

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, NOVEMBER 25, 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 - November 11, 2013 (APPROVE)
 - c. Minutes - Executive Session - October 28, 2013 (APPROVE)
 - d. Warrants - \$448,213.65 (APPROVE)

NEW BUSINESS

6. DELINQUENT WATER BILLS
7. ORDINANCE - AN ORDINANCE PROVIDING FOR THE LEVY OF TAXES FOR THE FISCAL YEAR COMMENCING ON MAY 1, 2013 AND ENDING APRIL 30, 2014, OF THE VILLAGE OF WILLOWBROOK, DUPAGE COUNTY, ILLINOIS
8. RESOLUTION - A RESOLUTION ESTABLISHING PERMIT FEES, DEPOSITS AND OTHER CHARGES APPLICABLE TO THE RESERVATION OF PARKS OR PORTIONS THEREOF
9. MOTION - BOARD ADVICE AND CONSENT TO MAYOR'S APPOINTMENT OF CAROLINE A. DITTMAN TO FILL A VACANCY ON THE POLICE PENSION FUND BOARD
10. REPORT - ANNUAL PENSION FUND BOARD PENSION BOARD REPORT
11. PRESENTATION - FISCAL YEAR 2014/15 BUDGET PREVIEW

PRIOR BUSINESS

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

MINUTES OF THE REGULAR MEETING OF THE MAYOR AND BOARD OF TRUSTEES OF THE VILLAGE OF WILLOWBROOK HELD ON MONDAY, NOVEMBER 11, 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, and Umberto Davi.

ABSENT: At time of Roll Call - Trustee Paul Oggerino.

Also present were Village Administrator Timothy Halik, Village Attorney Thomas Bastian, Chief Mark Shelton, Deputy Chief Mark Altobella, Management Analyst Garrett Hummel, and Deputy Clerk Cindy Stuchl.

A QUORUM WAS DECLARED

3. PLEDGE OF ALLEGIANCE

Mayor Trilla asked Trustee Baker 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 - October 28, 2013 (APPROVE)
- c. Minutes - Executive Session - October 14, 2013 (APPROVE)
- d. Warrants - \$163,144.47 (APPROVE)
- e. Monthly Financial Report - October 31, 2013 (APPROVE)
- f. Ordinance - An Ordinance Declaring Surplus Property and Authorizing the Sale of Same - Ordinance No. 13-O-38 (PASS)
- g. Resolution - A Resolution Authorizing the Village Administrator's Acceptance of Change Orders Number 3 and 4 for the Waterford Park Renovation Project and Ratifying and Confirming the Village Administrator's

- Prior Execution of Said Change Orders - Resolution No. 13-R-72 (ADOPT)
- h. Resolution - A Resolution Accepting a Proposal from Rag's Electric to Install Outdoor Lighting Receptacles at Willow Pond Park and Ratifying and Confirming the Village Administrator's Prior Acceptance of Said Proposal - Resolution No. 13-R-73 (ADOPT)
 - i. Proclamation - A Proclamation Recognizing September 19, 2013 as "It Can Wait - National Day of Action" Day in the Village of Willowbrook (APPROVE)
 - j. Proclamation - A Proclamation Recognizing the Month of December 2013 as National Drunk and Drugged Driving (3-D) Prevention Month (APPROVE)

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

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

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

MOTION DECLARED CARRIED

NEW BUSINESS

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

Administrator Halik stated that a perspective lessee of a new coffee shop is currently speaking with the management of Hinsdale Lake Commons shopping center to take over the space vacated by Caribou Coffee. The business owner has reached out to the Village to request the issuance of a liquor license to serve limited types of alcoholic beverages including coffee liqueurs and wine. The Mayor and Liquor Control Commissioner Trustee Paul Oggerino both support this request.

The B-2 Liquor License would authorize the retail sale of wine and liqueurs or cordials for consumption on the premises, along with the retail sale of wine in sealed packages for consumption off the premises for coffee shops and sandwich shops that have less than 2,000 square feet of gross floor area.

Trustee Kelly questioned if this type of liquor license would allow for the store owner to qualify for a video gambling license. Attorney Bastian stated that it would. Concern was raised over the possibility of having two businesses close to each other with video gaming machines. Attorney Bastian stated that the State of Illinois would be responsible for reviewing the applications and would be the final authority on whether or not to grant the gaming license depending on the amount of licenses already issued in the area.

***NOTE: Trustee Oggerino arrived at 6:40 p.m.

MOTION: Made by Trustee Davi and seconded by Trustee Berglund to pass Ordinance No. 13-O-39.

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

MOTION DECLARED CARRIED

PRIOR BUSINESS

7. COMMITTEE REPORTS

Trustee Baker had no report.

Trustee Kelly had no report.

Trustee Mistele stated that at the Municipal Services Committee meeting, they reviewed the first draft of the plans for the remodeled police department. Trustee Mistele requested to meet with Chief Shelton to go over them.

Trustee Berglund stated that on November 24, 2013, there will be a dedication ceremony for the Veterans Memorial at Willow Pond at 1:00 p.m. Trustee Berglund also stated that the Holiday celebration/tree lighting will be held on December 7, 2013 from 4:00 p.m. - 8:00 p.m. also at Willow Pond.

Trustee Davi stated that at the Finance Committee meeting, there was a presentation for the Special Recreation Association Tax Levy and the presentation to the Village Board will be at the next Board meeting. Trustee Davi also stated that there was a presentation from a company called I-City on an app for your

smart phone. Administrator Halik advised that more information will be brought forth during the Budget process.

Trustee Oggerino had no report.

8. ATTORNEY'S REPORT

Attorney Bastian had no report.

9. CLERK'S REPORT

Clerk Hansen had no report.

10. ADMINISTRATOR'S REPORT

Administrator Halik stated the Board that there had been a large water main break that occurred earlier this morning. The Public Works Department did a fantastic job in getting the problem fixed. Administrator Halik also stated that the clerical staff in the Village Hall and Police Department also did a great job in handling phone calls and residents.

11. MAYOR'S REPORT

Mayor Trilla congratulated the residents of Lake Hinsdale Village for a great fundraiser honoring the Wounded Warriors on Friday, November 8, 2013. Mayor Trilla also thanked Administrator Halik and his support staff for their handling of the water main break crisis.

12. 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)

RECESS INTO EXECUTIVE SESSION

MOTION: Made by Trustee Davi and seconded by Trustee Kelly to recess into Executive Session at the hour of 6:48 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 6:55 p.m.

13. ORDINANCE - AN ORDINANCE OF THE VILLAGE OF WILLOWBROOK, DUPAGE COUNTY, ILLINOIS AUTHORIZING AND APPROVING EXECUTION OF A CONTRACT FOR THE ACQUISITION OF THE PROPERTY COMMONLY DESCRIBED AS 825 MIDWAY DRIVE, WILLOWBROOK, ILLINOIS

MOTION: Made by Trustee Mistele and seconded by Trustee Berglund to pass Ordinance No. 13-O-40.

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

MOTION DECLARED CARRIED

14. ADJOURNMENT

MOTION: Made by Trustee Mistele and seconded by Trustee Baker, to adjourn the Regular Meeting at the hour of 7:02 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.

November 25, 2013.

Mayor

WARRANTS

NOVEMBER 25, 2013

GENERAL CORPORATE FUND	-----	\$294,319.10
WATER FUND	-----	129,956.95
TIF SPECIAL REVENUE FUND	-----	1,120.50
WATER CAPITAL IMPROVEMENTS FUND	-----	4,750.00
L.A.F.E AND R FUND	-----	18,067.10
TOTAL WARRANTS	-----	\$448,213.65



Tim Halik, Village Administrator

APPROVED:

Frank A. Trilla, Mayor

VILLAGE OF WILLOWBROOK

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GENERAL CORPORATE FUND

CHECKS & DIR. DEBITS

DESCRIPTION	ACCOUNT NUMBER	AMOUNT
A ZOO TO YOU (2561)	11/26 CK# 83206	\$525.00
BAL DUE 12/7/13 CHILDRENS SPECIAL EVENTS 01-625-150	01-20-585-150	525.00
AFLAC (46)	11/26 CK# 83207	\$2,179.28
322531/NOV 13 EMP DED PAY - AFLAC/ACCIDENT 01-210-217	01-210-217	453.87
322531/NOV 13 EMP DED PAY - AFLAC/OTHER INS 01-210-218	01-210-218	1,725.41
AL WARREN OIL CO (2205)	11/26 CK# 83208	\$3,848.92
I0811726 GASOLINE INVENTORY 01-190-126	01-190-126	3,848.92
MARK ALTABELLA (65)	11/26 CK# 83210	\$672.00
2013HOTEL CALEA SCHOOLS-CONFERENCE TRAVEL 01-451-304	01-30-630-304	672.00
AMERICAN FIRST AID SERVICE INC (77)	11/26 CK# 83211	\$64.80
152917 OPERATING EQUIPMENT 01-451-401	01-30-630-401	26.95
152918 BUILDING MAINTENANCE SUPPLIES 01-405-351	01-10-466-351	37.85
ASPEN AUTO BODY INC. (125)	11/26 CK# 83212	\$350.00
21450 MAINTENANCE - VEHICLES 01-520-409	01-35-735-409	350.00
BANNERVILLE USA INC (2146)	11/26 CK# 83214	\$770.00
17256 CHILDRENS SPECIAL EVENTS 01-625-150	01-20-585-150	770.00
BLACK GOLD SEPTIC (208)	11/26 CK# 83215	\$310.00
1150 MAINTENANCE - PW BUILDING	01-35-725-418	310.00
CARROLL DISTRIBUTIONING (2586)	11/26 CK# 83216	\$234.81
397913 OPERATING SUPPLIES & EQUIPMENT 01-503-401	01-35-715-401	234.81
CHICAGO BADGE & INSIGNIA CO (334)	11/26 CK# 83217	\$304.02
12578 UNIFORMS 01-451-345	01-30-630-345	304.02
CHRISTOPHER B. BURKE (333)	11/26 CK# 83218	\$8,668.31
113434 REIMB.	01-40-820-246	385.00
113435 REIMB.	01-40-820-259	452.75
113436 REIMB.	01-40-820-246	220.00
113438 PLAN REVIEW - DRAINAGE ENGINEER 01-555-259	01-40-820-259	256.92
113439 FEES - ENGINEERING 01-505-245	01-35-720-245	330.00
113440 FEES - ENGINEERING 01-505-245	01-35-720-245	585.00
113441 FEES - DRAINAGE ENGINEER 01-555-246	01-40-820-246	605.00
113442 REIMB.	01-40-820-246	220.00
113478 PLAN REVIEW - PLANNER 01-15-520-257	01-15-520-257	5,198.64
13437 FEES - ENGINEERING 01-505-245	01-35-720-245	415.00
CLARKE AQUATIC WEED TECHNOLOGY (115)	11/26 CK# 83219	\$120.00
3218684 MAINTENANCE SUPPLIES 01-615-331	01-20-570-331	120.00
COLLEGE OF DUPAGE (364)	11/26 CK# 83220	\$6,094.00
4205/529 SCHOOLS-CONFERENCE TRAVEL 01-451-304	01-30-630-304	3,047.00
4205/531 SCHOOLS-CONFERENCE TRAVEL 01-451-304	01-30-630-304	3,047.00
COMMONWEALTH EDISON (370)	11/26 CK# 83221	\$1,059.11
0423085170NV13 RED LIGHT - COM ED	01-30-630-248	61.17
0791026027NV13 RED LIGHT - COM ED	01-30-630-248	48.82
1024813000NV13 ENERGY - STREET LIGHT 01-530-207	01-35-745-207	1.26
4215105154NV13 ENERGY - STREET LIGHT 01-530-207	01-35-745-207	450.52
4403140110NV13 ENERGY - STREET LIGHT 01-530-207	01-35-745-207	73.98
6863089003NV13 RED LIGHT - COM ED	01-30-630-248	64.76
7432089030NV13 ENERGY - STREET LIGHT 01-530-207	01-35-745-207	358.60
CONRAD POLYGRAPH INC (2546)	11/26 CK# 83222	\$320.00
1087 EXAMS - POLYGRAPH 01-745-545	01-07-440-545	320.00

