

## 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, JULY 27, 2015, AT 6:30 P.M. AT THE VILLAGE POLICE STATION BUILDING, 7760 QUINCY STREET, IN THE VILLAGE OF WILLOWBROOK, DUPAGE COUNTY, ILLINOIS

1. CALL TO ORDER
2. ROLL CALL
3. PLEDGE OF ALLEGIANCE
4. VISITOR'S 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 - July 13, 2015 (APPROVE)
  - c. Warrants - \$417,577.27 (APPROVE)
  - d. Resolution - A Resolution Authorizing the Village Administrator's Acceptance of Change Order Number 3 - Replace and Relocate Existing Photocell Devices - LED Streetlight Conversion Project, and Ratifying and Confirming the Village Administrator's Prior Execution of Said Change Order (ADOPT)

### NEW BUSINESS

6. DELINQUENT WATER BILLS
7. ORDINANCE - AN ORDINANCE OF THE VILLAGE OF WILLOWBROOK, DU PAGE COUNTY, ILLINOIS, AUTHORIZING THE MAYOR AND VILLAGE CLERK TO EXECUTE AN AMENDMENT TO THE DEVELOPMENT AGREEMENT REGARDING THE ROUTE 83 AND PLAINFIELD ROAD TAX INCREMENT REDEVELOPMENT PROJECT AREA
8. ORDINANCE - AN ORDINANCE OF THE VILLAGE OF WILLOWBROOK, DU PAGE COUNTY, ILLINOIS, AUTHORIZING THE MAYOR AND VILLAGE CLERK TO EXECUTE AN AMENDMENT TO THE ESCROW DEPOSIT AGREEMENT WITH WILLOWBROOK TOWN CENTER LLC

9. DISCUSSION - POLICE DISPATCH SERVICES

PRIOR BUSINESS

10. COMMITTEE REPORTS
11. ATTORNEY'S REPORT
12. CLERK'S REPORT
13. ADMINISTRATOR'S REPORT
14. MAYOR'S REPORT
15. EXECUTIVE SESSION
16. ADJOURNMENT

MINUTES OF THE REGULAR MEETING OF THE MAYOR AND BOARD OF TRUSTEES OF THE VILLAGE OF WILLOWBROOK HELD ON MONDAY, JULY 13, 2015 AT THE VILLAGE POLICE STATION BUILDING, 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 6:32 p.m. by Village Clerk Leroy Hansen.

2. ROLL CALL

Those present at roll call were Village Clerk Leroy Hansen, Trustees Sue Berglund, Terrence Kelly, Michael Mistele, Gayle Neal, and Paul Oggerino.

ABSENT: Mayor Frank Trilla and Trustee Umberto Davi

Also present were Village Attorney Michael Durkin, Jr., Village Administrator Timothy Halik, Director of Finance Carrie Dittman, Chief Mark Shelton, Deputy Chief Mark Altobella, Assistant to the Village Administrator Garrett Hummel, and Deputy Clerk Cindy Stuchl.

A QUORUM WAS DECLARED

3. PLEDGE OF ALLEGIANCE

Village Clerk Hansen asked Garrett Hummel to lead everyone in saying the Pledge of Allegiance.

4. MOTION - MOTION TO ELECT A TEMPORARY CHAIRMAN IN THE MAYOR'S ABSENCE

Village Clerk Hansen advised that a motion was necessary to nominate Trustee Michael Mistele as Mayor Pro Tem for tonight's meeting.

MOTION: Made by Trustee Oggerino and seconded by Trustee Berglund to nominate Trustee Mistele as Mayor Pro Tem.

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

MOTION DECLARED CARRIED

5. VISITORS' BUSINESS

None presented.

6. OMNIBUS VOTE AGENDA

- a. Waive Reading of Minutes (APPROVE)
- b. Minutes - Regular Board Meeting - June 22, 2015 (APPROVE)
- c. Warrants - \$114,733.01 (APPROVE)
- d. Monthly Financial Report - June 30, 2015 (APPROVE)

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

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

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

MOTION DECLARED CARRIED

NEW BUSINESS

7. ORDINANCE - AN ORDINANCE AMENDING THE VILLAGE CODE OF THE VILLAGE OF WILLOWBROOK - TITLE 5, CHAPTER 1, SECTION 5-1-1 - POLICE; CREATION AND COMPOSITION OF DEPARTMENT

Administrator Halik related that one patrol officer will be retiring on August 13, 2015 and another patrol officer will be retiring on October 8, 2015. Given the lead time to hire and train new officers, staff is suggesting that the Board consider hiring two (2) replacement officers at this time. This approach will ensure that the police department will not be shorthanded for an extended period of time and save on overtime expenses.

Administrator Halik advised that passage of this ordinance will temporarily increase the number of police officers within the police department from 18 to 19, until October 8<sup>th</sup> when the number will revert back to 18.

If the ordinance is passed, the following resolution will authorize the Board of Police Commissioners to complete the hiring process to fill both vacancies.

Mayor Pro Tem Mistele asked if there is an eligibility list. Chief Shelton stated that the eligibility list is established and background checks have been started.

MOTION: Made by Trustee Kelly and seconded by Trustee Neal to pass Ordinance No. 15-O-17 as presented.

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

MOTION DECLARED CARRIED

8. RESOLUTION - A RESOLUTION AUTHORIZING THE BOARD OF POLICE COMMISSIONERS (BOPC) TO EFFECT THE ORIGINAL APPOINTMENT OF TWO (2) CANDIDATES TO FILL VACANCIES IN THE RANK OF PATROL OFFICER WITHIN THE VILLAGE POLICE DEPARTMENT

Chief Shelton had no further report. See discussion in Item 7.

MOTION: Made by Trustee Oggerino and seconded by Trustee Kelly to adopt Resolution No. 15-R-48 as presented.

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

MOTION DECLARED CARRIED

9. RESOLUTION - A RESOLUTION ACCEPTING A PROPOSAL FOR PROFESSIONAL SERVICES - MUNICIPAL FACILITIES PLANNING, 825 MIDWAY DRIVE - WILLIAMS ARCHITECTS

Administrator Halik related that the third phase of the Municipal Facilities Plan includes the renovation of the building located at 825 Midway Drive to house the Village Board Room and recreational space. Williams Architects submitted a proposal to complete the conceptual design work and to determine project budgetary costs.

The proposal amount of \$6,500 is well below the \$12,500 that was budgeted.

Trustee Berglund asked how long would the Board meetings need to be held off-site. Administrator Halik advised that once the demolition begins for the Police Department project later this fall, an alternate location will be necessary for Board meetings and should be off-site for approximately one year.

MOTION: Made by Trustee Oggerino and seconded by Trustee Berglund to adopt Resolution No. 15-R-49 as presented.

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

MOTION DECLARED CARRIED

PRIOR BUSINESS

10. COMMITTEE REPORTS

Trustee Neal had no report.

Trustee Kelly had no report.

Trustee Mistele had no report.

Trustee Berglund had no report.

Trustee Oggerino had no report.

11. ATTORNEY'S REPORT

Attorney Durkin had no report.

12. CLERK'S REPORT

Clerk Hansen had no report.

13. ADMINISTRATOR'S REPORT

Administrator Halik related that he had participated in a conference call with the DuPage County Office of Homeland Security and Emergency Management reference the severe weather that was expected later in the evening.

14. MAYOR'S REPORT

No Mayor's report due to Mayor Trilla's absence.

15. EXECUTIVE SESSION

- a. DISCUSSION - Pursuant to 5 ILCS 120/2(c)(21) Regarding the Destruction of Audio or Video Recordings of Closed Meetings Under the Open Meetings Act for the Purpose of a Semi-Annual Review of Said Recordings as Mandated by 5 ILCS 120/2.06(3)(c)(1)
- b. DISCUSSION - Pursuant to 5 ILCS 120/2(c)(21) Regarding Previously Approved Minutes of Meetings That Were Lawfully Closed Under the Open Meetings Act for the Purpose of a Semi-Annual Review of Said Minutes as Mandated by 5 ILCS 120/2.06(d), for Purposes of Possible Release

Mayor Pro Tem Mistele asked the Board if there was a need to go into Executive Session to discuss the destruction of audio tapes or the release of closed minutes from previous Executive Sessions. Consensus of the Board was that there was no need to discuss the items.

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

MOTION: Made by Trustee Kelly and seconded by Trustee Oggerino to adopt Resolution No. 15-R-50 as presented.

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

MOTION DECLARED CARRIED

17. RESOLUTION - A RESOLUTION MAKING A DETERMINATION RELATIVE TO THE RELEASE OF EXECUTIVE SESSION MINUTES PURSUANT TO THE ILLINOIS OPEN MEETINGS ACT

MOTION: Made by Trustee Neal and seconded by Trustee Oggerino to adopt Resolution No. 15-R-51 as presented.

