford Park.

C. Leashed Dogs in Parks

Superintendent Violante stated that at the previous Parks meeting, it was discussed that she send cards to residents that lived around Prairie Trail Park, Creekside Park, and Ridgemoor Park letting them know we will be discussing the issue of leashed dogs in the parks at the September meeting. Superintendent Violante spoke to Mayor Trilla who stated he would like a roll call of the Parks Commissioners in regards to their views on leashed dogs in the parks.

There was lengthy discussion on this topic. The following commissioners are opposed to dogs in the parks: Cobb, Kanaverskis, Kaucky, Lazarski, and Weigus.

The following commissioners are in favor of dogs in the parks: Landsman and Stetina. Superintendent Violante stated that she had spoken to Commissioner Bice and she is also in favor of dogs in the parks.

D. Lake Hinsdale Park Task Force

Chairman Cobb stated that he has a meeting tomorrow with Mayor Trilla and the National Director of Fitness for Midtown Athletic Club. Chairman Cobb stated the purpose of this meeting is to get ideas from the Midtown professionals in hopes of working cooperatively to enhance Lake Hinsdale Park and make it a state of the art fitness destination.

6. NEW BUSINESS

A. Holiday Party

Superintendent Violante stated she and Commissioner Stetina will be scheduling the entertainment for the holiday party.

Superintendent Violante stated a committee has been formed for the tree lighting ceremony. Two trustees and Commissioner Lazarski are on the committee. The location for this event will be Willow Pond Park. Superintendent Violante stated a spruce tree from Community Park will be relocated to Willow Pond to be used as the official Village tree.

B. Eagle Scout Project

Superintendent Violante stated an Eagle Scout had approached her about doing his Eagle Scout project at Willow Pond. Commissioner Stetina had stated in the past that he would like to set up a Veteran's Memorial at Willow Pond. The Eagle Scout and Commissioner Stetina are working on a Veteran's Memorial together. Commissioner Stetina is donating a bench that will have an inscription. Five bricks are being obtained for each branch of the military. The Eagle Scout is raising money for the bricks. Commissioner Stetina stated the Hinsdale American Legion Post is donating a flag and flag pole. Superintendent Violante stated there will be a dedication ceremony.

Commissioner Stetina indicated the American Legion and Boy Scouts will be in attendance. Commissioner Stetina stated he also has a former Marine as a tentative speaker.

Commissioner Stetina stated that he would like the inscription on the bench to read, "Take a minute to sit, rest, and remember all of our veterans," and his family name under the quote. The commissioners concurred with the statement.

7. CORRESPONDENCE/COMMUNICATIONS

There were no communications.

8. VISITORS' BUSINESS

There was no visitors' business.

9. ADJOURNMENT

MOTION: Made by Commissioner Landsman, seconded by Commissioner Weigus to adjourn the meeting at the hour of 8:48 p.m.

ROLL CALL VOTE: AYES: Chairman Cobb, Commissioners Kanaverskis, Kaucky, Landsman, Lazarski, Stetina, and Weigus. NAYS: None. ABSENT: Commissioners Bice and Schuurman.

UNANIMOUS VOICE VOTE

MOTION DECLARED CARRIED

PRESENTED, READ and APPROVED,

September 3, 2013

\_\_\_\_\_  
Chairman

Minutes transcribed by Executive Secretary Cindy Stuchl.

MINUTES OF THE REGULAR MEETING OF THE PLAN COMMISSION HELD ON WEDNESDAY, AUGUST 7, 2013, AT THE VILLAGE HALL, 7760 QUINCY STREET, WILLOWBROOK, DUPAGE COUNTY, ILLINOIS.

1. CALL TO ORDER

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

2. ROLL CALL

Those present at roll call were Commissioners Bernardo Lacayo, William Remkus, William Buckley, Vice-Chairman John Wagner and Chairman Daniel Kopp. Also present were Village Planner Jo Ellen Charlton, Building Official Roy Giuntoli and Secretary Joanne Prible. ABSENT: Commissioners James Soukup and James Baker.

3. OMNIBUS VOTE AGENDA

The items on the Omnibus Vote Agenda were as follows:

- A. Waive Reading of Minutes (APPROVE)
- B. Minutes – Regular Meeting July 3, 2013 (APPROVE)
- C. Minutes – Village Board Meeting July 8, 2013

MOTION: Made by Commissioner Remkus seconded by Vice-Chairman Wagner, to approve the Omnibus Vote Agenda.

4. PLAN COMMISSION CONSIDERATION: Zoning Hearing Case 13-05: Petition to rezone from R-1 to R-3. Applicant and owner Tao Duan and Yan Wang, 5805 S. Holmes, Clarendon Hills, Illinois 60514.

PUBLIC HEARING/DISCUSSION – (SEE COURT REPORTER MINUTES)

RECOMMENDATION

MOTION: Made by Commissioner Remkus, seconded by Vice-Chairman Wagner that based on the submitted petition and testimony presented, I move that the Plan Commission recommend to the Mayor and Village Board approval of a rezoning from R-1 to R-3 for the property legally described as part of ZBA Case Number 13-05, and commonly known as 5805 S. Holmes, Clarendon Hills, Illinois.