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GENERAL CORPORATE FUND

CHECKS & DIR. DEBITS

DESCRIPTION	ACCOUNT NUMBER	AMOUNT
CONTINENTAL RESEARCH CORP (2585)	11/26 CK# 83223	\$194.81
395381-CRC1 MAINTENANCE - EQUIPMENT 01-525-411	01-35-740-411	194.81
COURTNEY'S LANE (395)	11/26 CK# 83224	\$35.00
054764 MAINTENANCE - VEHICLES 01-520-409	01-35-735-409	35.00
DATAMATION IMAGING SERVICES (2568)	11/26 CK# 83225	\$5,361.70
NOV-52106 E D P EQUIPMENT 01-445-641	01-10-485-641	5,361.70
DCG (451)	11/26 CK# 83226	\$442.50
31017 SCHOOLS-CONFERENCE TRAVEL 01-25-610-304	01-25-610-304	295.00
31017 SCHOOLS CONFERENCE TRAVEL 01-501-304	01-35-710-304	147.50
DD INDUSTRIES INC (2246)	11/26 CK# 83227	\$176.43
60620 OPERATING EQUIPMENT 01-451-401	01-30-630-401	176.43
DELTA DENTAL PLAN OF ILLINOIS (468)	11/26 CK# 83228	\$3,440.14
DECEMBER 2013 EMP DED PAY-INS 01-210-204	01-210-204	701.71
DECEMBER 2013 EMPLOYEE BENEFIT - MEDICAL INSURANC	01-10-455-141	188.56
DECEMBER 2013 EMPLOYEE BENEFITS - MEDICAL 01-15-510-141	01-15-510-141	53.07
DECEMBER 2013 EMPLOYEE BENEFIT - MEDICAL INS 01-25-610-141	01-25-610-141	106.14
DECEMBER 2013 EMPLOYEE BENEFIT - MEDICAL INSURANC	01-30-630-141	2,116.57
DECEMBER 2013 EMPLOYEE BENEFITS - MEDICAL 01-501-141	01-35-710-141	114.89
DECEMBER 2013 EMPLOYEE BENEFITS - MEDICAL 01-551-141	01-40-810-141	159.20
DUPAGE COUNTY TREASURER (497)	11/26 CK# 83229	\$250.00
2474/OCT 13 EDP-SOFTWARE 01-457-212	01-30-640-212	250.00
DUPAGE COUNTY PUBLIC WORKS (514)	11/26 CK# 83230	\$258.04
700 WB 7/319/30 SANITARY USER CHARGE	01-35-725-417	23.34
835 MW 8/149/30 SANITARY USER CHARGE 01-405-385	01-10-466-385	173.85
VH 7/31-9/30 SANITARY USER CHARGE 01-405-385	01-10-466-385	60.85
DUPAGE COUNTY (511)	11/26 CK# 83231	\$500.00
11/7/13 COUPONS TAXI CAB VOUCHERS - PREPAID 01-190-103	01-190-103	250.00
11/7/13 COUPONS SENIOR CITIZEN TAXI PROGRAM 01-435-372	01-10-475-372	250.00
DUPAGE COUNTY RECORDER (518)	11/26 CK# 83232	\$112.00
201311060082 FEES DUES SUBSCRIPTIONS 01-420-307	01-10-455-307	31.00
201311060140 FEES DUES SUBSCRIPTIONS 01-420-307	01-10-455-307	81.00
DUPAGE MAYORS AND MGRS. CONF. (527)	11/26 CK# 83233	\$80.00
7706 SCHOOLS-CONFERENCE TRAVEL 01-05-410-304	01-05-410-304	40.00
7706 SCHOOLS-CONFERENCE TRAVEL 01-420-304	01-10-455-304	40.00
FEDEX OFFICE (593)	11/26 CK# 83236	\$144.25
36310033470 PRINTING & PUBLISHING 01-501-302	01-35-710-302	144.25
FIRE & SECURITY SYSTEMS INC. (601)	11/26 CK# 83237	\$153.00
137218 MAINTENANCE - BUILDING 01-405-228	01-10-466-228	153.00
FIRESTONE TIRE & SERVICE (603)	11/26 CK# 83238	\$495.12
202883 MAINTENANCE - VEHICLES 01-451-409	01-30-630-409	495.12
GORDON FLESCH (695)	11/26 CK# 83239	\$3.52
20A144 COPY SERVICE 01-420-315	01-10-455-315	3.52
W.W. GRAINGER (1999)	11/26 CK# 83240	\$95.60
9296466320 MAINTENANCE - VEHICLES 01-520-409	01-35-735-409	95.60
HOME DEPOT CREDIT SERVICES (808)	11/26 CK# 83243	\$731.18
3023298-BAL OPERATING SUPPLIES & EQUIPMENT 01-503-401	01-35-715-401	150.00
3023842 MAINTENANCE - GARAGE 01-510-413	01-35-725-413	212.91
3025664 BUILDING MAINTENANCE SUPPLIES 01-405-351	01-10-466-351	19.97

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DESCRIPTION	ACCOUNT NUMBER	AMOUNT
5021669 MAINTENANCE SUPPLIES 01-615-331	01-20-570-331	13.77
8024701 MAINTENANCE SUPPLIES 01-615-331	01-20-570-331	81.44
9024459 MAINTENANCE SUPPLIES 01-615-331	01-20-570-331	253.09
HOVING PIT STOP (816)	11/26 CK# 83244	\$294.00
7389 STREET & ROW MAINTENANCE 01-535-328	01-35-750-328	294.00
HR SIMPLIFIED (744)	11/26 CK# 83245	\$300.00
37091 EMPLOYEE BENEFIT - MEDICAL INSURANC	01-10-455-141	300.00
INTERGOVERNMENTAL PERSONNEL (934)	11/26 CK# 83247	\$40,458.03
NOV 2013 EMP DED PAY-INS 01-210-204	01-210-204	10,076.34
NOV 2013 LIFE INS BENEFIT -APPOINTED/ELECTED	01-05-410-141	49.09
NOV 2013 LIFE INS BENEFIT -APPOINTED/ELECTED	01-07-435-148	29.24
NOV 2013 EMPLOYEE BENEFIT - MEDICAL INSURANC	01-10-455-141	1,130.37
NOV 2013 EMPLOYEE BENEFITS - MEDICAL 01-15-510-141	01-15-510-141	706.59
NOV 2013 PLAN COMMISSION COMPENSATION	01-15-510-340	43.43
NOV 2013 EMPLOYEE BENEFITS - MEDICAL 01-601-141	01-20-550-141	77.00
NOV 2013 EMPLOYEE BENEFIT - MEDICAL INS 01-25-610-141	01-25-610-141	1,425.54
NOV 2013 EMPLOYEE BENEFIT - MEDICAL INSURANC	01-30-630-141	23,517.56
NOV 2013 EMPLOYEE BENEFITS - MEDICAL 01-501-141	01-35-710-141	1,260.22
NOV 2013 EMPLOYEE BENEFITS - MEDICAL 01-551-141	01-40-810-141	2,142.65
ISP BUREAU OF CRIMINAL IDNTFCATION (243)	11/26 CK# 83248	\$182.50
4554/OCT 13 FEES-DUES-SUBSCRIPTIONS 01-451-307	01-30-630-307	182.50
J & H DECOR (2451)	11/26 CK# 83249	\$110.00
WM RAHN PUBLIC RELATIONS 01-435-365	01-10-475-365	110.00
JACK PHELAN DODGE (2285)	11/26 CK# 83250	\$905.77
DOCS91019 MAINTENANCE - VEHICLES 01-451-409	01-30-630-409	905.77
JSN CONTRACTORS SUPPLY (2526)	11/26 CK# 83251	\$134.00
78269 OPERATING EQUIPMENT 01-540-401	01-35-755-401	134.00
KIMBALL MIDWEST (2504)	11/26 CK# 83254	\$64.49
3263454 OPERATING EQUIPMENT - 01-540-401	01-35-755-401	64.49
KIPP'S LAWNMOWER SALES & SERVICE (1062)	11/26 CK# 83255	\$174.48
423999 OPERATING EQUIPMENT 01-540-401	01-35-755-401	174.48
KONICA MINOLTA BUSINESS SOLUTIONS (2319)	11/26 CK# 83258	\$580.02
226684492 COPY SERVICE 01-451-315	01-30-630-315	151.79
226711149 COPY SERVICE 01-420-315	01-10-455-315	428.23
LASERCRAFT INC (2300)	11/26 CK# 83259	\$23,910.50
13982/OCT13 RED LIGHT CAMERA FEES 01-30-630-247	01-30-630-247	22,475.00
13985/OCT13 RED LIGHT - MISC FEE	01-30-630-249	1,435.50
LAW ENFORCEMENT RECORDS MNGRS IL (2318)	11/26 CK# 83260	\$30.00
MTG 12/5 SCHOOLS-CONFERENCE TRAVEL 01-451-304	01-30-630-304	30.00
LEXIS (21)	11/26 CK# 83261	\$114.45
1009686 OCT13 FEES-DUES-SUBSCRIPTIONS 01-451-307	01-30-630-307	114.45
LIBERTY SALES (2575)	11/26 CK# 83262	\$594.83
25120 UNIFORMS 01-451-345	01-30-630-345	594.83
LOGSDON OFFICE SUPPLY (2452)	11/26 CK# 83263	\$419.25
893643-001 OFFICE SUPPLIES 01-420-301	01-10-455-301	43.30
893643-001 OPERATING SUPPLIES 01-25-615-331	01-25-615-331	90.99
894259-001 OFFICE SUPPLIES 01-420-301	01-10-455-301	34.91
894259-001 OFFICE SUPPLIES 01-25-610-301	01-25-610-301	194.49

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GENERAL CORPORATE FUND

CHECKS & DIR. DEBITS

DESCRIPTION	ACCOUNT NUMBER	AMOUNT
LOGSDON OFFICE SUPPLY (2452) CONTINUED ...		
894259-001 OFFICE SUPPLIES 01-501-301	01-35-710-301	8.28
894259-002 OFFICE SUPPLIES 01-420-301	01-10-455-301	12.29
894360-001 OFFICE SUPPLIES 01-420-301	01-10-455-301	34.99
MARQUARDT & BELMONTE P.C. (2259)	11/26 CK# 83264	\$555.00
6141/OCT 13 RED LIGHT ADJUDICATOR 01-30-630-246	01-30-630-246	555.00
MARQUARDT PRINTING CO. (2543)	11/26 CK# 83265	\$485.00
24548 OFFICE SUPPLIES 01-420-301	01-10-455-301	335.00
24601 PRINTING & PUBLISHING 01-25-610-302	01-25-610-302	150.00
MENARDS (1245)	11/26 CK# 83267	\$316.18
35080400 MAINTENANCE - EQUIPMENT 01-520-411	01-35-735-411	316.18
MOTOROLA INC. (1312)	11/26 CK# 83269	\$5,521.30
41188177 MAINTENANCE - RADIO EQUIPMENT 01-451-421	01-30-630-421	5,521.30
MUNICIPAL CLERKS OF DUPAGE CNTY (1318)	11/26 CK# 83270	\$22.00
DEC MTG STUHL SCHOOLS-CONFERENCE TRAVEL 01-05-410-304	01-05-410-304	22.00
O'HARA TRUE VALUE HOME AND HARDWARE (2481)	11/26 CK# 83271	\$304.22
1054 SEP/OCT13 MAINTENANCE - EQUIPMENT 01-520-411	01-35-735-411	304.22
ORIENTAL TRADING (2418)	11/26 CK# 83272	\$168.48
660190735-01 CHILDRENS SPECIAL EVENTS 01-625-150	01-20-585-150	168.48
ORKIN EXTERMINATING (1439)	11/26 CK# 83273	\$82.24
NOV 13 MAINTENANCE - BUILDING 01-405-228	01-10-466-228	82.24
ORLAND PARKS SPARKS (1466)	11/26 CK# 83274	\$80.00
2013 RAINOUTS PARK PERMIT FEES 01-310-814	01-310-814	80.00
P.F. PETTIBONE & CO. (1491)	11/26 CK# 83275	\$17.00
29012 OPERATING EQUIPMENT 01-451-401	01-30-630-401	17.00
PACIFIC TELEMANAGEMENT SERVICES (2197)	11/26 CK# 83276	\$78.00
590506/DEC 13 PHONE - TELEPHONES 01-420-201	01-10-455-201	78.00
PARTNERS AND PAWS VETERINARY SERVICES (2548)	11/26 CK# 83277	\$315.00
10000088 OPERATING EQUIPMENT 01-451-401	01-30-630-401	315.00
ANDREW C PASSERO (2492)	11/26 CK# 83278	\$50.00
SANTA CHAIR CHILDRENS SPECIAL EVENTS 01-625-150	01-20-585-150	50.00
PCS INTERNATIONAL (2201)	11/26 CK# 83279	\$180.00
131381 E.D.P. SOFTWARE 01-25-615-212	01-25-615-212	180.00
PEPSI COLA GEN BOT (1479)	11/26 CK# 83280	\$190.30
21400604 COMMISSARY PROVISION 01-420-355	01-10-455-355	190.30
PESSINA TREE SERVICE LLC (2587)	11/26 CK# 83281	\$105,618.00
1630 TREE MAINTENANCE 01-535-338	01-35-750-338	105,618.00
PETTY CASH C/O TIM HALIK (1492)	11/26 CK# 83282	\$62.87
11/20/13 GAS-OIL-WASH-MILEAGE 01-420-303	01-10-455-303	29.81
11/20/13 FEES DUES SUBSCRIPTIONS 01-420-307	01-10-455-307	2.00
11/20/13 CASH - OVER OR SHORT 01-420-505	01-10-455-505	0.59
11/20/13 SCHOOLS-CONFERENCE TRAVEL 01-451-304	01-30-630-304	16.41
11/20/13 UNIFORMS 01-451-345	01-30-630-345	14.06
PUBLIC SAFETY DIRECT INC (2309)	11/26 CK# 83283	\$132.13
24917 MAINTENANCE - VEHICLES 01-451-409	01-30-630-409	132.13
RAGS ELECTRIC, INC (1585)	11/26 CK# 83284	\$11,864.30
15056 MAINTENANCE - STREET LIGHTS 01-530-223	01-35-745-223	5,136.08