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

MOTION DECLARED CARRIED

18. ADJOURNMENT

MOTION: Made by Trustee Berglund and seconded by Trustee Kelly, to adjourn the Regular Meeting at the hour of 6:45 p.m.

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

MOTION DECLARED CARRIED

PRESENTED, READ and APPROVED.

July 27, 2015.

\_\_\_\_\_  
Mayor

Minutes transcribed by Deputy Clerk Cindy Stuchl.

WARRANTS

July 27, 2015

GENERAL CORPORATE FUND	-----	\$262,611.24
WATER FUND	-----	147,132.53
POLICE PENSION FUND	-----	200.00
WATER CAPITAL IMPROVEMENT FUND	-----	7,633.50
TOTAL WARRANTS	-----	\$417,577.27

  
\_\_\_\_\_  
Carrie Dittman, Director of Finance

APPROVED:

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

## VILLAGE OF WILLOWBROOK

RUN DATE: 07/22/15

BILLS PAID REPORT FOR JULY, 2015

PAGE: 1

RUN TIME: 03:16PM

GENERAL CORPORATE FUND

CHECKS &amp; DIR. DEBITS

DESCRIPTION	ACCOUNT NUMBER	AMOUNT
AFLAC (46)	07/28 CK# 86924	\$2,190.20
D7088 JUL 15 EMP DED PAY - AFLAC/ACCIDENT 01-210-217	01-210-217	412.62
D7088 JUL 15 EMP DED PAY - AFLAC/OTHER INS 01-210-218	01-210-218	1,777.58
AIRGAS USA LLLC (2600)	07/28 CK# 86925	\$58.28
9928529786 EQUIPMENT RENTAL 01-535-290	01-35-750-290	58.28
ALL AMERICAN PAPER COMPANY (68)	07/28 CK# 86926	\$208.22
89179 MAINTENANCE SUPPLIES 01-615-331	01-20-570-331	208.22
AMERICAN FIRST AID SERVICE INC (77)	07/28 CK# 86927	\$78.10
25237 OPERATING EQUIPMENT 01-451-401	01-30-630-401	22.30
25264 BUILDING MAINTENANCE SUPPLIES 01-405-351	01-10-466-351	55.80
ATLAS BUSINESS SOLUTIONS INC (2563)	07/28 CK# 86929	\$480.00
IVC088634 FEES-DUES-SUBSCRIPTIONS 01-451-307	01-30-630-307	480.00
AMERICAN TRAFFIC SOLUTIONS (2300)	07/28 CK# 86930	\$15,070.00
19921/JUN 15 RED LIGHT CAMERA FEES 01-30-630-247	01-30-630-247	13,934.50
19921/JUN 15 RED LIGHT - MISC FEE	01-30-630-249	1,135.50
AZAVAR AUDIT SOLUTIONS INC (158)	07/28 CK# 86932	\$311.47
11070/JUL 15 UTILITY TAX 01-310-205	01-310-205	311.47
DARREN BIGGS (198)	07/28 CK# 86933	\$199.16
15 UNFRMS UNIFORMS 01-451-345	01-30-630-345	199.16
BLACK GOLD SEPTIC (208)	07/28 CK# 86934	\$310.00
7201/JUL 15 MAINTENANCE - PW BUILDING	01-35-725-418	310.00
BROWNELLS, INC. (230)	07/28 CK# 86935	\$18.58
11431103.00 FIRING RANGE 01-451-245	01-30-630-245	18.58
CALL ONE INC (289)	07/28 CK# 86936	\$1,872.72
10109812/JUL 15 PHONE - TELEPHONES 01-420-201	01-10-455-201	981.64
10109812/JUL 15 PHONE - TELEPHONES 01-451-201	01-30-630-201	891.08
CAROLINE DITTMAN (2703)	07/28 CK# 86937	\$87.58
IPBC 6/19/15 SCHOOLS-CONFERENCES-TRAVEL 01-601-304	01-20-550-304	87.58
CHRISTOPHER B. BURKE (333)	07/28 CK# 86938	\$10,327.24
123530 FEES - ENGINEERING 01-505-245	01-35-720-245	1,742.90
123533 FEES - DRAINAGE ENGINEER 01-555-246	01-40-820-246	632.15
123534 REIMB.	01-40-820-255	234.00
123535 PRINTING & PUBLISHING 01-15-510-302	01-15-510-302	218.50
123539 REIMB.	01-40-820-259	254.50
123540 REIMB.	01-40-820-259	254.50
123614 PLAN REVIEW - PLANNER 01-15-520-257	01-15-520-257	6,736.19
123638 PLAN REVIEW - DRAINAGE ENGINEER 01-555-259	01-40-820-259	254.50
CITY WIDE OF ILLINOIS (2667)	07/28 CK# 86939	\$2,600.74
1327/JUL 15 MAINTENANCE - BUILDING 01-405-228	01-10-466-228	2,600.74
CLARKE ENVIRONMENTAL (350)	07/28 CK# 86940	\$6,425.00
6352933/AUG 15 MOSQUITO ABATEMENT 01-775-259	01-35-760-259	6,425.00
COMMONWEALTH EDISON (370)	07/28 CK# 86941	\$518.68
0423085170/JL15 RED LIGHT - COM ED	01-30-630-248	46.31
0791026027/JL15 RED LIGHT - COM ED	01-30-630-248	37.92
4403140110/JL15 ENERGY - STREET LIGHT 01-530-207	01-35-745-207	68.74
6863089003/JL15 RED LIGHT - COM ED	01-30-630-248	34.05
7432089030/JL15 ENERGY - STREET LIGHT 01-530-207	01-35-745-207	331.66

VILLAGE OF WILLOWBROOK

RUN DATE: 07/22/15

BILLS PAID REPORT FOR JULY, 2015

PAGE: 2

RUN TIME: 03:16PM

GENERAL CORPORATE FUND

CHECKS & DIR. DEBITS

DESCRIPTION	ACCOUNT NUMBER	AMOUNT
DAMCO DEVELOPMENT (2706)	07/28 CK# 86942	\$15,000.00
TEMP OCCPNY COMM. DEV. BOND & DEPOSITS PAYABLE 01-210-109	01-210-109	15,000.00
DEMOSTHENIS & JENEL DAMIS (2705)	07/28 CK# 86943	\$2,000.00
ROW BOND COMM. DEV. BOND & DEPOSITS PAYABLE 01-210-109	01-210-109	2,000.00
DARIEN VFW POST 2838 (2704)	07/28 CK# 86944	\$75.00
R EGGERT PUBLIC RELATIONS 01-435-365	01-10-475-365	75.00
DATAMATION IMAGING SERVICES (2568)	07/28 CK# 86945	\$1,798.00
JUL-20756 E D P EQUIPMENT 01-445-641	01-10-485-641	1,798.00
DELTA DENTAL PLAN OF ILLINOIS (468)	07/28 CK# 86946	\$4,238.29
AUG 2015 EMP DED PAY-INS 01-210-204	01-210-204	1,004.76
AUG 2015 EMPLOYEE BENEFIT - MEDICAL INSURANC	01-10-455-141	199.22
AUG 2015 EMPLOYEE BENEFITS - MEDICAL 01-15-510-141	01-15-510-141	57.16
AUG 2015 EMPLOYEE BENEFIT - MEDICAL INS 01-25-610-141	01-25-610-141	114.32
AUG 2015 EMPLOYEE BENEFIT - MEDICAL INSURANC	01-30-630-141	2,498.65
AUG 2015 EMPLOYEE BENEFITS - MEDICAL 01-501-141	01-35-710-141	192.70
AUG 2015 EMPLOYEE BENEFITS - MEDICAL 01-551-141	01-40-810-141	171.48
DUPAGE COUNTY TREASURER (497)	07/28 CK# 86947	\$750.00
IA69 EDP-SOFTWARE 01-457-212	01-30-640-212	750.00
DUPAGE COUNTY PUBLIC WORKS (514)	07/28 CK# 86948	\$116.42
3/31/15-5/31/15 SANITARY (825)	01-10-466-252	27.42
3/31/15-5/31/15 SANITARY USER CHARGE 01-405-385	01-10-466-385	22.13
3/31/15-5/31/15 SANITARY USER CHARGE	01-35-725-417	13.06
7/31/14-5/31/15 SANITARY (835)	01-10-466-251	53.81
DUPAGE COUNTY E.T.S.B. 911 (513)	07/28 CK# 86949	\$468.37
ETS0301507JUN15 PHONE - TELEPHONES 01-451-201	01-30-630-201	468.37
DUPAGE JUV OFCRS ASSN (523)	07/28 CK# 86950	\$150.00
#528 & #518 SCHOOLS-CONFERENCE TRAVEL 01-451-304	01-30-630-304	150.00
FALCO'S LANDSCAPING INC (581)	07/28 CK# 86952	\$10,770.00
3245/#2 CONTRACTED MAINTENANCE 01-615-281	01-20-570-281	3,904.88
3245/#2 ROUTE 83 BEAUTIFICATION 01-540-281	01-35-755-281	4,345.12
3246/ROW TREE MAINTENANCE 01-535-338	01-35-750-338	2,520.00
THE FIELDS ON CATON FARM INC. (2569)	07/28 CK# 86953	\$62,010.00
2015 SPRING TREE MAINTENANCE 01-535-338	01-35-750-338	62,010.00
FREDRIKSEN & SONS (638)	07/28 CK# 86954	\$57.65
161430 MAINTENANCE - BUILDING 01-405-228	01-10-466-228	57.65
GATEWAY SRA (661)	07/28 CK# 86955	\$18,159.01
1ST - 15/16 SPECIAL REC ASSOC PROGRAM DUES 01-630-518	01-20-590-518	18,159.01
GENE'S TIRE SERVICE (673)	07/28 CK# 86956	\$35.70
114471 MAINTENANCE - VEHICLES 01-520-409	01-35-735-409	35.70
GOVT FINANCE OFCRS ASSN (705)	07/28 CK# 86957	\$85.00
2794054 SCHOOLS-CONFERENCE TRAVEL 01-25-610-304	01-25-610-304	85.00
W.W. GRAINGER (1999)	07/28 CK# 86958	\$55.59
9779118992 OPERATING SUPPLIES & EQUIPMENT 01-503-401	01-35-715-401	18.77
9789895316 MAINTENANCE SUPPLIES 01-615-331	01-20-570-331	9.28
9791452635 MAINTENANCE SUPPLIES 01-615-331	01-20-570-331	27.54
JACOB LEE HENDRIX (2567)	07/28 CK# 86960	\$97.41
CELL CASE TELEPHONES 01-501-201	01-35-710-201	97.41