ROLL CALL: AYES: Commissioners Lacayo, Remkus, Buckley, Vice Chairman Wagner and Chairman Kopp; NAYS: None; ABSENT: Commissioner Soukup and Baker.

MOTION DECLARED CARRIED

5. VISITOR'S BUSINESS

None.

6. COMMUNICATION

Planner Charlton shared with the Commission that Pete's Fresh Market is moving forward with their plans at the K-Mart site.

Planner Charlton informed the Commission that there is an interest from the Board regarding information on LED and digital signs.

7. ADJOURNMENT

MOTION: Made by Commissioner Buckley, seconded by Vice-Chairman Wagner, to adjourn the regular meeting of the Plan Commission at the hour of 7:45 p.m.

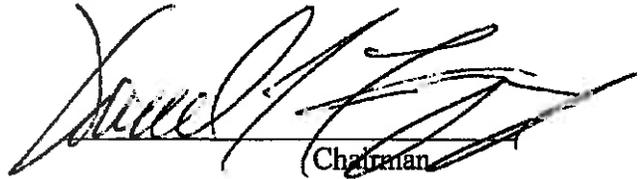
UNANIMOUS VOICE VOTE

MOTION DECLARED CARRIED

PRESENTED, READ AND APPROVED,

September 4, 2013

Minutes transcribed by Joanne Prible.

  
Chairman

## AGENDA

Meeting of the Public Safety Committee of the Village of Willowbrook to be held on August 12<sup>th</sup>, 2013 at 6:00 p.m. at the Village Hall, 7760 Quincy Street, in the Village of Willowbrook, DuPage County, Illinois.

### CALL TO ORDER

*The meeting was called to order at 6:02 p.m.*

### ROLL CALL

*Those present at roll call were Chief Mark Shelton, Deputy Chief Mark Altobella and Trustee Terry Kelly.*

1. Reviewed the June 10<sup>th</sup>, 2013 Public Safety Committee Meeting Minutes.  
*The Committee approved the June 10<sup>th</sup>, 2013 Meeting Minutes.*
2. Reviewed the Weekly Press Releases – Information.
3. Reviewed the Overtime Report for 05/27/2013-06/23/2013 and 06/24/2013 – 07/21/2013 - Information.  
*Chief Shelton advised the Committee that the shift coverage overtime for 06/24/2013 – 07/21/2013 was reduced by approximately (100) hours.*
4. Reviewed the Monthly Expenditure Report for June and July – Information.  
*Trustee Kelly inquired about Capital Expenditure 680-611. Chief Shelton advised that this was a budgeted expenditure which covered the cost of soundproofing for the Evidence Room and security camera for the Evidence Room entry way.*
5. Reviewed the Monthly Offense Summary Report for June and July - Information.
6. Reviewed the letter(s) of Recognition and Appreciation – Information  
*Trustee Kelly commented on the letters and how it is nice to see such acknowledgement by persons who are involved with the police department.*
  - Deputy Chief Mark Altobella
  - Detective Lauren Kaspar
  - Officer Jose Chavez-Jimenez
  - Detective Michelle Strugala
  - Officer Nicholas Volek
  - Officer Dave Gaddis
  - Officer Robert Schaller
  - Officer Darren Biggs
  - Officer Daniel Polfliet
  - Officer John Skiba

### 7. DISCUSSION ITEMS

- Update - Capital Projects  
*Chief Shelton provided an update on the completion of the installation of the Evidence Room's entry way security camera. Chief Shelton also updated the Committee on the status of the two new squad cars. Chief Shelton advised that one new squad car has been completed and the second squad car will be completed in two weeks.*

- Update - Scheduling Program  
*Deputy Chief Altobella provided the Committee with a demonstration of the new scheduling program software, Schedule Anywhere, highlighting the program's capabilities. The Committee discussed the cost of the software comparing the price of a 3-year agreement versus a 1-year agreement. The Committee agreed to proceed with the purchase and the utilization of the new scheduling program.*
- Computer Purchase  
*The Committee discussed that three computers need to be purchased due to the age of the existing computers which are used for the Key Card Lock-Up System, Large Screen T.V. in the Patrol/Report Writing Office and the Evidence Room. The computers will be purchased with Asset Forfeiture Funds. Total cost is \$1,700.00 from P.C.S.*
- Update – New Probationary Officer  
*Officer Trainor's training is progressing very well and is on schedule.*

8. VISITOR'S BUSINESS\*  
*None*

9. ADJOURNMENT  
*The meeting was adjourned at 6:26 p.m.*

\* VISITOR'S BUSINESS (Public comment is limited to three minutes per person on agenda items only).

NEXT MEETING SCHEDULED SEPTEMBER 9<sup>TH</sup>, 2013 AT 6:00 P.M.