VILLAGE OF WILLOWBROOK

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GENERAL CORPORATE FUND

CHECKS & DIR. DEBITS

DESCRIPTION	ACCOUNT NUMBER	AMOUNT
RAGS ELECTRIC, INC (1585) CONTINUED ...		
15059 MAINTENANCE - STREET LIGHTS 01-530-223	01-35-745-223	6,340.17
15060 MAINTENANCE - STREET LIGHTS 01-530-223	01-35-745-223	388.05
RAY O'HERRON CO., INC. (1594)	11/26 CK# 83285	\$1,238.65
1320107 UNIFORMS 01-451-345	01-30-630-345	375.98
1334988 OPERATING EQUIPMENT 01-451-401	01-30-630-401	34.95
1334989 OPERATING EQUIPMENT 01-451-401	01-30-630-401	287.98
1334990 UNIFORMS 01-451-345	01-30-630-345	159.96
1335230 UNIFORMS 01-451-345	01-30-630-345	138.79
1335232 UNIFORMS 01-451-345	01-30-630-345	240.99
ROBERT WHITE CONSTRUCTION (2579)	11/26 CK# 83286	\$5,140.16
1007 STREET & ROW MAINTENANCE 01-535-328	01-35-750-328	1,275.00
1011 STREET & ROW MAINTENANCE 01-535-328	01-35-750-328	2,590.16
1013 STREET & ROW MAINTENANCE 01-535-328	01-35-750-328	1,275.00
SCUKANEC GEORGE (1685)	11/26 CK# 83287	\$75.00
ADV HLDY PARTY WINTER PROGRAM MATERIALS & SERVICES	01-20-585-121	75.00
SEASON COMFORT, CORP. (1687)	11/26 CK# 83288	\$607.00
202557NOV-JAN14 MAINTENANCE - BUILDING 01-405-228	01-10-466-228	607.00
SIKICH LLP (1722)	11/26 CK# 83289	\$10,868.70
171622/OCT13 FINANCIAL SERVICES 01-25-620-252	01-25-620-252	10,868.70
SOUTHWEST CENTRAL DISPATCH (1751)	11/26 CK# 83290	\$18,379.04
DECEMBER 13 RADIO DISPATCHING 01-483-235	01-30-675-235	18,379.04
STONE WHEEL INC (1780)	11/26 CK# 83291	\$111.93
195996 MAINTENANCE - VEHICLES 01-451-409	01-30-630-409	111.93
LAW OFFICES STORINO RAMELLO & DURKIN (2545)	11/26 CK# 83292	\$7,316.95
62674/OCT 13 FEES - VILLAGE ATTORNEY 01-425-239	01-10-470-239	7,316.95
MICHELLE STRUGALA (1786)	11/26 CK# 83293	\$64.94
13 UNFRMS UNIFORMS 01-451-345	01-30-630-345	64.94
SUBURBAN LEAP (2199)	11/26 CK# 83294	\$60.00
14 SCHNTZ/HAHN FEES-DUES-SUBSCRIPTIONS 01-451-307	01-30-630-307	60.00
SUBURBAN LIFE PUBLICATIONS (1805)	11/26 CK# 83295	\$696.42
861957 PRINTING & PUBLISHING 01-25-610-302	01-25-610-302	696.42
T.P.I. (1886)	11/26 CK# 83297	\$6,037.21
6686/OCT 13 REIMB.	01-40-820-258	2,383.21
6686/OCT 13 PART TIME INSPECTOR 01-565-109	01-40-830-109	3,024.00
6686/OCT 13 REIMB.	01-40-830-115	630.00
TAMELING GRADING (1836)	11/26 CK# 83298	\$630.00
TG5/OCT 13 LANDSCAPE MAINTENANCE SERVICES 01-610-342	01-20-565-342	630.00
TAMELING INDUSTRIES (1844)	11/26 CK# 83299	\$225.00
91543 STREET & ROW MAINTENANCE 01-535-328	01-35-750-328	225.00
TOM & JERRY'S SHELL SERVICES (1883)	11/26 CK# 83300	\$1,019.66
48741 MAINTENANCE - VEHICLES 01-451-409	01-30-630-409	349.18
48765 MAINTENANCE - VEHICLES 01-451-409	01-30-630-409	127.45
48770 MAINTENANCE - VEHICLES 01-451-409	01-30-630-409	25.45
48787 MAINTENANCE - VEHICLES 01-451-409	01-30-630-409	25.45
48828 MAINTENANCE - VEHICLES 01-451-409	01-30-630-409	25.45
48830 MAINTENANCE - VEHICLES 01-451-409	01-30-630-409	45.85
48832 MAINTENANCE - VEHICLES 01-451-409	01-30-630-409	25.45

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GENERAL CORPORATE FUND

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DESCRIPTION	ACCOUNT NUMBER	AMOUNT
TOM & JERRY'S SHELL SERVICES (1883) CONTINUED ...		
48838 MAINTENANCE - VEHICLES 01-451-409	01-30-630-409	369.93
48853 MAINTENANCE - VEHICLES 01-451-409	01-30-630-409	25.45
TREASURER STATE OF ILLINOIS (874)	11/26 CK# 83301	\$1,524.75
40870JULSEPT13 MAINT TRAFFIC SIGNALS 01-530-224	01-35-745-224	1,524.75
ULTIMATE RENTAL SERVICES, INC (2566)	11/26 CK# 83302	\$770.00
8114410 12/7/13 CHILDRENS SPECIAL EVENTS 01-625-150	01-20-585-150	770.00
ULTIMATE RENTAL SERVICES, INC (2566)	11/26 CK# 83303	\$52.50
VETS MEMORIAL FALL PROGRAM MATERIALS & SERVICES 01-622-118	01-20-580-118	52.50
UNIFIRST (1926)	11/26 CK# 83304	\$399.00
0610791894 MAINTENANCE - BUILDING 01-405-228	01-10-466-228	179.50
0610804353 MAINTENANCE - BUILDING 01-405-228	01-10-466-228	170.50
0610804436 MAINTENANCE - PW BUILDING	01-35-725-418	49.00
VERIZON WIRELESS (1972)	11/26 CK# 83305	\$637.94
9714208243 PHONE - TELEPHONES 01-05-410-201	01-05-410-201	61.35
9714208243 PHONE - TELEPHONES 01-420-201	01-10-455-201	23.32
9714208243 PHONE - TELEPHONES 01-451-201	01-30-630-201	318.51
9714208243 TELEPHONES 01-501-201	01-35-710-201	136.55
9714208243 TELEPHONES 01-551-201	01-40-810-201	98.21
VICTORIA COURT CARRIAGES INC (2356)	11/26 CK# 83306	\$900.00
12/7/13 EVENT CHILDRENS SPECIAL EVENTS 01-625-150	01-20-585-150	900.00
VIDEO AND SOUND SERVICE INC (2230)	11/26 CK# 83307	\$335.19
77605 OPERATING EQUIPMENT 01-451-401	01-30-630-401	335.19
WEST SIDE TRACTOR SALES (2031)	11/26 CK# 83308	\$1,772.20
N93251 MAINTENANCE - VEHICLES 01-520-409	01-35-735-409	23.44
N94732 MAINTENANCE - VEHICLES 01-520-409	01-35-735-409	213.45
V77646 MAINTENANCE - VEHICLES 01-520-409	01-35-735-409	1,535.31
WESTFIELD FORD (2028)	11/26 CK# 83309	\$1,452.17
359175 MAINTENANCE - VEHICLES 01-520-409	01-35-735-409	143.30
361000 MAINTENANCE - VEHICLES 01-520-409	01-35-735-409	855.35
361011 MAINTENANCE - VEHICLES 01-520-409	01-35-735-409	453.52
WESTMONT SHELL (2231)	11/26 CK# 83310	\$150.00
13-06313 MAINTENANCE - VEHICLES 01-451-409	01-30-630-409	150.00
WILD GOOSE CHASE INC (2047)	11/26 CK# 83311	\$420.00
20217 LANDSCAPE MAINTENANCE SERVICES 01-610-342	01-20-565-342	420.00
WILLOWBROOK CURRENCY EXCHANGE (2060)	11/26 CK# 83312	\$110.85
R403357 #60 FEES-DUES-SUBSCRIPTIONS 01-451-307	01-30-630-307	110.85
WILLOWBROOK FORD INC. (2056)	11/26 CK# 83313	\$15.96
6146797/2 MAINTENANCE - VEHICLES 01-451-409	01-30-630-409	15.96
WOLF & COMPANY LLP (2340)	11/26 CK# 83314	\$1,000.00
112198 AUDIT SERVICES 01-25-620-251	01-25-620-251	1,000.00
TOTAL GENERAL CORPORATE FUND		\$294,319.10