## VILLAGE OF WILLOWBROOK

RUN DATE: 07/22/15

BILLS PAID REPORT FOR JULY, 2015

PAGE: 3

RUN TIME: 03:16PM

GENERAL CORPORATE FUND

CHECKS &amp; DIR. DEBITS

DESCRIPTION	ACCOUNT NUMBER	AMOUNT
HINSDALE NURSERIES, INC. (793)	07/28 CK# 86961	\$2,449.00
1509181 TREE MAINTENANCE 01-535-338	01-35-750-338	2,449.00
HOME DEPOT CREDIT SERVICES (808)	07/28 CK# 86962	\$507.03
4035019 OPERATING SUPPLIES & EQUIPMENT 01-503-401	01-35-715-401	399.00
6032594 MAINTENANCE - GARAGE 01-510-413	01-35-725-413	108.03
ILLINOIS LAW ENFORCEMENT ALARMS SYS (889)	07/28 CK# 86963	\$120.00
15/16 FEES-DUES-SUBSCRIPTIONS 01-451-307	01-30-630-307	120.00
ILLINOIS DIRECTOR OF (475)	07/28 CK# 86964	\$375.82
2ND QTR 2015 EMPLOYEE BENEFITS - UNEMPLOYMENT	01-15-510-144	4.10
2ND QTR 2015 EMPLOYEE BENEFITS - UNEMPLOYMENT 01-601-144	01-20-550-144	79.94
2ND QTR 2015 EMPLOYEE BENEFIT - UNEMPLOYMENT INS	01-25-610-144	141.38
2ND QTR 2015 EMPLOYEE BENEFIT - UNEMPLOYMENT INS	01-30-630-144	79.35
2ND QTR 2015 EMPLOYEE BENEFITS - UNEMPLOYMENT 01-501-144	01-35-710-144	66.95
2ND QTR 2015 EMPLOYEE BENEFITS - UNEMPLOYMENT 01-551-144	01-40-810-144	4.10
INTERGOVERNMENTAL PERSONNEL (934)	07/28 CK# 86965	\$41,328.26
JULY 2015 EMP DED PAY-INS 01-210-204	01-210-204	10,462.85
JULY 2015 LIFE INS BENEFIT -APPOINTED/ELECTED	01-05-410-141	78.21
JULY 2015 LIFE INS BENEFIT -APPOINTED/ELECTED	01-07-435-148	29.20
JULY 2015 EMPLOYEE BENEFIT - MEDICAL INSURANC	01-10-455-141	570.75
JULY 2015 EMPLOYEE BENEFITS - MEDICAL 01-15-510-141	01-15-510-141	695.48
JULY 2015 PLAN COMMISSION COMPENSATION	01-15-510-340	58.39
JULY 2015 LIFE INS BENEFIT -APPOINTED/ELECTED	01-20-550-148	84.10
JULY 2015 EMPLOYEE BENEFIT - MEDICAL INS 01-25-610-141	01-25-610-141	1,965.19
JULY 2015 EMPLOYEE BENEFIT - MEDICAL INSURANC	01-30-630-141	24,305.71
JULY 2015 EMPLOYEE BENEFITS - MEDICAL 01-501-141	01-35-710-141	967.95
JULY 2015 EMPLOYEE BENEFITS - MEDICAL 01-551-141	01-40-810-141	2,110.43
KING CAR WASH (1057)	07/28 CK# 86966	\$325.00
60/JUN 15 GAS-OIL-WASH-MILEAGE 01-451-303	01-30-630-303	325.00
MARIANNE KOERFER (2707)	07/28 CK# 86967	\$22.69
OVRPYMENT JUL EMP DED PAY-INS 01-210-204	01-210-204	22.69
KONICA MINOLTA BUSINESS SOLUTIONS (2319)	07/28 CK# 86968	\$762.90
9001550308 COPY SERVICE 01-420-315	01-10-455-315	487.25
9001558627 COPY SERVICE 01-451-315	01-30-630-315	275.65
LEXIS (21)	07/28 CK# 86969	\$59.95
1009686/JUN 15 FEES-DUES-SUBSCRIPTIONS 01-451-307	01-30-630-307	59.95
MOTOROLA SOLUTIONS INC (1312)	07/28 CK# 86970	\$68.00
187605292015JUL FEES-DUES-SUBSCRIPTIONS 01-451-307	01-30-630-307	68.00
ILL. NOTARY DISCOUNT BONDING (861)	07/28 CK# 86971	\$89.80
#522 FEES-DUES-SUBSCRIPTIONS 01-451-307	01-30-630-307	44.90
#530 FEES-DUES-SUBSCRIPTIONS 01-451-307	01-30-630-307	44.90
NUTOYS LEISURE PRODUCTS (1400)	07/28 CK# 86972	\$657.00
43037 LANDSCAPE MAINTENANCE SERVICES 01-610-342	01-20-565-342	657.00
OCCUPATIONAL HEALTH CENTERS (2413)	07/28 CK# 86973	\$106.00
1008923847 WELLNESS 01-440-276	01-10-480-276	106.00
ORKIN EXTERMINATING (1439)	07/28 CK# 86974	\$87.20
D26043060 JUL15 MAINTENANCE - BUILDING 01-405-228	01-10-466-228	87.20
MARY PARTYKA (2708)	07/28 CK# 86975	\$22.69
OVRPYMNT JULY EMP DED PAY-INS 01-210-204	01-210-204	22.69

