

A G E N D A

REGULAR MEETING OF THE BOARD OF POLICE COMMISSIONERS OF THE VILLAGE OF WILLOWBROOK TO BE HELD ON FRIDAY, MAY 16, 2014, AT 7:00 A.M. AT THE VILLAGE HALL, 7760 QUINCY STREET, IN THE VILLAGE OF WILLOWBROOK, DUPAGE COUNTY, ILLINOIS

1. CALL TO ORDER
2. ROLL CALL
3. VISITORS' BUSINESS - Public comment is limited to three minutes per person
4. OMNIBUS VOTE AGENDA:
  - a. Review and Approve Minutes of December 20, 2013 (APPROVE)
  - b. RESOLUTION - A Resolution Authorizing the Board of Police Commissioners (BOPC) to Effect the Original Appointment of a Candidate to Fill a Vacancy in the Rank of Patrol Officer within the Police Department (RECEIVE)
5. COMMUNICATIONS
6. UNFINISHED BUSINESS
  - a. BOPC Attorney (APPROVE)
  - b. Hiring Process for New Patrol Officer (APPROVE)
8. NEW BUSINESS
  - a. Update - New Officers
9. 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
10. ADJOURNMENT

MINUTES OF THE REGULAR MEETING OF THE BOARD OF POLICE COMMISSIONERS HELD ON DECEMBER 20, 2013 AT THE VILLAGE HALL OF THE VILLAGE OF WILLOWBROOK, 7760 QUINCY STREET, WILLOWBROOK, DUPAGE COUNTY, ILLINOIS

1. CALL TO ORDER

The meeting was called to order by Chairman Schuler at the hour of 7:00 a.m.

2. ROLL CALL

Those present at roll call were Chairman William Schuler and Secretary Stephen Landsman. Also present were Chief of Police Mark Shelton, Village Administrator Tim Halik, and Recording Secretary Cindy Stuchl.

ABSENT: Commissioner Joseph Heery.

A QUORUM WAS DECLARED

3. VISITORS' BUSINESS

None presented.

4. REVIEW AND APPROVE REGULAR MEETING MINUTES OF SEPTEMBER 20, 2013

The Commission reviewed the minutes from the regular meeting held on September 20, 2013.

MOTION: Made by Secretary Landsman, seconded by Chairman Schuler, to approve the regular meeting minutes of September 20, 2013 as presented.

UNANIMOUS VOICE VOTE

MOTION DECLARED CARRIED

5. REVIEW AND APPROVE SPECIAL MEETING MINUTES OF NOVEMBER 8, 2013

The Commission reviewed the minutes from the special meeting held on November 8, 2013.

MOTION: Made by Secretary Landsman, seconded by Chairman Schuler, to approve the special meeting minutes of November 8, 2013 as presented.

UNANIMOUS VOICE VOTE

MOTION DECLARED CARRIED

6. COMMUNICATIONS

Administrator Halik reported that at the last Village Board meeting held on December 16, 2013, the Sergeant oaths of office was given to Christopher Drake and Michelle Strugala.

7. UNFINISHED BUSINESS

There was no unfinished business.

8. NEW BUSINESS

a. NEW OFFICER - GRADUATION UPDATE

Chief Shelton advised that the new officers graduate today at 1:00 p.m. from the DuPage County Police Academy. The department receives quarterly updates on the officers. Both officers are in the upper 90% in their class.

Officer Jose Lopez will start on Monday, December 23, 2013 on the afternoon shift. He will fluctuate between days and afternoons during his Field Training Program.

Officer Joel Rudnick will switch between afternoons and midnights during his field training program and will be assigned to the midnight shift. Officer Rudnick is in the Reserves and will need to go for training once a month. His schedule will be changed accordingly to accommodate. During the summer, he will have a two-week period for Reserves training and has been discussed with the Finance Department.

b. DISCUSSION - BOPC ATTORNEY RECOMMENDATION

Administrator Halik related that in the recent past, there involved an issue that seemed to be a conflict of interest between the duties of the Village Attorney and his duties as the BOPC attorney. At the time, the BOPC had spoken to Attorney John

Broihier, the attorney for the Illinois Police and Fire Commission, who was extremely helpful in the issue.

Administrator Halik advised that in order to avoid any future conflict of interests, the Village Ordinance should be amended. Administrator Halik advised that several sections of the ordinance relating to the Board of Police Commissioners was last amended in 1982 and recommends that the ordinance be reviewed.

Administrator Halik recommends that the BOPC have Mr. Broihier serve as the BOPC attorney. Administrator Halik has spoken with the Mayor and one of the Board Trustees, and they are in full support of this amendment. Administrator Halik stated that if the BOPC approves the amendment, he will have the code amendment on the Village Board agenda on January 13, 2014.

MOTION: Made by Secretary Landsman, seconded by Chairman Schuler, to amend the Village code as it pertains to the attorney assigned to the Board of Police Commissioners.

UNANIMOUS VOICE VOTE

MOTION DECLARED CARRIED

Chairman Schuler suggested that Mr. Broihier review the Rules and Regulations for the BOPC to ensure that they are up-to-date. Chief Shelton stated that there is money budgeted for attorney fees.

9. EXECUTIVE SESSION

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

RECESS INTO EXECUTIVE SESSION

MOTION: Made by Secretary Landsman and seconded by Chairman Schuler to recess into Executive Session at the hour of 7:13 a.m.

UNANIMOUS VOICE VOTE

MOTION DECLARED CARRIED

The Commission reconvened the Regular Meeting at the hour of 7:14 a.m.

10. ADJOURNMENT

MOTION: Made by Chairman Schuler, seconded by Secretary Landsman, to adjourn the meeting at the hour of 7:15 a.m.

UNANIMOUS VOICE VOTE

MOTION DECLARED CARRIED

PRESENTED, READ and APPROVED,

May 16, 2014

\_\_\_\_\_  
Chairman

Minutes transcribed by Executive Secretary Cindy Stuchl.

# VILLAGE OF WILLOWBROOK

## BOARD MEETING AGENDA ITEM - HISTORY/COMMENTARY

**ITEM TITLE:**

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

**AGENDA NO.**

**AGENDA DATE:** 5/12/14

**STAFF REVIEW:** Tim Halik,  
Village Administrator

SIGNATURE: \_\_\_\_\_

*T. Halik*

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

SIGNATURE: \_\_\_\_\_

*THOMAS BASTIAN TH.*

**RECOMMENDED BY:** Tim Halik,  
Village Administrator

SIGNATURE: \_\_\_\_\_

*T. Halik*

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

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

During the FY 2014/15 Budget Review process, it was agreed that to meet the needs of the police department, one (1) additional patrol officer would be included in the budget and hired after May 1, 2014.

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

If the Board passes an ordinance (to be considered earlier on this meeting's agenda) amending the composition of the Willowbrook police department by adding one (1) new patrol officer position, formal direction must be given to the Village Board of Police Commissioners (BOPC) to effect the resulting new hire. If the prior amendatory ordinance is not passed by the Board this evening, the adoption of this resolution will not be required and should not be considered.

**ACTION PROPOSED:**

Adopt the Resolution, provided the prior amendatory ordinance to be considered is passed.

RESOLUTION NO. 14-R- 21

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

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

ADOPTED and APPROVED this 12<sup>th</sup> day of May, 2014



ATTEST:

Luana Hansen  
Village Clerk

APPROVED:

Frank R. Kelly  
Mayor

ROLL CALL VOTE:

AYES: Baker, Berglund, Kelly, Mistele, Oggerino

NAYS: 0

ABSTENTIONS: 0

ABSENT: Davi