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WATER FUND

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DESCRIPTION	ACCOUNT NUMBER	AMOUNT
ALARM DETECTION SYSTEMS INC (61)	11/26 CK# 83209	\$507.69
92825/DEC FEB14 REPAIR, MAINTENANCE-STANDPIPE, PUMP	02-50-425-485	155.55
94593/DEC FEB14 REPAIR, MAINTENANCE-STANDPIPE, PUMP	02-50-425-485	155.55
94594/DEC FEB14 REPAIR, MAINTENANCE-STANDPIPE, PUMP	02-50-425-485	196.59
AT & T MOBILITY (64)	11/26 CK# 83213	\$72.88
826930710NV13 PHONE - TELEPHONES 02-401-201	02-50-401-201	72.88
COMMONWEALTH EDISON (370)	11/26 CK# 83221	\$469.25
4651111049NV13 ENERGY - ELECTRIC PUMP 02-420-206	02-50-420-206	469.25
DCG (451)	11/26 CK# 83226	\$147.50
31017 SCHOOLS CONFERENCE TRAVEL 02-401-304	02-50-401-304	147.50
DELTA DENTAL PLAN OF ILLINOIS (468)	11/26 CK# 83228	\$114.89
DECEMBER 2013 EMPLOYEE BENEFITS - MEDICAL	02-50-401-141	114.89
DUPAGE WATER COMMISSION (521)	11/26 CK# 83234	\$103,498.25
10247/OCT 13 PURCHASE OF WATER 02-420-575	02-50-420-575	103,498.25
ENVIRO TEST INC (555)	11/26 CK# 83235	\$87.50
13-129906OCT 13 SAMPLING ANALYSIS 02-420-362	02-50-420-362	87.50
W.W. GRAINGER (1999)	11/26 CK# 83240	\$395.56
9293752805 MAINTENANCE - METER EQUIPMENT 02-435-463	02-50-435-463	395.56
HD SUPPLY WATERWORKS, LTD (2191)	11/26 CK# 83241	\$3,284.00
B511266 DISTRIBUTION SYSTEM REPLACEMENT 02-440-694	02-50-440-694	3,284.00
HOLIDAY INN (2009)	11/26 CK# 83242	\$1,943.80
WR 11/19/13 OVER PAYMENT SENT TO CUSTOMER-DM HOLIDAY INN UT# 410295.001	02-280-133	1,943.80
HOME DEPOT CREDIT SERVICES (808)	11/26 CK# 83243	\$15.51
3032226 OPERATING EQUIPMENT 02-430-401	02-50-430-401	15.51
HOVING PIT STOP (816)	11/26 CK# 83244	\$588.00
7389 WATER DISTRIBUTION REPAIR-MAINTENAN	02-50-430-277	588.00
ILLINOIS SECTION AWWA (150)	11/26 CK# 83246	\$120.00
200008352 SCHOOLS CONFERENCE TRAVEL 02-401-304	02-50-401-304	120.00
INTERGOVERNMENTAL PERSONNEL (934)	11/26 CK# 83247	\$1,303.88
NOV 2013 EMPLOYEE BENEFITS - MEDICAL	02-50-401-141	1,303.88
KEVIN DUFFY (2009)	11/26 CK# 83253	\$25.00
WR 11/19/13 OVER PAYMENT SENT TO CUSTOMER-DM DUFFY, KEVIN UT# 112610.002	02-280-133	25.00
KNOLLS CONDO (1243)	11/26 CK# 83256	\$440.00
WR 11/11/13 DEPOSITS SENT TO CUSTOMER-DM KNOLLS CONDO UT# 700880.000 DEPOSIT SENT TO CUSTOMER	02-280-130	110.00
WR 11/11/13 DEPOSITS SENT TO CUSTOMER-DM KNOLLS CONDO UT# 700905.000 DEPOSIT SENT TO CUSTOMER	02-280-130	110.00
WR 11/11/13 DEPOSITS SENT TO CUSTOMER-DM KNOLLS CONDO UT# 700910.000 DEPOSIT SENT TO CUSTOMER	02-280-130	110.00
WR 11/11/13 DEPOSITS SENT TO CUSTOMER-DM KNOLLS CONDO UT# 700955.000 DEPOSIT SENT TO CUSTOMER	02-280-130	110.00
KNOLLS CONDOMINIUMS (1065)	11/26 CK# 83257	\$30.00
CK11761 OTHER REVENUE 02-310-717	02-310-717	30.00
PETTY CASH C/O TIM HALIK (1492)	11/26 CK# 83282	\$33.00
11/20/13 POSTAGE & METER RENT 02-401-311	02-50-401-311	33.00
SUNSET SEWER & WATER (2276)	11/26 CK# 83296	\$12,036.89
2013-319 WATER DISTRIBUTION REPAIR-MAINTENAN	02-50-430-277	5,592.77

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WATER FUND

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DESCRIPTION	ACCOUNT NUMBER	AMOUNT
SUNSET SEWER & WATER (2276) CONTINUED ...		
2013-320 WATER DISTRIBUTION REPAIR-MAINTENAN	02-50-430-277	3,230.47
2013-329 WATER DISTRIBUTION REPAIR-MAINTENAN	02-50-430-277	3,213.65
TAMELING GRADING (1836)	11/26 CK# 83298	\$2,888.50
TG5/OCT 13 WATER DISTRIBUTION REPAIR-MAINTENAN	02-50-430-277	2,888.50
VERIZON WIRELESS (1972)	11/26 CK# 83305	\$136.55
9714208243 PHONE - TELEPHONES 02-401-201	02-50-401-201	136.55
ZIEBELL WATER SERVICE PRODUCTS (2118)	11/26 CK# 83315	\$1,818.30
222792-000 MATERIAL & SUPPLIES - DISTRIBUTION 02-430-476	02-50-430-476	1,818.30
TOTAL WATER FUND		\$129,956.95

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T I F SPECIAL REVENUE FUND

CHECKS & DIR. DEBITS

DESCRIPTION	ACCOUNT NUMBER	AMOUNT
SIKICH LLP (1722)	11/26 CK# 83289	\$1,120.50
171622/OCT13 ACCOUNTING FEES	05-59-401-246	1,120.50
TOTAL T I F SPECIAL REVENUE FUND		\$1,120.50

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WATER CAPITAL IMPROVEMENTS FUND

CHECKS & DIR. DEBITS

DESCRIPTION	ACCOUNT NUMBER	AMOUNT
MIDWEST METER INC (1279)	11/26 CK# 83288	\$4,750.00
50427 MTU REPLACEMENT	09-65-440-602	4,750.00
TOTAL WATER CAPITAL IMPROVEMENTS FUND		\$4,750.00

VILLAGE OF WILLOWBROOK

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LAND ACQUISITION, FACILITY EXPANSION & RENOVATION FUND

CHECKS & DIR. DEBITS

DESCRIPTION	ACCOUNT NUMBER	AMOUNT
THE KENNETH COMPANY (2583)	11/26 CK# 83252	\$16,217.10
PAYOUT #2 FACILITIES	14-75-930-415	16,217.10
MATTHEW PAVING INC (2577)	11/26 CK# 83266	\$1,850.00
5429 FINAL FACILITIES	14-75-930-415	1,850.00
TOTAL LAND ACQUISITION, FACILITY EXPANSION & RENOVATION FUN		\$18,067.10

VILLAGE OF WILLOWBROOK

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SUMMARY ALL FUNDS

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BANK ACCOUNT	DESCRIPTION	AMOUNT	
01-110-105	GENERAL CORPORATE FUND-CHECKING - 0010330283	294,319.10	*
02-110-105	WATER FUND-CHECKING 0010330283	129,956.95	*
05-110-105	T I F SPECIAL REVENUE FUND-CHECKING 0010330283	1,120.50	*
09-110-105	WATER CAPITAL IMPROVEMENTS FUND-CHECKING - 100564-4	4,750.00	*
14-110-105	LAND ACQUISITION, FACILITY EXPANSION & RENOVATION-CHEC	18,067.10	*
TOTAL ALL FUNDS		448,213.65	**

VILLAGE OF WILLOWBROOK

BOARD MEETING

AGENDA ITEM - HISTORY/COMMENTARY

ITEM TITLE:

AN ORDINANCE PROVIDING FOR THE LEVY OF TAXES FOR THE FISCAL YEAR COMMENCING ON MAY 1, 2013 AND ENDING APRIL 30, 2014, OF THE VILLAGE OF WILLOWBROOK, DUPAGE COUNTY, ILLINOIS

AGENDA NO. 7

AGENDA DATE: 11/25/13

STAFF REVIEW: Kristin Violante & Carrie Dittman

SIGNATURE *Kristin Violante, Carrie Dittman*

LEGAL REVIEW: Thomas Bastian, Village Attorney

SIGNATURE: *THOMAS BASTIAN TA*

RECOMMENDED BY: Tim Halik, Village Administrator

SIGNATURE: *T. Halik*

REVIEWED BY COMMITTEE: YES on November 11, 2013 NO N/A

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

One component in the Parks and Recreation Department budget process is how the Special Recreation Tax Levy plays a part of funding certain Department expenses. Attached you will find a summary of the Special Recreation projects for the 2013 Tax Levy.

Over the last several years, the Board levied the tax as an alternative to using other funds from the General Fund. Currently, the tax impact for a homeowner with a market value of \$300,000 is approximately \$15.00. The Village Board determined that the effect of funding the following items through the Special Recreation Tax is preferable to funding them from the General Fund:

- 1) Willowbrook's membership in the Gateway Special Recreation Association and direct Staff costs
- 2) Expenses in assisting recreation participants requiring ADA accommodations
- 3) Improvements to our park and playgrounds in providing better accessibility

In addition to Gateway membership, staff costs and ADA accommodations, the tax has funded park accessibility improvements as recommended by the accessibility evaluation completed in 2006. Funds from this tax levy as well as amounts restricted for special recreation from prior levies will be used in the Waterford park project. Staff presented the proposed tax levy to the Finance and Administration Committee meeting on November 11, 2013.

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

For the 2013 proposed tax levy of \$71,135, the tax impact for a home owner with a home market value of \$300,000 would be approximately \$17.00. This represents a 4.23% increase over the prior levy. Any tax collected is restricted to be used on special recreation activities. Below is the tax levy from last year compared to the 2013 requested levy:

	<u>Tax Levy Year 2012</u>	<u>Tax Levy Year 2013</u>
Gateway membership	\$ 36,833	\$ 37,360
Staff costs	5,400	5,400
ADA Accommodations	7,775	6,575
Park Landscape Supplies	4,600	4,600
Park Improvements	<u>13,300</u>	<u>17,200</u>
Total	\$ 67,908	\$ 71,135

ACTION PROPOSED: PASS THE ORDINANCE

Notes for 2013 Special Recreation Tax Levy

2013

- A. Gateway SRA membership.** Anticipated a maximum of 6.5% increase in the current SRA annual assessment of \$34,585.
(Account 01-20-590-518) **\$37,360**
- B. Staff Costs.** Estimate for Gateway SRA representation and Communicating with residents on special recreation issues.
(Account 01-20-550-101) **\$ 5,400**
- C. ADA Accomodations.**
1. Projections based on previous years to provide assistance for 1:1 aides. FY12-13 cost was \$6200. We are anticipating costs for FY 13-14 to be approximately \$5000. Allocate \$5,000 for FY 14-15
(Account 01-20-590-520)
 2. Special Recreation Fishing Day at Willow Pond = \$400
(Account 01-20-590-520)
 3. Contingency for ADA assistance for participants in Parks and Recreation Department activities = \$1000
(Account 01-20-590-520)
 4. Approved playground mulch (4 loads x \$1500/load) x .5 = \$3000
(Account 01-20-590-520)
 5. Labor for spreading 4 loads of mulch x \$800 X .5 = \$1600
(Account 01-20-590-520)
 6. Handicapped toilet upgrade at Willow Pond (\$25/month x 7 months) = \$175.00
(Account 01-20-590-520) **\$ 11,175**
- D. ADA Park Improvements.**
1. Portion of \$82,000 playground w/at least 3 accessible attractions and regulatory signage = \$17,200
(Account 01-20-590-521)

Total for 2013 Special Recreation Tax Levy

\$71,135

ORDINANCE NO. 13-O-_____

AN ORDINANCE PROVIDING FOR THE LEVY OF TAXES FOR THE FISCAL YEAR COMMENCING ON MAY 1, 2013 AND ENDING APRIL 30, 2014, OF THE VILLAGE OF WILLOWBROOK, DU PAGE COUNTY, ILLINOIS

WHEREAS, on or about June 11, 2013, the corporate authorities of the Village of Willowbrook passed Ordinance No. 13-O-18, entitled "Annual Appropriation Ordinance Village of Willowbrook, DuPage County, Illinois for the Fiscal Year Beginning May 1, 2013 and Ending April 30, 2014"; and

WHEREAS, the corporate authorities of the Village of Willowbrook, by this Ordinance, desire to levy such taxes as are necessary to defray all expenses and liabilities for the fiscal year commencing May 1, 2013 and ending April 30, 2014.