VILLAGE OF WILLOWBROOK

RUN DATE: 07/22/15

BILLS PAID REPORT FOR JULY, 2015

PAGE: 4

RUN TIME: 03:16PM

GENERAL CORPORATE FUND

CHECKS & DIR. DEBITS

DESCRIPTION	ACCOUNT NUMBER	AMOUNT
PCS INDUSTRIES (2676)	07/28 CK# 86976	\$114.38
204895 BUILDING MAINTENANCE SUPPLIES 01-405-351	01-10-466-351	114.38
PCS INTERNATIONAL (2201)	07/28 CK# 86977	\$869.00
135109 E.D.P. SOFTWARE 01-25-615-212	01-25-615-212	339.00
135134 E.D.P. SOFTWARE 01-25-615-212	01-25-615-212	50.00
135456 E.D.P. SOFTWARE 01-25-615-212	01-25-615-212	180.00
135629 E.D.P. SOFTWARE 01-25-615-212	01-25-615-212	300.00
PET SUPPLIES PLUS (1483)	07/28 CK# 86978	\$197.94
579910 OPERATING EQUIPMENT 01-451-401	01-30-630-401	197.94
PETTY CASH C/O TIM HALIK (1492)	07/28 CK# 86979	\$236.95
7/21/15 SCHOOLS-CONFERENCE TRAVEL 01-05-410-304	01-05-410-304	30.00
7/21/15 SUMMER PROGRAM MATERIALS & SERVICES	01-20-575-119	100.00
7/21/15 FAMILY SPECIAL EVENT - MOVIE NIGHT	01-20-585-151	98.84
7/21/15 OPERATING EQUIPMENT 01-451-401	01-30-630-401	8.11
PETTY CASH C/O TIM HALIK (1492)	07/28 CK# 86980	\$300.00
DIESEL GAS GAS-OIL-WASH-MILEAGE 01-501-303	01-35-710-303	300.00
PAMELA PHILLIPS (1504)	07/28 CK# 86981	\$26.84
OVRPYMNT JUL EMP DED PAY-INS 01-210-204	01-210-204	26.84
PIONEER PRESS (1512)	07/28 CK# 86982	\$64.48
VH EXP 8/4/16 FEES DUES SUBSCRIPTIONS 01-420-307	01-10-455-307	32.24
VH EXP 8/4/16 FEES-DUES-SUBSCRIPTIONS 01-451-307	01-30-630-307	32.24
PRO-TEK LOCK AND SAFE (1547)	07/28 CK# 86983	\$59.10
83570 MAINTENANCE - BUILDING 01-405-228	01-10-466-228	59.10
PUBLIC SAFETY DIRECT INC (2309)	07/28 CK# 86984	\$4,284.98
27543 NEW VEHICLES 01-485-625	01-30-680-625	2,054.99
27568 NEW VEHICLES 01-485-625	01-30-680-625	275.00
27611 NEW VEHICLES 01-485-625	01-30-680-625	1,954.99
ROBERT WHITE CONSTRUCTION (2579)	07/28 CK# 86985	\$8,742.90
1133 STREET & ROW MAINTENANCE 01-535-328	01-35-750-328	4,600.00
1134 STREET & ROW MAINTENANCE 01-535-328	01-35-750-328	4,142.90
SCUKANEC GEORGE (1685)	07/28 CK# 86986	\$72.58
FSHNG EVENTS SUMMER PROGRAM MATERIALS & SERVICES	01-20-575-119	72.58
SERVICE SANITATION INC (1697)	07/28 CK# 86987	\$95.00
7028782 RENT - EQUIPMENT 01-615-234	01-20-570-234	95.00
SHELL OIL COMPANY (1706)	07/28 CK# 86988	\$6,412.17
JUN/JUL 2015 GAS-OIL-WASH-MILEAGE 01-420-303	01-10-455-303	170.82
JUN/JUL 2015 GAS-OIL-WASH-MILEAGE 01-451-303	01-30-630-303	5,288.56
JUN/JUL 2015 GAS-OIL-WASH-MILEAGE 01-501-303	01-35-710-303	832.87
JUN/JUL 2015 GAS-OIL-WASH-MILEAGE 01-551-303	01-40-810-303	119.92
SOUTHWEST CENTRAL DISPATCH (1751)	07/28 CK# 86989	\$22,205.90
AUGUST 2015 RADIO DISPATCHING 01-483-235	01-30-675-235	22,205.90
SPRINT (1357)	07/28 CK# 86990	\$37.99
952377363JUN15 PHONE - TELEPHONES 01-451-201	01-30-630-201	37.99
STAPLES (1767)	07/28 CK# 86991	\$208.73
8035100484 OFFICE SUPPLIES 01-451-301	01-30-630-301	31.58
8035100485 OFFICE SUPPLIES 01-501-301	01-35-710-301	177.15
LAW OFFICES STORINO RAMELLO & DURKIN (2545)	07/28 CK# 86992	\$6,525.02
67337/JUN 15 FEES - VILLAGE ATTORNEY 01-425-239	01-10-470-239	6,525.02

VILLAGE OF WILLOWBROOK

RUN DATE: 07/22/15

BILLS PAID REPORT FOR JULY, 2015

PAGE: 5

RUN TIME: 03:16PM

GENERAL CORPORATE FUND

CHECKS & DIR. DEBITS

DESCRIPTION	ACCOUNT NUMBER	AMOUNT
STREICHER'S (1787)	07/28 CK# 86993	\$13.98
11146618 UNIFORMS 01-451-345	01-30-630-345	13.98
SUNSET SEWER & WATER (2276)	07/28 CK# 86994	\$3,346.65
2015-154 STORM WATER IMPROVEMENTS MAT 01-535-381	01-35-750-381	345.00
2015-175 STORM WATER IMPROVEMENTS MAT 01-535-381	01-35-750-381	3,001.65
SWANK MOTION PICTURES INC (1819)	07/28 CK# 86995	\$401.00
2069526 FAMILY SPECIAL EVENT - MOVIE NIGHT	01-20-585-151	401.00
TAMELING INDUSTRIES (1844)	07/28 CK# 86996	\$345.52
102952 PARK LANDSCAPE SUPPLIES 01-610-341	01-20-565-341	223.58
103193 PARK LANDSCAPE SUPPLIES 01-610-341	01-20-565-341	121.94
TASER INTERNATIONAL (1845)	07/28 CK# 86997	\$370.00
511404003 FEES-DUES-SUBSCRIPTIONS 01-451-307	01-30-630-307	370.00
THOMSON WEST (1871)	07/28 CK# 86998	\$264.00
831816437 FEES DUES SUBSCRIPTIONS 01-420-307	01-10-455-307	264.00
TOM & JERRY'S SHELL SERVICES (1883)	07/28 CK# 86999	\$1,593.75
51597 MAINTENANCE - VEHICLES 01-451-409	01-30-630-409	160.09
51645 MAINTENANCE - VEHICLES 01-451-409	01-30-630-409	9.95
51661 MAINTENANCE - VEHICLES 01-451-409	01-30-630-409	45.85
51665 MAINTENANCE - VEHICLES 01-451-409	01-30-630-409	566.05
51684 MAINTENANCE - VEHICLES 01-451-409	01-30-630-409	25.45
51686 MAINTENANCE - VEHICLES 01-451-409	01-30-630-409	50.90
51691 MAINTENANCE - VEHICLES 01-451-409	01-30-630-409	306.50
51708 MAINTENANCE - VEHICLES 01-451-409	01-30-630-409	25.45
51711 MAINTENANCE - VEHICLES 01-451-409	01-30-630-409	148.82
51827 MAINTENANCE - VEHICLES 01-451-409	01-30-630-409	107.05
FUEL - JUN 15 GAS-OIL-WASH-MILEAGE 01-451-303	01-30-630-303	147.64
TRUGREEN (2542)	07/28 CK# 87000	\$55.00
35445863 ROUTE 83 BEAUTIFICATION 01-540-281	01-35-755-281	55.00
UNIFIRST (1926)	07/28 CK# 87001	\$186.45
0610915025 MAINTENANCE - BUILDING 01-405-228	01-10-466-228	186.45
VERIZON WIRELESS (1972)	07/28 CK# 87002	\$754.69
9748252988 PHONE - TELEPHONES 01-05-410-201	01-05-410-201	59.79
9748252988 PHONE - TELEPHONES 01-420-201	01-10-455-201	23.26
9748252988 PHONE - TELEPHONES 01-451-201	01-30-630-201	437.26
9748252988 TELEPHONES 01-501-201	01-35-710-201	136.33
9748252988 TELEPHONES 01-551-201	01-40-810-201	98.05
NICHOLAS VOLEK (2254)	07/28 CK# 87003	\$163.09
K-19KENNEL DRUG FORFEITURE EXP. - FEDERAL 01-465-349	01-30-650-349	163.09
WAREHOUSE DIRECT (2002)	07/28 CK# 87004	\$59.01
2755677-0 OFFICE SUPPLIES 01-451-301	01-30-630-301	27.52
2755677-1 OFFICE SUPPLIES 01-451-301	01-30-630-301	31.49
WESTOWN AUTO SUPPLY COMPANY (2026)	07/28 CK# 87005	\$148.44
63538 MAINTENANCE - VEHICLES 01-520-409	01-35-735-409	15.04
64036 MAINTENANCE - VEHICLES 01-520-409	01-35-735-409	133.40
WILLOWBROOK FORD INC. (2056)	07/28 CK# 87006	\$32.95
6190757/1 MAINTENANCE - VEHICLES 01-451-409	01-30-630-409	32.95
THE YOGA TEACHERS' GROUP INC (2109)	07/28 CK# 87007	\$819.00
6/22/15-7/30/15 SUMMER PROGRAM MATERIALS & SERVICES	01-20-575-119	819.00