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

SECTION ONE: That the Mayor and Board of Trustees of the Village of Willowbrook have and hereby do ascertain the total amount of appropriations legally made and all amounts deemed necessary to defray additional expenses and liabilities for all corporate purposes to be provided for by the levy of

taxes for the fiscal year commencing May 1, 2013 and ending April 30, 2014, as follows:

ACCOUNT NUMBER	OBJECT AND PURPOSE FOR WHICH APPROPRIATIONS ARE MADE	AMOUNT APPROPRIATED FOR EACH OBJECT OR PURPOSE IN DOLLARS	AMOUNT LEVIED IN DOLLARS
	GENERAL FUND EXPENDITURES		
	CORPORATE		
01-20-550-101	Salaries-Permanent Employees	\$66,964	\$5,400
01-20-565-341	Park & Landscape Supplies	\$31,300	\$4,600
01-20-590-518	ADA - Gateway Due	\$73,666	\$37,360
01-20-590-520	ADA Accommodations	\$24,750	\$6,575
01-20-590-521	ADA Park Improvements	\$54,600	\$17,200

SECTION TWO: That there be and hereby is levied a tax, pursuant to 65 ILCS 5/11-95-14, for the fiscal year commencing on May 1, 2013 and ending April 30, 2014, upon all property subject to taxation within the Village of Willowbrook, DuPage County, as such property is assessed and equalized for State and County purposes for the current year, the sum of \$71,135 for the purposes and the funds set forth in Section One of this Ordinance.

SECTION THREE: That the Village Clerk be and the same is hereby directed to certify a copy of this Ordinance and file

said certified copy with the County Clerk of DuPage County, within the time specified by law.

SECTION FOUR: 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 FIVE: That this Ordinance shall be in full force and effect from and after its passage and approval as provided by law.

PASSED and APPROVED this 25th day of November, 2013.

APPROVED: _____
Mayor

ATTEST: _____
Village Clerk

ROLL CALL VOTE: AYES: _____

NAYS: _____

ABSTENTIONS: _____

ABSENT: _____

STATE OF ILLINOIS)
) SS.
COUNTY OF DU PAGE)

I, Frank A. Trilla, do hereby certify that I am the duly qualified Mayor of the Village of Willowbrook, DuPage County, Illinois. I do further certify that the provisions of Sections 18-60 through 18-85 of the "Truth in Taxation Act" (35 ILCS 200/18-55 et seq.) are inapplicable to its 2013-2014 Tax Levy Ordinance, passed this 25th day of November, 2013.

IN WITNESS WHEREOF, I hereunto affix my official signature at Willowbrook, Illinois, this 25th day of November, 2013.

Frank A. Trilla
Mayor

(SEAL)

ATTEST:

Village Clerk

VILLAGE OF WILLOWBROOK

BOARD MEETING AGENDA ITEM - HISTORY/COMMENTARY

ITEM TITLE:

A RESOLUTION ESTABLISHING PERMIT FEES, DEPOSITS AND OTHER CHARGES APPLICABLE TO THE RESERVATION OF PARKS OR PORTIONS THEREOF

AGENDA NO.

8

AGENDA DATE: 11/25/13

STAFF REVIEW: Kristin Violante,
Superintendent of Parks & Recreation

SIGNATURE:



LEGAL REVIEW: Thomas Bastian, Village Attorney

SIGNATURE:



RECOMMENDED BY: Tim Halik, Village Administrator

SIGNATURE:



REVIEWED & APPROVED BY COMMISSION: YES NO N/A

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

As specified by Village ordinance (Section 4-4-4:C, copy attached), changes in the park and athletic permit fee schedule must be approved by the Village Board. Fees for park pavilion rentals were last changed in 2008. Athletic field rates were increased in 2012. Attached please find a resolution for the Board's consideration as well as the proposed changes to the park pavilion rental rates for Borse Community and Willow Pond Parks. The proposed changes are highlighted in yellow. The fee both residents and non-residents are currently being charged is the non-highlighted number.

The Parks & Recreation Commission has reviewed these schedules for the purpose of recommending new fees for adoption by the Village Board. The purpose of amending the fees is not necessarily to substantially increase revenue, but rather to cover the costs for staff to prepare for and clean up after the rentals. The resident fee, as well as a higher non-resident fee, are both comparable to those of neighboring communities. A review of the fees schedules of the Darien and Burr Ridge Park Districts, as well as the Village of Hinsdale Parks & Recreation Department provided the basis of suggesting comparable rates.

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

The proposed FY13-14 Parks and Recreation Department budget did not include the increased revenues from this initiative. However, if adopted, the proposed fee schedule will result in a slight increase in Park Permit fees (account 01-310-814), for the FY14-15 fiscal year.

ACTION PROPOSED:

ADOPT THE RESOLUTION

**4-4-4: RESERVATION OF PARK OR PORTION THEREOF;
PERMIT REQUIRED:**

- (A) No person, group or organization shall have exclusive use of any park or portion thereof without having first obtained a park permit therefor. (Ord. 83-O-29, 8-8-1983; amd. Ord. 05-O-32, 11-14-2005)
- (B) The superintendent of parks and recreation shall adopt, from time to time, rules and regulations governing the reservation of any park or portion thereof, including the issuance of permits therefor.
- * → (C) Permit fees, deposits and other charges applicable to the reservation of any park or portion thereof shall be as established from time to time, either by a resolution or ordinance adopted by the board of trustees. Any fee imposed pursuant to this section shall be in addition to and not in lieu of any other fee imposed by this code. (Ord. 92-O-27, 8-24-1992; amd. Ord. 05-O-32, 11-14-2005)

4-4-5: PENALTY: Any person convicted of a violation of any section of this chapter shall be fined a sum as provided for in section 1-4-1 of this code. (Ord. 96-O-04, 3-25-1996; amd. Ord. 05-O-32, 11-14-2005)

4-4-6: EXEMPTION FROM PROPERTY MAINTENANCE CODE:
The village parks shall be exempt from the provisions of the village property maintenance code, as adopted elsewhere in this code. (Ord. 89-O-49, 11-13-1989; amd. Ord. 05-O-32, 11-14-2005)

Park Rental Rate Comparison

Persons in Group	Village of Willowbrook - CURRENT Premium Rates *Borse & Willow Pond (Monday thru Friday 5 – 9 PM and all weekends & holidays) Based on six hours		Staff Costs Incurred \$35.00/hr *2 hr min.<#50 **4 hr min.>#50	PROPOSED Picnic Rental Rates	
	Resident	Non-resident		Resident	Non-Resident
Up to 25*	\$35 (Waived for scout & school groups serving Willowbrook residents)	\$70 (Waived for scout & school groups serving Willowbrook residents)	\$70/date	\$40	\$80
26-49*	\$45 (\$30 for scout & school groups serving Willowbrook residents)	\$85 (\$60 for scout & school groups serving Willowbrook residents)	\$70.00/date	\$50	\$100
50 – 100 **	\$85 (\$60 for scout & school groups serving Willowbrook residents)	\$140 (\$80 for scout & school groups serving Willowbrook residents)	\$140.00/date	\$90	\$180
101-150 **	\$120 (\$90 for scout & school groups serving Willowbrook residents)	\$200 (\$100 for scout & school groups serving Willowbrook residents)	\$140.00/date	\$125	\$250
151 – 200 **	\$175 (\$140 for scout & school groups serving Willowbrook residents)	\$300 (\$150 for scout & school groups serving Willowbrook residents)	\$140.00/date	\$180	\$360
200+	Costs are determined by size of group and require Village Board approval		varies		

Park Rental Rate Comparison

Persons in Group	Village of Willowbrook Premium Rates *Borse & Willow Pond (Monday thru Friday 5 – 9 PM and all weekends & holidays) Based on six hours		Darfen (for entire day)		Village of Hinsdale (for entire day)		Burr Ridge Park District *two hour minimum *includes Supervisor *\$100.00 security deposit		
	Resident	Non-resident	Resident	Non-resident	Resident	Non-Resident	Resident, Non-Profit, Community Service Group	Individual Resident or Business	Non-Residents
Up to 25*	\$35 (Waived for scout & school groups serving Willowbrook residents)	\$70 (Waived for scout & school groups serving Willowbrook residents)	\$85	\$160	KLM North Shelter \$ 50 KLM South Shelter \$100	KLM North Shelter \$110 KLM South Shelter \$160	\$40/hour	\$45/hour	\$100/hour
26-49 *	\$45 (\$30 for scout & school groups serving Willowbrook residents)	\$85 (\$60 for scout & school groups serving Willowbrook residents)	\$85	\$160	KLM North Shelter \$ 50 KLM South Shelter \$100	KLM North Shelter \$110 KLM South Shelter \$160	\$40/hour	\$45/hour	\$100/hour
50 – 100 *	\$85 (\$60 for scout & school groups serving Willowbrook residents)	\$140 (\$80 for scout & school groups serving Willowbrook residents)	\$85	\$160	KLM North Shelter (max. #80) \$ 50 KLM South Shelter \$100	KLM North Shelter (max. #80) \$110 KLM South Shelter \$160	\$40/hour	\$45/hour	\$100/hour
101-150 **	\$120 (\$90 for scout & school groups serving Willowbrook residents)	\$200 (\$100 for scout & school groups serving Willowbrook residents)	\$145	\$270	KLM North Shelter \$100	KLM North Shelter \$160	N/A	N/A	N/A
151 – 200 **	\$175 (\$140 for scout & school groups serving Willowbrook residents)	\$300 (\$150 for scout & school groups serving Willowbrook residents)	\$145	\$270	\$250	\$250	N/A	N/A	N/A
200+	Costs are determined by size of group and require Village Board approval								

RESOLUTION NO. 13-R-_____

A RESOLUTION ESTABLISHING PERMIT FEES,
DEPOSITS AND OTHER CHARGES APPLICABLE TO THE
RESERVATION OF PARKS OR PORTIONS THEREOF

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

SECTION ONE: That pursuant to Section 4-4-4(C) of the
Village Code of the Village of Willowbrook permit fees, deposits
and other charges relating to Village parks are hereby
established as set forth in Exhibit "A" attached hereto and made
a part hereof.

SECTION TWO: That all resolutions, or parts thereof,
in conflict with the provisions of this Resolution are, to the
extent of such conflict, hereby repealed.

SECTION THREE: That this Resolution shall be in full
force and effect from and after its adoption and approval as
provided by law.

ADOPTED and APPROVED this 25th day of November, 2013.

APPROVED:

Mayor

ATTEST:

Village Clerk

ROLL CALL VOTE:

AYES: _____

NAYS: _____

ABSTENTIONS: _____

ABSENT: _____

Permit Fees and Services Schedules

Revised 11/25/13

Picnics and Events ♦ Borse Community Park or Willow Pond

Persons in Group	Security Deposit	Standard Rates (Monday thru Friday 9 AM - 5 PM)		Premium Rates (Monday thru Friday 5 – 9 PM and all weekends & holidays)	
		Resident	Non-resident	Resident	Non-resident
Up to 25*	\$100 (Waived for scout & school groups serving Willowbrook residents)	\$20 (Waived for scout & school groups serving Willowbrook residents)	\$35 (Waived for scout & school groups serving Willowbrook residents)	\$40 (Waived for scout & school groups serving Willowbrook residents)	\$80 (Waived for scout & school groups serving Willowbrook residents)
26-49 *	\$200 (Waived for scout & school groups serving Willowbrook residents)	\$30 (\$20 for scout & school groups serving Willowbrook residents)	\$60 (\$40 for scout & school groups serving Willowbrook residents)	\$50 (\$30 for scout & school groups serving Willowbrook residents)	\$100 (\$60 for scout & school groups serving Willowbrook residents)
50 – 100 *	\$250 (Waived for scout & school groups serving Willowbrook residents)	\$50 (\$30 for scout & school groups serving Willowbrook residents)	\$90 (\$60 for scout & school groups serving Willowbrook residents)	\$90 (\$60 for scout & school groups serving Willowbrook residents)	\$180 (\$80 for scout & school groups serving Willowbrook residents)
101-150 **	\$300 (Waived for scout & school groups serving Willowbrook residents)	\$90 (\$45 for scout & school groups serving Willowbrook residents)	\$180 (\$90 for scout & school groups serving Willowbrook residents)	\$125 (\$90 for scout & school groups serving Willowbrook residents)	\$250 (\$100 for scout & school groups serving Willowbrook residents)
151 – 200 **	\$375 (Waived for scout & school groups serving Willowbrook residents)	\$150 (\$75 for scout & school groups serving Willowbrook residents)	\$250 (\$125 for scout & school groups serving Willowbrook residents)	\$180 (\$140 for scout & school groups serving Willowbrook residents)	\$360 (\$150 for scout & school groups serving Willowbrook residents)
200 + **	Costs are determined based on the size of the group. Permission for groups of more than 200 persons requires pre-approval by the Village Board. Allow six-weeks from request.				