RUN DATE: 07/22/15

VILLAGE OF WILLOWBROOK  
BILLS PAID REPORT FOR JULY, 2015

PAGE: 6

RUN TIME: 03:16PM

GENERAL CORPORATE FUND

CHECKS & DIR. DEBITS

---

DESCRIPTION	ACCOUNT NUMBER	AMOUNT
TOTAL GENERAL CORPORATE FUND		\$262,611.24

---

VILLAGE OF WILLOWBROOK

BILLS PAID REPORT FOR JULY, 2015

PAGE: 7

RUN DATE: 07/22/15

RUN TIME: 03:16PM

WATER FUND

CHECKS & DIR. DEBITS

DESCRIPTION	ACCOUNT NUMBER	AMOUNT
ASSOCIATED TECHNICAL SERV. LTD. (126)	07/28 CK# 86928	\$1,962.25
26367 LEAK SURVEYS 02-430-276	02-50-430-276	1,283.75
26371 LEAK SURVEYS 02-430-276	02-50-430-276	678.50
CALL ONE INC (289)	07/28 CK# 86936	\$666.15
10109812/JUL 15 PHONE - TELEPHONES 02-401-201	02-50-401-201	666.15
CHRISTOPHER B. BURKE (333)	07/28 CK# 86938	\$254.50
123537 FEES - ENGINEERING 02-405-245	02-50-405-245	254.50
COMMONWEALTH EDISON (370)	07/28 CK# 86941	\$595.15
4651111049/JL15 ENERGY - ELECTRIC PUMP 02-420-206	02-50-420-206	527.24
5071072051/JL15 ENERGY - ELECTRIC PUMP 02-420-206	02-50-420-206	67.91
DELTA DENTAL PLAN OF ILLINOIS (468)	07/28 CK# 86946	\$192.71
AUG 2015 EMPLOYEE BENEFITS - MEDICAL	02-50-401-141	192.71
DUPAGE WATER COMMISSION (521)	07/28 CK# 86951	\$141,076.80
10956/JUN 15 PURCHASE OF WATER 02-420-575	02-50-420-575	141,076.80
H-B-K WATER METER SERVICE (739)	07/28 CK# 86959	\$34.60
15-374 METERS FLOW TESTING 02-435-278	02-50-435-278	34.60
HOME DEPOT CREDIT SERVICES (808)	07/28 CK# 86962	\$113.79
5028072 W H R&M - L.H.V. 02-425-473	02-50-425-473	92.44
5028096 W H R&M - L.H.V. 02-425-473	02-50-425-473	21.35
ILLINOIS DIRECTOR OF (475)	07/28 CK# 86964	\$66.95
2ND QTR 2015 EMPLOYEE BENEFITS - MEDICAL	02-50-401-141	66.95
INTERGOVERNMENTAL PERSONNEL (934)	07/28 CK# 86965	\$1,023.28
JULY 2015 EMPLOYEE BENEFITS - MEDICAL	02-50-401-141	1,023.28
SHELL OIL COMPANY (1706)	07/28 CK# 86988	\$832.87
JUN/JUL 2015 GAS-OIL-WASH-MILEAGE 02-401-303	02-50-401-303	832.87
STAPLES (1767)	07/28 CK# 86991	\$177.15
8035100485 OFFICE SUPPLIES 02-401-301	02-50-401-301	177.15
VERIZON WIRELESS (1972)	07/28 CK# 87002	\$136.33
9748252988 PHONE - TELEPHONES 02-401-201	02-50-401-201	136.33
TOTAL WATER FUND		\$147,132.53

VILLAGE OF WILLOWBROOK

RUN DATE: 07/22/15

BILLS PAID REPORT FOR JULY, 2015

PAGE: 8

RUN TIME: 03:16PM

POLICE PENSION FUND

CHECKS & DIR. DEBITS

DESCRIPTION	ACCOUNT NUMBER	AMOUNT
ATWELL & ATWELL (2702)	07/28 CK# 86931	\$200.00
JUNE 2015 LEGAL FEES 07-401-242	07-62-401-242	200.00
TOTAL POLICE PENSION FUND		\$200.00

VILLAGE OF WILLOWBROOK

RUN DATE: 07/22/15

BILLS PAID REPORT FOR JULY, 2015

PAGE: 9

RUN TIME: 03:16PM

WATER CAPITAL IMPROVEMENTS FUND

CHECKS & DIR. DEBITS

DESCRIPTION	ACCOUNT NUMBER	AMOUNT
CHRISTOPHER B. BURKE (333)	07/28 CK# 86938	\$7,633.50
123518 WATER TANNK REPAIRS	09-65-440-604	7,633.50
TOTAL WATER CAPITAL IMPROVEMENTS FUND		\$7,633.50

VILLAGE OF WILLOWBROOK  
BILLS PAID REPORT FOR JULY, 2015  
SUMMARY ALL FUNDS

RUN DATE: 07/22/15  
RUN TIME: 03:16PM

PAGE: 10

BANK ACCOUNT	DESCRIPTION	AMOUNT	
01-110-105	GENERAL CORPORATE FUND-CHECKING - 0010330283	262,611.24	*
02-110-105	WATER FUND-CHECKING 0010330283	147,132.53	*
07-110-105	POLICE PENSION FUND-CHECKING 0010330283	200.00	*
09-110-105	WATER CAPITAL IMPROVEMENTS FUND-CHECKING - 100564-4	7,633.50	*
	TOTAL ALL FUNDS	417,577.27	**

# VILLAGE OF WILLOWBROOK

## BOARD MEETING AGENDA ITEM - HISTORY/COMMENTARY

### ITEM TITLE:

A RESOLUTION AUTHORIZING THE VILLAGE ADMINISTRATOR'S ACCEPTANCE OF CHANGE ORDER NUMBER 3 – REPLACE AND RELOCATE EXISTING PHOTOCCELL DEVICES – LED STREETLIGHT CONVERSION PROJECT, AND RATIFYING AND CONFIRMING THE VILLAGE ADMINISTRATOR'S PRIOR EXECUTION OF SAID CHANGE ORDER

AGENDA NO. **5d**

AGENDA DATE: 7/27/15

STAFF REVIEW: Tim Halik, Village Administrator

SIGNATURE: TE Halik

LEGAL REVIEW: Thomas Bastian, Village Attorney

SIGNATURE: THOMAS BASTIAN TH.

RECOMMENDED BY: Tim Halik, Village Administrator

SIGNATURE: TE Halik

REVIEWED BY COMMITTEE: YES  NO  N/A

### ITEM HISTORY (PREVIOUS VILLAGE BOARD REVIEWS, ACTIONS RELATED TO THIS ITEM, etc.)

On January 12, 2015, the Municipal Services Committee authorized staff to complete a public bid process to solicit proposals for an LED Streetlight Conversion Project. This project was made possible through an Illinois DCEO grant the Village received in the amount of \$92,000. The scope of work of this contract includes the replacement of sixty-four (64) antiquated cobra-head streetlight fixtures with new LED technology. The public bid notice was published in the Suburban Life newspaper on January 16, 2015. The deadline to submit completed bids was Wednesday, February 4th by 10:30 AM, at which time bids were opened. Five (5) bids were received, the lowest qualified bid submitted by Utility Dynamics Corporation. Their bid price to change-out 64 fixtures was \$36,781, or \$575 per fixture.

The Village Board, at their regular meeting on March 23, 2015, adopted a resolution accepting the low bid submitted by Utility Dynamics and authorizing the issuance of a Notice of Award. Upon issuance of the Notice of Award, the contractor submitted the required performance bond, labor and material payment bond, and insurance requirements for the project. These documents have been reviewed and approved by the Village Engineering Consultant. The project agreement was prepared and was approved by the Village Board at their regular meeting on April 13, 2015.

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

This project also included the replacement of the shoe-box lighting fixtures that illuminate the asphalt walking path through Community Park. As part of this conversion, staff requested that the photocell devices that automatically turn these fixtures on at dusk and off at dawn be relocated and replaced. The existing photocells were located in poor areas and as a result, did not operate as intended. This additional wiring and replacement work was not part of the bid contract and thus would need to be completed through a change order. There was also a photocell device needing replacement on the streetlight controller serving the Waterford subdivision.

Utility Dynamics provided a proposal in the amount of \$3,017.00 to complete this additional work. Given this work needed to be performed at the time crews were in the area replacing fixtures, the Change Order was accepted and signed by the Village Administrator on July 20, 2014.

### ACTION PROPOSED:

Adopt resolution, which will serve to accept Change Order #3 for this project, and ratify and confirm the Village Administrator's prior acceptance of the Change Order.

RESOLUTION NO. 15-R-\_\_\_\_\_

A RESOLUTION AUTHORIZING THE VILLAGE ADMINISTRATOR'S ACCEPTANCE OF CHANGE ORDER NUMBER 3 – REPLACE AND RELOCATE EXISTING PHOTOCELL DEVICES – LED STREETLIGHT CONVERSION PROJECT, AND RATIFYING AND CONFIRMING THE VILLAGE ADMINISTRATOR'S PRIOR EXECUTION OF SAID CHANGE ORDER

---

BE IT RESOLVED by the Mayor and Board of Trustees of the Village of Willowbrook, DuPage County, Illinois, that the Village Administrator is hereby authorized to execute project change order number 3, attached hereto as Exhibit "A" and made a part hereof, in the amount of \$3,017.00 to replace and relocate existing photocell devices located at Borse Park and the Waterford Subdivision as part of the Village's LED Streetlight Conversion Project. In addition, it is hereby authorized that the Village Administrator's prior execution of said change order be and the same is hereby ratified and confirmed.

ADOPTED and APPROVED this 27<sup>th</sup> day of July, 2015.

APPROVED:

\_\_\_\_\_  
Mayor

ATTEST:

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

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

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

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

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

Village of Willowbrook  
Change Order

Change Order No. 3

Date: July 13, 2015

Agreement Date: April 13, 2015

Name of Project: Village of Willowbrook LED Lighting Replacement Project

Owner: Village of Willowbrook

Contractor: Utility Dynamics Corporation

**CHANGES TO THE CONTRACT DOCUMENTS (Describe and/or attach description/justification)**

At the request of the Village, the contractor was asked to provide a proposal to replace the Existing Photocells at Borse Park Controller and the Waterford Subdivision Controller.

**CHANGES TO THE CONTRACT PRICE**

Original CONTRACT PRICE =	\$	<u>38,781.00</u>
Current CONTRACT PRICE adjusted by previous CHANGE ORDER =	\$	<u>128,881.25</u>
This CONTRACT PRICE due to this CHANGE ORDER will be (increased/decreased) =	\$	<u>3,017.00</u>
The new CONTRACT PRICE including this CHANGE ORDER will be =	\$	<u>131,898.25</u>

**CHANGE TO CONTRACT TIME**

CONTRACT TIME will not be affected by this CHANGE ORDER

The Date for final completion of all work shall be: 07/20/15

Recommended By ENGINEER: [Signature] (date) 7/16/15

Accepted By CONTRACTOR: [Signature] V.P. (date) 7/15/15

Accepted By OWNER: [Signature] (date) 7.20.15



EST. 1960

# Willowbrook

835 Midway Drive  
Willowbrook, IL 60527-5549

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

June 29, 2015

**Mayor**

Frank A. Trilla

Balsys, Gitana  
638 67th Pl  
Willowbrook Il 60527

**Village Clerk**

Leroy R. Hansen

Re: Account No. 212595.007  
Delinquent Water Bill

Dear Sir or Madam,

**Village Trustees**

Sue Berglund

Umberto Davi

Terrence Kelly

Michael Mistele

Gayle Neal

Paul Oggerino

Please be advised that your water bill is now delinquent in the amount of \$236.90. This amount now includes a \$25.00 fee pursuant to Section 6-8-5 of the Village of Willowbrook Code. This \$25.00 is added to all accounts delinquent 45 or more days after the billing date. This amount also includes all other penalties pursuant to Section 6-8-5 of the Village Code. Your failure to satisfy the total amount of this delinquency on or before July 27, 2015, will result in the immediate termination of your water service.

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

If you have any questions concerning your water bill, or if you wish to arrange a hearing before the President and Board of Trustees to contest the termination of your water service, please contact me at the Village of Willowbrook by writing to 835 Midway Drive, Willowbrook, Il 60527 or call 630-920-2238 not later than five (5) days prior to the scheduled termination date.

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

**Village Administrator**

Tim Halik

Sincerely,

Timothy J. Halik  
Director of Municipal Services

**Chief of Police**

Mark Shelton

TJH:vs



Proud Member of the  
Illinois Route 66 Scenic Byway



EST. 1960

# Willowbrook

835 Midway Drive  
Willowbrook, IL 60527-5549

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

June 29, 2015

**Mayor**

Frank A. Trilla

**Village Clerk**

Leroy R. Hansen

**Village Trustees**

Sue Berglund

Umberto Davi

Terrence Kelly

Michael Mistele

Gayle Neal

Paul Oggerino

**Village Administrator**

Tim Halik

**Chief of Police**

Mark Shelton



Proud Member of the  
Illinois Route 66 Scenic Byway

Carlson, Dale W  
724 W 69th St  
Willowbrook Il 60527

Re: Account No. 210470.000  
Delinquent Water Bill

Dear Sir or Madam,

Please be advised that your water bill is now delinquent in the amount of \$115.35. This amount now includes a \$25.00 fee pursuant to Section 6-8-5 of the Village of Willowbrook Code. This \$25.00 is added to all accounts delinquent 45 or more days after the billing date. This amount also includes all other penalties pursuant to Section 6-8-5 of the Village Code. Your failure to satisfy the total amount of this delinquency on or before July 27, 2015, will result in the immediate termination of your water service.

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

If you have any questions concerning your water bill, or if you wish to arrange a hearing before the President and Board of Trustees to contest the termination of your water service, please contact me at the Village of Willowbrook by writing to 835 Midway Drive, Willowbrook, Il 60527 or call 630-920-2238 not later than five (5) days prior to the scheduled termination date.

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

Sincerely,

Timothy J. Halik  
Director of Municipal Services

TJH:vs



EST. 1960

# Willowbrook

835 Midway Drive  
Willowbrook, IL 60527-5549

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

June 29, 2015

**Mayor**

Frank A. Trilla

**Village Clerk**

Leroy R. Hansen

**Village Trustees**

Sue Berglund

Umberto Davi

Terrence Kelly

Michael Mistele

Gayle Neal

Paul Oggerino

**Village Administrator**

Tim Halik

**Chief of Police**

Mark Shelton



Proud Member of the  
Illinois Route 66 Scenic Byway

Esperanza, Guzman  
617 68th St  
Willowbrook Il 60527

Re: Account No. 213420.000  
Delinquent Water Bill

Dear Sir or Madam,

Please be advised that your water bill is now delinquent in the amount of \$247.41. This amount now includes a \$25.00 fee pursuant to Section 6-8-5 of the Village of Willowbrook Code. This \$25.00 is added to all accounts delinquent 45 or more days after the billing date. This amount also includes all other penalties pursuant to Section 6-8-5 of the Village Code. Your failure to satisfy the total amount of this delinquency on or before July 27, 2015, will result in the immediate termination of your water service.

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

If you have any questions concerning your water bill, or if you wish to arrange a hearing before the President and Board of Trustees to contest the termination of your water service, please contact me at the Village of Willowbrook by writing to 835 Midway Drive, Willowbrook, Il 60527 or call 630-920-2238 not later than five (5) days prior to the scheduled termination date.

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

Sincerely,

Timothy J. Halik  
Director of Municipal Services

TJH:vs



EST. 1960

# Willowbrook

835 Midway Drive  
Willowbrook, IL 60527-5549

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

June 29, 2015

**Mayor**

Frank A. Trilla

**Village Clerk**

Leroy R. Hansen

**Village Trustees**

Sue Berglund

Umberto Davi

Terrence Kelly

Michael Mistele

Gayle Neal

Paul Oggerino

**Village Administrator**

Tim Halik

**Chief of Police**

Mark Shelton



Proud Member of the  
Illinois Route 66 Scenic Byway

Filipski, Ann  
6340 Wesley Road  
Willowbrook Il 60527

Re: Account No. 252375.000  
Delinquent Water Bill

Dear Sir or Madam,

Please be advised that your water bill is now delinquent in the amount of \$121.60. This amount now includes a \$25.00 fee pursuant to Section 6-8-5 of the Village of Willowbrook Code. This \$25.00 is added to all accounts delinquent 45 or more days after the billing date. This amount also includes all other penalties pursuant to Section 6-8-5 of the Village Code. Your failure to satisfy the total amount of this delinquency on or before July 27, 2015, will result in the immediate termination of your water service.

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

If you have any questions concerning your water bill, or if you wish to arrange a hearing before the President and Board of Trustees to contest the termination of your water service, please contact me at the Village of Willowbrook by writing to 835 Midway Drive, Willowbrook, Il 60527 or call 630-920-2238 not later than five (5) days prior to the scheduled termination date.

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

Sincerely,

Timothy J. Halik  
Director of Municipal Services

TJH:vs



EST. 1960

# Willowbrook

835 Midway Drive  
Willowbrook, IL 60527-5549

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

June 29, 2015

**Mayor**

Frank A. Trilla

Hauppa, Paul/Labianco, Diana  
528 Ridgemoor Dr  
Willowbrook Il 60527

Re: Account No. 253390.006  
Delinquent Water Bill

**Village Clerk**

Leroy R. Hansen

Dear Sir or Madam,

**Village Trustees**

Sue Berglund

Please be advised that your water bill is now delinquent in the amount of \$234.07. This amount now includes a \$25.00 fee pursuant to Section 6-8-5 of the Village of Willowbrook Code. This \$25.00 is added to all accounts delinquent 45 or more days after the billing date. This amount also includes all other penalties pursuant to Section 6-8-5 of the Village Code. Your failure to satisfy the total amount of this delinquency on or before July 27, 2015, will result in the immediate termination of your water service.

Umberto Davi

Terrence Kelly

Michael Mistele

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

Gayle Neal

Paul Oggerino

If you have any questions concerning your water bill, or if you wish to arrange a hearing before the President and Board of Trustees to contest the termination of your water service, please contact me at the Village of Willowbrook by writing to 835 Midway Drive, Willowbrook, Il 60527 or call 630-920-2238 not later than five (5) days prior to the scheduled termination date.