Notes:

1. The ending time of the activity determines whether Standard or Premium rates apply
2. Rentals are based on a six (6) hour rental time period.
3. Fees include trash removal.

* \$10.00 for each additional two-hour time period

** \$20.00 for each additional two-hour time period

VILLAGE OF WILLOWBROOK

BOARD MEETING AGENDA ITEM - HISTORY/COMMENTARY

ITEM TITLE:

MOTION – BOARD ADVICE AND CONSENT TO MAYOR’S APPOINTMENT OF CAROLINE A. DITTMAN TO FILL A VACANCY ON THE POLICE PENSION FUND BOARD

AGENDA NO. 9

AGENDA DATE: 11/25/13

STAFF REVIEW: Tim Halik, Village Administrator

SIGNATURE: Tim Halik

LEGAL REVIEW: Thomas Bastian, Village Attorney

SIGNATURE: THOMAS BASTIAN TH

RECOMMENDED BY: Mayor Frank Trilla

SIGNATURE: Frank A Trilla

REVIEWED & APPROVED BY COMMITTEE:

YES

NO

N/A

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

In accordance with Section 2-5-3 of the Village Code of Ordinances, the Village President (aka., Mayor) shall appoint two (2) members to the police pension fund board, which consists of a total of five (5) members. In May of 2013, the Mayor appointed Trustee Umberto Davi to serve as the President of the Willowbrook Police Pension Fund Board. However, a second appointment was not made at the time.

The police pension fund board administers the police pension fund and designates the beneficiaries thereof. The Mayor has the authority to appoint to fill the vacancy on the pension fund board, with the advice and consent of the Board of Trustees. This appointment would fill a vacancy of the second position with a term expiring in May 2014.

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

The Mayor recommends the appointment of Caroline A. Dittman to fill the position that became vacant as a result of the departure of the Village’s former finance director in December of 2010. Since that time, Ms. Dittman has attended police pension fund board meetings serving as a staff liaison. This appointment would make Ms. Dittman an appointed member as opposed to a staff liaison.

Attached is a copy of Ms. Dittman’s Curriculum Vitae. Ms. Dittman has served as the Village interim finance director since December of 2010, when the position was outsourced to Sikich.

ACTION PROPOSED:

A motion to approve the Mayor’s recommendation to appoint Caroline A. Dittman as a member of the police pension fund board with a term expiring in May 2014.

Caroline A. Dittman, CPA

Manager



998 Corporate Blvd.
Aurora, IL 60502
Phone: 630.566.8513
Fax: 630.499.7733
cdittman@sikich.com

SERVICE AREAS

Governmental Audit, Accounting
Governmental Financial Reporting

EXPERIENCE

Caroline A. Dittman, CPA, is a manager on Sikich's government team. She has 11 years of experience providing auditing and accounting services to a variety of municipalities, park districts and other special districts. She has served as interim assistant finance director for a municipality and oversees the performance of monthly accounting and special projects for a diverse group of governmental entities. Caroline is responsible for managing the government team's preparation and filing of its clients' Annual Financial Report for the Illinois Comptroller's Office and Police and Fire Pension annual filings with the Illinois Department of Financial and Professional Regulation, Division of Insurance. She serves as a mentor in Sikich's mentoring program, an instructor in various in-house courses, and assists in new staff training and development.

EDUCATION

Bachelor's Degree in Accounting, Benedictine University, Summa Cum Laude

AFFILIATIONS

Illinois CPA Society (ICPAS)
Illinois Government Finance Officers Association (IGFOA)
Illinois CPA Society Youth Advisory Board, Past Committee Member
Farm Colony Homeowners Association, Past Treasurer
Greater Aurora Chamber of Commerce Leadership Academy, Class of 2001

VILLAGE OF WILLOWBROOK

BOARD MEETING

AGENDA ITEM - HISTORY/COMMENTARY

ITEM TITLE:

REPORT – Annual Pension Board Pension Fund Report

AGENDA NO.

10

AGENDA DATE: 11/25/13

STAFF REVIEW: Carrie Dittman , Interim Finance Director

SIGNATURE

Carrie Dittman

LEGAL REVIEW: Thomas Bastian, Village Attorney

SIGNATURE:

THOMAS BASTIAN III

RECOMMENDED BY: Tim Halik, Village Administrator

SIGNATURE:

Tim Halik

REVIEWED BY COMMITTEE:

YES

NO

N/A

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

Annually, by state statute 40 ILCS 5/3-143, the Police Pension Board is required to report to the municipality the financial condition of the pension fund at the end of its most recent fiscal year (4/30/2013). The report is used when determining the amount of taxes to levy to fund police pension operations, although the Village has historically not levied a property tax and instead funded the police pension expenditures through General Fund sources.

At the October 22, 2013 police pension board meeting, the attached report was presented and was accepted by the pension board. The report contains excerpts from the police pension fund financial statements and actuarial valuation, which was also presented and accepted at the meeting.

The report (in accordance with the actuary's recommendation and statutory required contribution) contains a request of \$519,915 in municipal contributions for the FY 2014/2015 fiscal year. This amount will be incorporated into the Village's annual budget process which is now underway.

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

The police pension board voted to approve the report at the October 22, 2013 pension board meeting and officially request \$519,915 as the annual municipal contribution from the Village of Willowbrook for the FY 2014/2015 police pension fund operations.

ACTION PROPOSED: ACCEPT THE REPORT

REQUIRED REPORTING TO MUNICIPALITY BY PENSION BOARD
As of 4/30/2013 fiscal year end

(40 ILCS 5/3-143) (from Ch. 108 1/2, par. 3-143)

Sec. 3-143. Report by pension board.

The pension board shall report annually to the city council or board of trustees of the municipality on the condition of the pension fund at the end of its most recently completed fiscal year. The report shall be made prior to the council or board meeting held for the levying of taxes for the year for which the report is made.

1.

Total Trust Assets (see attachment 1 for complete listing)

Total Assets (market value):	\$16,722,148
Actuarial Value of Assets (see item 8 for explanation):	\$16,732,747

2.

Estimated receipts during the next succeeding fiscal year from:

Participant Contributions deducted from payroll:	\$169,211
Employer Contributions and all other sources:	\$519,915

3.

Estimated amount required during the next succeeding fiscal year to:

(a) pay all pensions and other obligations provided in this Article:	\$801,720
(b) meet the annual requirements of the fund as provided in Sections 3-125 and 3-127:	\$689,126

4.

Total Net Income received from investment of net assets:	\$1,470,799
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Assumed Investment Return:	7.50%
Actual Investment Return:	9.41%

Total Net Income received from investment of net assets (FYE 4/30/2012):	\$648,028
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Assumed Investment Return (FYE 4/30/2012):	7.50%
Actual Investment Return (FYE 4/30/2012):	4.25%

5.

Total number of Active Employees that are financially contributing to the fund:	20
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6.

Disbursements to:

(i) Annuitants in receipt of a regular retirement pension:

Total number of annuitants:	8
Total amount that was disbursed in benefits:	\$535,175

(ii) Recipients being paid a disability pension:

Total number of annuitants:	2
Total amount that was disbursed in benefits:	\$ 51,854

(iii) Survivors and children in receipt of benefits:

Total number of annuitants:	1
Total amount that was disbursed in benefits:	\$ 38,512

7.
Funded ratio of the fund: 78.96%
8.
Unfunded Actuarial Accrued Liability: \$4,457,391

The Unfunded Actuarial Accrued Liability is the excess of the Actuarial Accrued Liability over the Actuarial Value of Assets.

The Actuarial Accrued Liability is the portion of the present value of future plan benefits reflecting projected credited service and salaries determined by the actuarial cost method based upon the plan's actuarial assumptions and not provided for at a valuation date by the actuarial present value of future normal costs. The normal cost is the portion of this present value which is allocated to the current valuation year.

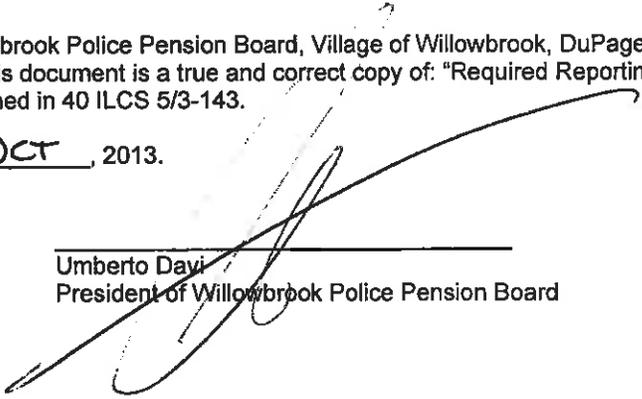
The Actuarial Value of Assets is the asset value derived by using the plan's asset valuation method which is a method designed to smooth random fluctuations in asset values. The objective underlying the use of an asset valuation method is to provide for the long-term stability of municipal contributions.

9.
Investment Policy of the pension board under the statutory investment restrictions imposed on the fund.
(See attachment 2)

Certification

I, Umberto Davi, President of the Willowbrook Police Pension Board, Village of Willowbrook, DuPage County, Illinois, do hereby certify that this document is a true and correct copy of: "Required Reporting to Municipality By Pension Board" as outlined in 40 ILCS 5/3-143.

Witness my hand this 22ND day of OCT, 2013.



Umberto Davi
President of Willowbrook Police Pension Board

Source: P.A. 95-950, eff. 8-29-08

MINUTES OF THE REGULAR FINANCE AND ADMINISTRATION COMMITTEE MEETING OF THE VILLAGE OF WILLOWBROOK HELD ON MONDAY, OCTOBER 14, 2013 AT 6:00 P.M. IN THE VILLAGE HALL, 7760 QUINCY STREET, WILLOWBROOK, ILLINOIS.

1. CALL TO ORDER

The meeting was called to order by Trustee Davi at 6:00 p.m.

2. ROLL CALL

Those present at roll call were Trustee Umberto Davi, Trustee Paul Oggerino, Interim Director of Finance Carrie Dittman, Executive Secretary Cindy Stuchl, and Management Analyst Garrett Hummel.

3. APPROVAL OF MINUTES

Minutes of the Regular Finance and Administration Committee held on Monday, August 12, 2013 were reviewed. Motion to approve made by Trustee Oggerino, seconded by Trustee Davi. Motion carried.

4. DISCUSSION - Village Cash Flow / Financing Analysis - Sikich LLP

Director Dittman explained this item came up as a result of the goal planning workshop held on July 29, 2013. A request was made that the Village consider obtaining a recommendation from a third-party financial consultant on appropriate methods to fund the various projects and infrastructure expenditures under consideration by the Board. Sikich was contacted to determine whether they could assist the Village in such a project. Village staff met with James Savio, a partner at Sikich, to discuss the expectations of the project. It was decided that Sikich would provide computerized financial models for three Village funds: The General Fund, the LAFER Fund, and the Water Fund (including Water Capital Fund). The scope of work will include the development of financial projections for a period of five (5) years. With this information, recommendations can be made to determine the appropriate methods of funding for future capital projects.

Sikich provided a proposal to complete this project for a not-to-exceed amount of \$12,850. The project will help the Village manage expenditures from funds that have a combined available balance of about \$6 million. Trustee Davi inquired as to what big purchases the Village has coming up besides the new building. Director Dittman responded that the Village is considering a Comprehensive Plan update, water meter replacement project, water tower painting project, etc. Trustee Oggerino asked what the time frame was for this analysis. Director Dittman stated the work would start immediately and should be done by the end of the calendar year. Director Dittman explained if approved the item would be up for approval at the Board Meeting later this evening. Trustees Davi and Oggerino accepted staff's recommendation.

5. DISCUSSION - Telephone Service Provider

Management Analyst Hummel explained that in May 2013, the Village Board approved a contract with Platinum Communications Group to conduct an audit of the Village's telecommunications services and provide a recommendation for the Village's next contract renewal. Platinum Communications Group has recommended the Village enter into a telecommunication contract with Call One of Chicago Illinois.