**Village Administrator**

Tim Halik

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

**Chief of Police**

Mark Shelton

Sincerely,

Timothy J. Halik  
Director of Municipal Services

TJH:vs



Proud Member of the  
Illinois Route 66 Scenic Byway



EST. 1960

# Willowbrook

835 Midway Drive  
Willowbrook, IL 60527-5549

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

June 29, 2015

**Mayor**

Frank A. Trilla

Janusauskaite, Ernanda  
610 W 68th St  
Willowbrook Il 60527

**Village Clerk**

Leroy R. Hansen

Re: Account No. 212720.007  
Delinquent Water Bill

Dear Sir or Madam,

**Village Trustees**

Sue Berglund

Umberto Davi

Terrence Kelly

Michael Mistele

Gayle Neal

Paul Oggerino

Please be advised that your water bill is now delinquent in the amount of \$198.46. This amount now includes a \$25.00 fee pursuant to Section 6-8-5 of the Village of Willowbrook Code. This \$25.00 is added to all accounts delinquent 45 or more days after the billing date. This amount also includes all other penalties pursuant to Section 6-8-5 of the Village Code. Your failure to satisfy the total amount of this delinquency on or before July 27, 2015, will result in the immediate termination of your water service.

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

If you have any questions concerning your water bill, or if you wish to arrange a hearing before the President and Board of Trustees to contest the termination of your water service, please contact me at the Village of Willowbrook by writing to 835 Midway Drive, Willowbrook, Il 60527 or call 630-920-2238 not later than five (5) days prior to the scheduled termination date.

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

**Village Administrator**

Tim Halik

Sincerely,

Timothy J. Halik  
Director of Municipal Services

**Chief of Police**

Mark Shelton

TJH:vs



Proud Member of the  
Illinois Route 66 Scenic Byway



EST. 1960

# Willowbrook

835 Midway Drive  
Willowbrook, IL 60527-5549

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

June 29, 2015

**Mayor**

Frank A. Trilla

**Village Clerk**

Leroy R. Hansen

**Village Trustees**

Sue Berglund

Umberto Davi

Terrence Kelly

Michael Mistele

Gayle Neal

Paul Oggerino

**Village  
Administrator**

Tim Halik

**Chief of Police**

Mark Shelton



Proud Member of the  
Illinois Route 66 Scenic Byway

O'hare, George  
6441 Quincy St  
Willowbrook Il 60527

Re: Account No. 250155.000  
Delinquent Water Bill

Dear Sir or Madam,

Please be advised that your water bill is now delinquent in the amount of \$115.35. This amount now includes a \$25.00 fee pursuant to Section 6-8-5 of the Village of Willowbrook Code. This \$25.00 is added to all accounts delinquent 45 or more days after the billing date. This amount also includes all other penalties pursuant to Section 6-8-5 of the Village Code. Your failure to satisfy the total amount of this delinquency on or before July 27, 2015, will result in the immediate termination of your water service.

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

If you have any questions concerning your water bill, or if you wish to arrange a hearing before the President and Board of Trustees to contest the termination of your water service, please contact me at the Village of Willowbrook by writing to 835 Midway Drive, Willowbrook, Il 60527 or call 630-920-2238 not later than five (5) days prior to the scheduled termination date.

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

Sincerely,

Timothy J. Halik  
Director of Municipal Services

TJH:vs



EST. 1960

# Willowbrook

835 Midway Drive  
Willowbrook, IL 60527-5549

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

June 29, 2015

**Mayor**

Frank A. Trilla

**Village Clerk**

Leroy R. Hansen

**Village Trustees**

Sue Berglund

Umberto Davi

Terrence Kelly

Michael Mistele

Gayle Neal

Paul Oggerino

**Village Administrator**

Tim Halik

**Chief of Police**

Mark Shelton



Proud Member of the  
Illinois Route 66 Scenic Byway

Schwertfeger, George  
6306 Martin Dr  
Willowbrook IL 60527

Re: Account No. 250075.000  
Delinquent Water Bill

Dear Sir or Madam,

Please be advised that your water bill is now delinquent in the amount of \$108.35. This amount now includes a \$25.00 fee pursuant to Section 6-8-5 of the Village of Willowbrook Code. This \$25.00 is added to all accounts delinquent 45 or more days after the billing date. This amount also includes all other penalties pursuant to Section 6-8-5 of the Village Code. Your failure to satisfy the total amount of this delinquency on or before July 27, 2015, will result in the immediate termination of your water service.

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

If you have any questions concerning your water bill, or if you wish to arrange a hearing before the President and Board of Trustees to contest the termination of your water service, please contact me at the Village of Willowbrook by writing to 835 Midway Drive, Willowbrook, IL 60527 or call 630-920-2238 not later than five (5) days prior to the scheduled termination date.

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

Sincerely,

Timothy J. Halik  
Director of Municipal Services

TJH:vs



EST. 1960

# Willowbrook

835 Midway Drive  
Willowbrook, IL 60527-5549

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

June 29, 2015

**Mayor**

Frank A. Trilla

**Village Clerk**

Leroy R. Hansen

**Village Trustees**

Sue Berglund

Umberto Davi

Terrence Kelly

Michael Mistele

Gayle Neal

Paul Oggerino

**Village  
Administrator**

Tim Halik

**Chief of Police**

Mark Shelton



Proud Member of the  
Illinois Route 66 Scenic Byway

Worldwide Transmission Group  
585 Executive Dr  
Willowbrook IL 60527

Re: Account No. 410210.004  
Delinquent Water Bill

Dear Sir or Madam,

Please be advised that your water bill is now delinquent in the amount of \$703.65. This amount now includes a \$25.00 fee pursuant to Section 6-8-5 of the Village of Willowbrook Code. This \$25.00 is added to all accounts delinquent 45 or more days after the billing date. This amount also includes all other penalties pursuant to Section 6-8-5 of the Village Code. Your failure to satisfy the total amount of this delinquency on or before July 27, 2015, will result in the immediate termination of your water service.

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

If you have any questions concerning your water bill, or if you wish to arrange a hearing before the President and Board of Trustees to contest the termination of your water service, please contact me at the Village of Willowbrook by writing to 835 Midway Drive, Willowbrook, IL 60527 or call 630-920-2238 not later than five (5) days prior to the scheduled termination date.

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

Sincerely,

Timothy J. Halik  
Director of Municipal Services

TJH:vs



EST. 1960

# Willowbrook

835 Midway Drive  
Willowbrook, IL 60527-5549

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

June 29, 2015

**Mayor**

Frank A. Trilla

**Village Clerk**

Leroy R. Hansen

**Village Trustees**

Sue Berglund

Umberto Davi

Terrence Kelly

Michael Mistele

Gayle Neal

Paul Oggerino

**Village  
Administrator**

Tim Halik

**Chief of Police**

Mark Shelton

Zenner, Richard  
125 Waterford Dr  
Willowbrook Il 60527

Re: Account No. 250850.001  
Delinquent Water Bill

Dear Sir or Madam,

Please be advised that your water bill is now delinquent in the amount of \$162.57. This amount now includes a \$25.00 fee pursuant to Section 6-8-5 of the Village of Willowbrook Code. This \$25.00 is added to all accounts delinquent 45 or more days after the billing date. This amount also includes all other penalties pursuant to Section 6-8-5 of the Village Code. Your failure to satisfy the total amount of this delinquency on or before July 27, 2015, will result in the immediate termination of your water service.

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

If you have any questions concerning your water bill, or if you wish to arrange a hearing before the President and Board of Trustees to contest the termination of your water service, please contact me at the Village of Willowbrook by writing to 835 Midway Drive, Willowbrook, Il 60527 or call 630-920-2238 not later than five (5) days prior to the scheduled termination date.

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

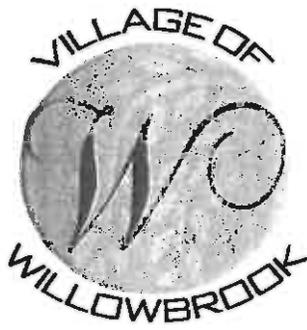
Sincerely,

Timothy J. Halik  
Director of Municipal Services

TJH:vs



Proud Member of the  
Illinois Route 66 Scenic Byway



EST. 1960

# Willowbrook

835 Midway Drive  
Willowbrook, IL 60527-5549

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

**Mayor**

Frank A. Trilla

**Village Clerk**

Leroy R. Hansen

**Village Trustees**

Sue Berglund

Umberto Davi

Terrence Kelly

Michael Mistele

Gayle Neal

Paul Oggerino

**Village  
Administrator**

Tim Halik

**Chief of Police**

Mark Shelton



Proud Member of the  
Illinois Route 66 Scenic Byway

June 29, 2015

Willowbrook Inn  
255 SHELLEY RD  
Elk Grove Village IL 60007

Re: Account No. 410295.002  
Delinquent Water Bill

Dear Sir or Madam,

Please be advised that your water bill is now delinquent in the amount of \$7963.04. This amount now includes a \$25.00 fee pursuant to Section 6-8-5 of the Village of Willowbrook Code. This \$25.00 is added to all accounts delinquent 45 or more days after the billing date. This amount also includes all other penalties pursuant to Section 6-8-5 of the Village Code. Your failure to satisfy the total amount of this delinquency on or before July 27, 2015, will result in the immediate termination of your water service.