Call One is a wholesaler of AT&T services that provides service to over 90 municipalities and governmental entities in the Chicagoland area. Call One currently has entered into a telecommunications contract with the Suburban Purchasing Cooperative (SPC) which provides reduced rates for municipalities compared to AT&T. The Village of Willowbrook is eligible to receive the rates negotiated by the SPC. The contracts included in the

proposal are two 2-year contracts for local/long distance services and Centrex service as well as a 3-year contract for a new PRI. Analyst Hummel explained by switching to Call One the Village would be saving roughly \$1,900 per month compared to the current AT&T contracts. Trustee Davi inquired as to how Call One could provide such low rates. Analyst Hummel responded that he would look into the inquiry. Analyst Hummel concluded by stating this item would appear on a future Board agenda most likely the October 28, 2013 meeting.

6. DISCUSSION - Business License Fees

Executive Secretary Stuchl began by explaining that while generating business license renewals to send to Willowbrook business for their 2014 Business licenses, she noticed an issue with the required annual fee to be paid by bowling alleys. The current fee paid by a bowling alley in the Village's code is \$45 per lane per year. For Willowbrook Bowl located at 735 Plainfield Road, which operates thirty-two (32) bowling lanes, the annual fee would calculate to \$1,440. This annual business license fee amount for this type of business is comparatively high when considering other taxes that must be paid to the Village. In addition to retail sales tax on items, this type of business also would pay the Village a separate 6% amusement tax on gross receipts as a result of the bowling use, and a 1% Places of Eating Tax for a restaurant or snack shop use. This item was brought to the attention of the Village Clerk and Mayor. Village staff contacted the DuPage County Clerk's Association and received a survey listing annual business license fees charged to bowling alleys by other municipalities. The Village's business license fee was higher than nine (9) of the ten (10) jurisdictions that responded to the survey. If the Committee concurs the annual business license fee charged to bowling alley uses will be adjusted to a flat fee of \$100 per year. Trustee Oggerino asked whether a new ordinance would need to be drafted. Executive Secretary Stuchl responded that the change would only require a text amendment. Trustees Davi and Oggerino agreed with the change.

7. REPORT - Fiscal Year 2012/13 Audit

Director Dittman provided a brief update on the Fiscal Year 2012/13 Audit. Director Dittman stated the auditors had completed their work and would be presenting their findings to the Board at the next Board meeting. Director Dittman wanted to highlight that the auditors are reporting that the General Fund has 198 days of operating expense. Trustees Davi and Oggerino acknowledged the report and stated they were happy to hear the audit went well.

8. REPORT - Monthly Disbursement Reports - August/September 2013

The Committee reviewed and highlighted the items below for the month May.

- Total cash outlay for all Village funds - \$875,835 (fiscal year to date average is \$936,785)
- Ave. daily outlay of cash for all Village funds - \$29,194 (fiscal year to date is \$30,643)
- Ave. daily expenditures for the general fund - \$16,988 (average daily expenditures fiscal year to date is \$18,871)
- Ave. payroll for active employees including all funds - \$152,856 (fiscal year payroll to date is \$1,681,424)

9. REPORT - Sales Tax, Income Tax, Utility Tax, Places of Eating Tax, Fines, Red Light Fines, Building Permits, Water Revenues, Hotel/Motel Tax and Motor Fuel Tax

- Sales tax receipts - \$1,522,305 up 0.74% from the prior year, 7.5% over budget.

- Income Tax receipts - \$364,094 up 11.44% compared to the prior year, 18.2% over budget.
- Utility tax receipts - \$444,682 down 10.64% from the prior year, 10.0% below budget, consisting of:
 - o Telecomm Tax - \$208,525, down 12.8% from the prior year
 - o Northern IL Gas - \$53,170, up 54.4% from the prior year
 - o ComEd - \$184,582, down 18.1%
- Places of Eating Tax receipts - \$206,299 up 5.24% compared to the prior year, 9.3% over budget.
- Fines - \$69,734 up 17.81% compared with the prior year, 21.31% under budget.
- Red Light Fines - \$386,755 up 54.78% from the prior year, 59.5% over budget.
- Building Permit receipts - \$125,607 up 6.72% from the prior year.
- Water sales receipts - \$1,150,673 up 1.24% from the prior year, 17.94% under budget.

Director Dittman stated that water usage is down due to several possible issues such as residents conserving water and no draught this past summer.

- Motor Fuel Tax receipts - \$89,322 up 2.66% compared with the prior year, 21.8% over budget
- Hotel/Motel Tax receipts - \$32,858 up 14.52% compared with the prior year, 12.2% over budget.

The reports above were approved by Trustee Davi. Seconded by Trustee Oggerino.

10. VISITOR'S BUSINESS

There were no visitors present at the meeting.

11. COMMUNICATIONS

There were no communications received.

12. ADJOURNMENT

Motion to adjourn was made by Trustee Oggerino. Seconded by Trustee Davi.

The meeting was adjourned at 6:28 p.m.

(Minutes transcribed by: Garrett Hummel, 11/7/13)

MINUTES OF THE REGULAR MEETING OF THE MUNICIPAL
SERVICES COMMITTEE OF THE VILLAGE OF WILLOWBROOK HELD ON MONDAY,
OCTOBER 14, 2013 IN THE VILLAGE HALL, 7760 QUINCY STREET, IN THE
VILLAGE OF WILLOWBROOK, DUPAGE COUNTY, ILLINOIS

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 Michael Mistele, Trustee Suzanne Berglund, and Administrator Tim Halik. Absent: None.

3. APPROVAL OF MINUTES

After review of the draft minutes from the September 9, 2013 Regular Meeting of the Municipal Services Committee, Chairman Mistele noted one typographical correction to be made. Chairman Mistele then made a motion to approve the minutes as noted. Trustee Berglund seconded the motion. Motion carried.

4. DISCUSSION – Village Hall Fuel Tanks: Cathodic Protection Failure

Administrator Halik advised the Committee that there are two fuel pumps at the Village Hall which include a 2,000 gallon underground regular fuel tank, and a 2,000 gallon underground diesel fuel tank. Both tanks are fiberglass reinforced plastic clad steel tanks. Halik advised that the steel tanks are protected from corrosion by an impressed current type cathodic protection system. This system includes sacrificial anodes which are placed underground. The anodes are designed to corrode before the corrosive process attacks the steel tanks. Each year, in accordance with the Illinois Office of the State Fire Marshall requirements, the protection system must be tested for proper operation. Halik advised that the test results are also sent to IRMA in order to maintain our supplemental insurance policy. On September 18, 2013, our testing contractor, Protanic, Inc., performed their annual testing inspection of the underground fuel tanks and advised that both tanks failed. It is unknown at this time whether there is an underground break in the cabling, whether the sacrificial anodes are severely corroded and needing replacement, or whether another component, called a rectifier, is damaged. Per law, the OSFM was notified of the failed test results. They have given us sixty days to make the necessary repairs and certify through re-testing that the system is working properly, or the tanks must be taken out of service. Staff asked our regular tank contractor to provide a repair proposal. The proposal includes the excavation of the system to make the anticipated repairs and replacement of up to three anodes for a cost of \$8,900. If after excavation it is discovered that the needed repairs are more extensive, there may be extra charges. Halik advised that in order to ensure a competitive price was obtained from Protanic for this repair, staff also solicited a proposal from a second contractor, Accurate Tank, for the same scope of work. The second proposal, which is included within the Committee packet, came in lower at \$6,880. Staff would recommend that the proposal obtained from Accurate Tank, North Aurora, to excavate and repair the system be accepted. Once the repairs are made, and the system is re-tested to certify its proper operation, we must notify the OSFM in order to remove the current violation on record. Although this work was not anticipated and budgeted for this year, there are funds available in the General Fund for this expenditure. Chairman Mistele suggested that staff review with the contractor the specifications on the anodes and junction boxes. Halik advised that this item is also included on tonight's Board agenda for

consideration. The Committee concurred with the staff recommendation.

5. DISCUSSION – Water Tank Coating Analysis Reports

Administrator Halik advised the Committee that on June 10, 2013, the Village Board adopted Resolution No. 13-R-30 accepting a proposal from Stand Associates to perform an engineering analysis of the protective coatings on all three of the Village's above grade water tower structures. These three water tanks were last sandblasted and re-coated in 1999, 2001 and 2002 and are experiencing varying degrees of wear. Halik reminded the Committee that although we are aware that the tanks would need to be re-coated again in the near future, and we are building a reserve in the Water Capital Fund for the project, the engineering analysis was needed to determine exactly when the tanks should re-coated and what the estimated costs will be. Halik advised that prior to beginning the field portion of the analysis, a preconstruction meeting was held. In addition, the consultant was able to obtain files from Tnemec, the paint manufacturer, providing details on the exact coating products that were specified for each tanks when they were last re-coated. The final reports and associated cover letter, which are included in the Committee packet, were received on September 10, 2013. Halik advised that the reports have analyzed the condition of the current tank coatings and have also identified other miscellaneous items need repair. Halik advised that, unfortunately, coating deficiencies dating back to when the last re-coatings were completed were identified. Chairman Mistele asked who provided oversight of the project at that time. Halik advised that it was performed in-house by public works staff at the time. After thorough review, the consultant has recommended that the tanks be re-coated within the next five years. Halik shared estimated budget amounts based on a five year implementation schedule with conservative cost estimates. The total costs for complete re-coating, inside and out, of all three tanks is estimated at \$1,892,000. Halik advised that these costs are based on a scope of work which will provide future protection for up to 25 years. Halik shared that there is also a second lower-cost alternative which includes a more limited scope of work that would provide between 15-20 years of protection, but this reduced scope of work is not recommended by staff. Chairman Mistele stated that in his view, it would be worth the extra money to complete the project correctly and strive to get 25 years of future protection. Halik advised that he wished to share the findings of the reports with the Committee and that this information will be presented and discussed further during the FY 2014/15 Budget consideration process.

6. DISCUSSION – HVAC Maintenance Contract Proposals

Administrator Halik advised the Committee that the Village has for many years used the company, Season Comfort Corp., Westmont, for heating ventilation and air conditioning maintenance service in the Village Hall building. They have installed many of the HVAC units currently serving the Village Hall, and staff is satisfied with their response time on calls and quality of work. Halik advised that upon recently acquiring the 835 Midway Drive building, we learned that the owners of that building were under an HVAC maintenance contract with The Heat Engineering Company, Countryside. This contract will expire at the end of the year, for the 835 building. The former owners of the 835 Midway Drive building were extremely satisfied with the maintenance services provided by The Heat Engineering, and advised that the annual fee for their service contract was by-far the lowest offered by similar contractors. Halik advised that since we are in need of a HVAC service agreement to cover both the public works garage and the newly acquired 835 Midway Drive building after December 31, 2013, staff contacted The Heat Engineering Company to request a service agreement proposal. Halik shared the cost comparison between the two proposals, and The Heat Engineering Company is by far the lowest for a one year service agreement which includes quarterly inspections: Season Comfort - \$6,762, Heat Engineering - \$2,975. With regard to hour labor rates for work not covered under the service contract, Heat Engineering is slightly higher: Season Comfort: \$125/hr. vs. Heat

Engineering at \$129/hour, regular rates. Chairman Mistele agreed that The Heat Engineering Company provides a lower rate for a maintenance service agreement, but believes that we should hold off for now on entering into a new service agreement until we are familiar with the HVAC changes that may occur within the buildings as part of our renovation project. Halik advised that our current service agreement with Season Comfort does not expire until May 1, 2014, so we should have sufficient time to identify needed changes in the systems before we need to execute a new agreement.

7. REPORT – Municipal Services Department

- a. Administrator Halik reviewed the monthly permit activity report for September showing that we have taken in about \$19,000 in permit revenue for the month. Halik advised that in the five months into fiscal year 2013/14, we have taken in about 84% of our anticipated FY2013/14 budgeted revenue.
- b. Administrator Halik shared the water system pumpage report. The report indicates that we pumped about 41.4 million gallons in the month of August and 35.7 million gallons in the month of September. At this point, we have pumped about 12% 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 August and September 2013 Mosquito Status Reports from Clarke Environmental. Due to low overnight temperatures that our area experienced in late August and September, mosquito activity has been diminished.

8. VISITOR'S BUSINESS

(none)

9. COMMUNICATIONS

(none)

10. ADJOURNMENT

Motion to adjourn was made by Chairman Mistele and seconded by Trustee Berglund. The meeting was adjourned at 6:25 PM.

(Minutes transcribed by: Tim Halik, 11/1/13)

MINUTES OF THE REGULAR MEETING OF THE PARKS AND RECREATION COMMISSION
HELD ON TUESDAY, OCTOBER 1, 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 Jo Bice, Ronald Kanaverskis, Leonard Kaucky, Laurie Landsman, Carol Lazarski, Doug Stetina and Ramona Weigus.

ABSENT: Commissioner Rene Schuurman.

Also present was Superintendent of Parks and Recreation Kristin Violante.

A QUORUM WAS DECLARED

3. APPROVAL OF MINUTES – SEPTEMBER 3, 2013

The Commission reviewed the September 3, 2013 minutes.

MOTION: A Motion was made by Commissioner Landsman and seconded by Commissioner Stetina to approve the September 3, 2013 minutes as presented.

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

MOTION DECLARED CARRIED

4. REPORTS

A. *Park News in Brief*

Fall Special Events

Superintendent Violante provided a summary of registration numbers for fall programs. Yoga classes have increased. Superintendent Violante stated she is looking to increase programs by working with surrounding municipalities.

5. OLD BUSINESS

A. Waterford Park Updates

Superintendent Violante stated the grading is approximately 80% completed. The balance of the grading will be completed once the concrete work is done. The grading contractor damaged a portion of one of the swing sets and will be replacing it.

Superintendent Violante stated the concrete footings are in place. The stone path is scheduled to be put in on Wednesday. The rubberized playground surface will be placed next week. The shelter will be one of the last things installed.

Superintendent Violante communicated that Tod Stanton from Design Perspectives has said his goal is to have the park completed by the end of October. The shelter, however, will not be installed until mid-November.

B. Picnic and Event Charge Revisions

Superintendent Violante reviewed park rental fees and included fees charged from the Darien and Burr Ridge Park Districts and the Village of Hinsdale. Superintendent Violante stated the fees the Village charges for non-residents are low compared to the other towns. When problems have occurred with the park rentals, it is usually from the non-resident groups.

Superintendent Violante stated since she has been employed by the Village, only the athletic field fees have been increased. Chairman Cobb stated that non-resident fees should be increased to cover personnel costs and maintenance for the parks. Commissioner Kaucky stated that the fees should remain lower than the surrounding communities.

The commissioners requested that additional information be brought to the next Parks meetings for further discussion on if the park rental fees should increase or not.

C. Master Plan

Superintendent Violante stated discussions about the 2013/2014 budget will begin in the next couple of months. Funds will need to be budgeted should the Village receive the OSLAD grant for Willow Pond Park. Superintendent Violante asked the Commission to start thinking of smaller projects needing to be budgeted for at this time.

Commissioner Bice stated she will follow up with Midtown Athletic Club in regards to the joint project at Lake Hinsdale Park.

Looking through the Master Plan, potential projects for 2014 include partial renovation of Lake Hinsdale park; installation of a parking lot, playground and pond enhancements at Ridgemoor Park; and the first part of the Willow Pond renovation should we receive grant money.

Some commissioners feel it is more important to add a parking lot at Midway Park than Ridgemoor. Superintendent Violante stated that the Commission can make revisions to the master plan at upcoming meetings.

Chairman Cobb stated if a new Parks Center is purchased, money for building renovations may need to be budgeted.

6. NEW BUSINESS

A. 2013 Special Recreation Tax Levy

Superintendent Violante stated that budgeted costs for ADA accommodations for FY12-13 were \$6,200. She is anticipating the costs for FY13-14 to be \$5,000.

Superintendent Violante stated that she is anticipating a 6.5% increase in the SRA annual assessment for the Gateway membership; which is based on population.

Total proposed budget for the 2013 Special Recreation Tax Levy would increase from \$67,908 to \$71,135.

B. Field Space at Gower West School

Superintendent Violante stated Mayor Trilla, Administrator Halik, Chief Shelton, and herself met with the Superintendent of Gower School. They spoke about having an intergovernmental agreement allowing the Village to utilize field space owned by the School District. This will help enable the Parks and Recreation Department to increase programming.

Superintendent Violante stated the police department has been concerned with the traffic on Midway due to the events being held at Community Park. They are contemplating posting "No Parking" signs on the north side of Midway and use Gower West School as overflow parking.

7. CORRESPONDENCE/COMMUNICATIONS

Superintendent Violante reminded the Commissioners that the Halloween Party at Gower West on Friday, October 25th, from 6:00 p.m. – 8:00 p.m. Refreshments and taffy apples will be distributed.

8. VISITORS' BUSINESS

There was no visitors' business.

9. ADJOURNMENT

MOTION: Made by Commissioner Landsman, seconded by Commissioner Lazarski to adjourn the meeting at the hour of 8:10 p.m.

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

UNANIMOUS VOICE VOTE

MOTION DECLARED CARRIED

PRESENTED, READ and APPROVED,

November 5, 2013

Chairman

Minutes transcribed by Executive Secretary Cindy Stuchl.

MINUTES OF THE REGULAR MEETING OF THE PLAN COMMISSION HELD ON WEDNESDAY, SEPTEMBER 4, 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, James Soukup, Vice-Chairman John Wagner, William Buckley, James Baker and Chairman Daniel Kopp. Also present were Village Planner Jo Ellen Charlton, Building Inspector Roy Giuntoli and Secretary Joanne Prible. ABSENT: None.

3. OMNIBUS VOTE AGENDA

The items on the Omnibus Vote Agenda were as follows:

- A. Waive Reading of Minutes (APPROVE)
- B. Minutes – Regular Meeting August 7, 2013 (APPROVE)
- C. Minutes – Village Board Meeting August 12, 2013

MOTION: Made by Commissioner Remkus seconded by Commissioner Buckley, to approve the Omnibus Vote Agenda.

4. PLAN COMMISSION DISCUSSION: Discussion of Zoning Ordinance Text Amendments Relative to the State’s “Compassionate Use of Medical Cannabis Pilot Program Act”

Planner Charlton opened the discussion by stating that Governor Quinn signed legislation adopting the Compassionate Use of Medical Cannabis program which will become effective on January 1, 2014. This program was put in place to provide the drug for medical purposes. Those illnesses are all specifically outlined in the state statute. The Village adopted a resolution early in the year, at the recommendation of the DuPage Mayors and Managers who saw this bill coming. All communities will be required to handle this in some form or another. Planner Charlton added it does make sense to consider how this program will fit in the context of our comprehensive plan in the Village zoning districts. While there are no sites in Willowbrook that meet the current criteria, there will be 20 cultivation centers allowed in the state. There will be 60 dispensaries allowed in the state. Planner Charlton said the likelihood that any one of those facilities will be coming to Willowbrook is pretty small. The cultivation centers have restrictions in the current law that prevents them from being within 2,500 feet of any school, daycare or residentially zoned property. Planner Charlton explained the dispensary language is a little bit different because they also create distance restrictions from schools and daycares and cannot be in residentially zoned properties. The language does not say that it has to

be 1,000 feet from any residentially zoned property. Planner Charlton said that in her research almost all of the other states have regulated dispensaries or any medical marijuana facility as a special use and chose the district they are most appropriate for. Planner Charlton said the Commission should consider what zoning districts should be used for both the cultivation center and dispensaries.

Planner Charlton opened the discussion for questions or comments.

Commission Baker asked if there is sales tax.

Commissioner Remkus said this is straight forward under a special use.

Chairman Kopp stated that this is not any different than a drug store. The legislature has said that this is a drug that is legal and given to sick people. CVS has prescription drugs. It should be a permitted use anywhere that a drugstore use is allowed.

Vice-Chairman Wagner stated that if the state has made this decision the concern is pretty low.

Commissioner Lacayo said the question for the Plan Commission is, in terms of security, what are the requirements for the state. He said I do not want the taxpayer's money providing full time security for the cultivation center or the dispensaries and asked Planner Charlton what are the requirements for the state if either one of the facilities opens in Willowbrook.

Commissioner Remkus said this is going to be regulated as a drug and bound by the same regulations that the drug companies are bound by. He added it will have the same type of insurances and the same type of security to protect their product.

Planner Charlton said the state Department of Agriculture, Public Health and Professional Services are all going to be regulating this and will not start talking about it until January. They have 4 months to figure everything out.

Planner Charlton said in summarizing our discussion I understand that special use commercial use districts meet the requirements.

Vice-Chairman Wagner said he feels it is better to have the dispensary close to the street in a storefront, not off by itself.

Commissioner Remkus said he would rather see the dispensary in a commercial district rather than an office.

Planner Charlton offered to provide a summary of the Medical Cannabis Pilot Program Act prior to the public hearing.

Vice-Chairman Wagner said that in California some of the local communities added a sales tax along with the state on the product. He asked if Willowbrook would do that.

Planner Charlton said it sounds like the Plan Commission agrees with commercial zoning.

Commissioner Baker asked do we have a tough driving law on drugs.

Planner Charlton said there are limitations. If you are a medical user of the drug you still have a responsibility to not drive intoxicated. She added another issue for the board to look at is the employer side. If you are a patient who uses this, an employer cannot discriminate against someone who uses medical marijuana.

Planner Charlton said she will take the Plan Commission comments and consideration and discuss them with the Village Administrator and the Village Board and bring something back before the Public Hearing.

5. VISITOR'S BUSINESS

None.

6. COMMUNICATION

None.

7. ADJOURNMENT

MOTION: Made by Vice-Chairman Wagner, seconded by Commissioner Soukup, 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,

10/2, 2013

Minutes transcribed by Joanne Prible.

William Rempke
Chairman

AGENDA

Minutes of the Public Safety Committee of the Village of Willowbrook, which was held on October 14th, 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 6:00 p.m.

ROLL CALL

Those present at roll call were Chief Mark Shelton, Deputy Chief Mark Altobella, Trustee Terry Kelly and Chairman of the Public Safety Committee Dennis Baker.

1. Reviewed the September 9th, 2013 Public Safety Committee Meeting Minutes.
2. Reviewed the Weekly Press Releases – Information.
3. Reviewed the Overtime Report for 08/19/2013 – 09/15/2013 - Information.
4. Reviewed the Monthly Expenditure Report for September – Information.
5. Reviewed the Monthly Offense Summary Report for September - Information.
6. Reviewed the Letter(s) of Recognition and Appreciation – Information
 - Detective Michelle Strugala
 - Detective Lauren Kaspar
 - Officer Daniel Polfliet
 - Officer Mark Long
 - Officer Andrew Pelliccioni
 - Officer Darren Biggs

7. DISCUSSION ITEMS

- Mobile Camera Systems
Chief Shelton spoke about the three (3) vendors who had given demonstrations and quotes on the in-car camera systems. The Chief explained the positive aspects of the L-3 System advising numerous other towns have this system and are very pleased with the product. The Chief presented the quotes provided by L-3, Watchguard and Panasonic. L-3 is the preferred product and the staff feels this will be best for the department and its future growth. The Chief stated he could buy all ten (10) units now or purchase five (5) now and five (5) after May 1st, 2014. Trustee Kelly asked if funds are available to purchase all ten (10) units at this time. The Chief related funds are available advising Asset Forfeiture funds will be used to make the purchase, so it would have no effect on the budget.

- Upcoming Training Exercises
Chief Shelton advised the Committee that the department will be participating in two (2) Active Shooter Drills in the next two (2) months. These are training exercises only.
- Radio Purchases (New Officers)
The Chief advised the Committee that due to the hiring of two (2) new officers the department will need to purchase two (2) new radios. To be the most cost effective, the Chief advised the Committee the department will purchase smaller portable radios for the Detectives and then give the current Detective radios to the new Patrol Officers. The Committee was advised there is a \$34.00/month per radio usage fee for the Starcom System which is a cost of \$816.00/year. This purchase is necessary due to the academy graduation of the new Patrol Officers in late December 2013.
- Overview Sergeants' Test
The Committee was advised that all the Sergeant's test phases have been scheduled with Selection Works.

8. VISITOR'S BUSINESS*

9. ADJOURNMENT

The meeting was adjourned at 6:15 p.m.

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

NEXT MEETING SCHEDULED NOVEMBER 11TH, 2013 AT 6:00 P.M.