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

If you have any questions concerning your water bill, or if you wish to arrange a hearing before the President and Board of Trustees to contest the termination of your water service, please contact me at the Village of Willowbrook by writing to 835 Midway Drive, Willowbrook, IL 60527 or call 630-920-2238 not later than five (5) days prior to the scheduled termination date.

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

Sincerely,

Timothy J. Halik  
Director of Municipal Services

TJH:vs

# VILLAGE OF WILLOWBROOK

## BOARD MEETING AGENDA ITEM - HISTORY/COMMENTARY

**ITEM TITLE:**

AN ORDINANCE OF THE VILLAGE OF WILLOWBROOK, DU PAGE COUNTY, ILLINOIS, AUTHORIZING THE MAYOR AND VILLAGE CLERK TO EXECUTE AN AMENDMENT TO THE DEVELOPMENT AGREEMENT REGARDING THE ROUTE 83 AND PLAINFIELD ROAD TAX INCREMENT REDEVELOPMENT PROJECT AREA

**AGENDA NO.** 7

**AGENDA DATE:** 7/27/15

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

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



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

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



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

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



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

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

Among other control documents, the development of the Town Center Shopping Center is governed by a Developer Agreement. The Development Agreement contains various project related provisions, and associated deadlines, which were negotiated between the Village and Harlem Irving Companies. The First Amendment to the Development Agreement was executed on November 28, 2011, pursuant to which the Developer posted the sum of \$173,645.95 in an escrow account to fund future improvements to the benefit of the properties within the TIF District. The original Agreement contained a deadline date of August 1, 2013 in which to complete all improvements. The Village then subsequently executed a Second Amendment to the Development Agreement, which included provisions related to the Chick-fil-A. The Third Amendment to the Development Agreement provided for a time extension in which to use the remaining escrow account funds. At that time, the deadline date was changed from August 1, 2013 to August 1, 2014. A Fourth Amendment to the Development Agreement was approved to change the deadline from August 1, 2014 to August 1, 2015.

It is now necessary to again amend the Development Agreement to provide for another time extension in which to complete the improvements secured by the escrow funds. The Fifth Amendment to the Development Agreement was drafted and sent to Harlem Irving's legal counsel for review. The document has since been approved by Harlem Irving.

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

The Fifth Amendment to Development Agreement includes the following:

- 1) Extends the deadline date for the completion of improvements related to the Willowbrook Town Center Shopping Center TIF from August 1, 2015 to August 1, 2017.

**ACTION PROPOSED:**

Pass the Ordinance.

ORDINANCE NO. 15-O- \_\_\_\_

AN ORDINANCE OF THE VILLAGE OF WILLOWBROOK, DU PAGE COUNTY, ILLINOIS,  
AUTHORIZING THE MAYOR AND VILLAGE CLERK TO EXECUTE AN AMENDMENT TO THE  
DEVELOPMENT AGREEMENT REGARDING THE ROUTE 83 AND PLAINFIELD ROAD TAX  
INCREMENT REDEVELOPMENT PROJECT AREA

---

**WHEREAS**, the Mayor and Board of Trustees of the Village of Willowbrook, DuPage County, Illinois, (the “Village”) have previously determined that it was necessary and advisable for the public health, safety, welfare and convenience of residents of the Village that the Village undertake a redevelopment project and have previously approved a redevelopment plan (the “Plan”) and designated a redevelopment project area (the “Project Area”) for that portion of the Village known as the Route 83 and Plainfield Road Tax Increment Redevelopment Project Area, all as authorized by the Tax Increment Allocation Redevelopment Act, as amended; and,

**WHEREAS**, as part of the Plan, on October 4, 2006 the parties entered into a Development Agreement (the “Agreement”) pursuant to which the Developer has constructed a retail shopping center, a self-storage facility, and certain required public improvements on the Site (as defined in the “Agreement”); and,

**WHEREAS**, on November 28, 2011 the parties executed an Amendment to the Agreement (the “First Amendment to the Agreement”) pursuant to which the Developer posted a sum in escrow to be used to for public improvements within the TIF District, such improvements to occur prior to August 1, 2013; and,

**WHEREAS**, on December 17, 2012 the parties executed an Amendment to the Agreement (the “Second Amendment to the Agreement”) to incorporate certain terms and conditions set forth and agreed upon at that time; and,

**WHEREAS**, on July 8, 2013 the parties executed an Amendment to the Agreement (the “Third Amendment to the Agreement”) to extend the expiration date by which the sum posted in escrow is to be used for public improvements within the TIF District, such improvements to occur prior to August 1, 2014; and,

**WHEREAS**, on June 23, 2014 the parties executed an Amendment to the Agreement (the “Fourth Amendment to the Agreement”) to extend the expiration date by which the sum posted in escrow is to be used for public improvements within the TIF District, such improvements to occur prior to August 1, 2015; and,

**WHEREAS**, it is now desirable and in the best interest of the residents of the Village for the Village to further amend the First Amendment to the Agreement with the Willowbrook Town Center, LLC (the “Developer”) regarding the Project Area, in furtherance of the Plan; and,

**WHEREAS**, The Fifth Amendment to the Agreement is on file with the Village Clerk of the Village and available for public inspection.

**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 Village Clerk be and the same are hereby authorized to execute the Fifth Amendment to the Agreement between the Village and the Developer, in substantially the form attached hereto as Exhibit “A”, and, by this reference, incorporated herein, with such changes as are approved by the Mayor and Village Attorney.

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

**SECTION THREE:** That this Ordinance shall be in full force and effect from and after its adoption, approval and publication in pamphlet form as provided by law.

PASSED and APPROVED this 27<sup>th</sup> day of July, 2015.

APPROVED:

\_\_\_\_\_  
Mayor

ATTEST:

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

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

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

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

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

## **FIFTH AMENDMENT TO DEVELOPMENT AGREEMENT**

THIS FIFTH AMENDMENT TO DEVELOPMENT AGREEMENT (the "Fifth Amendment") is made and entered into this 27<sup>th</sup> day of July, 2015, by and between the Village of Willowbrook, DuPage County, Illinois, an Illinois municipal corporation (the "Village") and Willowbrook Town Center LLC (the "Developer"); the Developer and the Village being sometimes hereinafter individually referred to as "Party" and collectively referred to as the "Parties".

### **RECITALS**

A. Pursuant to the terms of a Redevelopment Plan entitled "Route 83 and Plainfield Road Tax Increment Financing Redevelopment Project and Plan", dated March 1990 (as amended, hereinafter referred to as the "Redevelopment Plan"), the Village designated a certain area (the "Area") within its municipal limits for redevelopment and revitalization.

B. To stimulate the redevelopment of the Area, and pursuant to the Act, the corporate authorities of the Village passed the following Ordinances: (1) Ordinance No. 90-O-30, AN ORDINANCE OF THE VILLAGE OF WILLOWBROOK, DU PAGE COUNTY, ILLINOIS, APPROVING A TAX INCREMENT REDEVELOPMENT PLAN AND REDEVELOPMENT PROJECT FOR THE ROUTE 83 AND PLAINFIELD ROAD TAX INCREMENT REDEVELOPMENT PROJECT AREA; (2) Ordinance No. 90-O-31, AN ORDINANCE OF THE VILLAGE OF WILLOWBROOK, DU PAGE COUNTY, ILLINOIS, DESIGNATING THE ROUTE 83 AND PLAINFIELD ROAD TAX INCREMENT REDEVELOPMENT PROJECT AREA A REDEVELOPMENT PROJECT AREA PURSUANT TO THE TAX INCREMENT ALLOCATION REDEVELOPMENT Act; (3) Ordinance No. 90-O-32, AN ORDINANCE OF THE VILLAGE OF WILLOWBROOK, DU PAGE COUNTY, ILLINOIS, ADOPTING TAX INCREMENT ALLOCATION FINANCING FOR THE ROUTE 83 AND PLAINFIELD ROAD TAX INCREMENT REDEVELOPMENT PROJECT AREA.

C. Upon subsequent submittal of a zoning application by the Developer and completion of a zoning process, the corporate authorities of the Village also passed the following Ordinance: Ordinance No. 06-O-27, AN ORDINANCE REZONING CERTAIN TERRITORY, GRANTING CERTAIN SPECIAL USE PERMITS, GRANTING CERTAIN WAIVERS FROM THE ZONING ORDINANCE, GRANTING CERTAIN VARIATIONS FROM THE SUBDIVISION REGULATIONS, GRANTING APPROVAL OF A PRELIMINARY PLAT OF SUBDIVISION, GRANTING APPROVAL OF A PRELIMINARY PLANNED UNIT DEVELOPMENT AND RELATED MATTERS – ROUTE 83 AND PLAINFIELD ROAD – WILLOWBROOK TOWN CENTER (the "Zoning Ordinance").

D. The Parties entered into a Development Agreement dated October 4, 2006 (the “Original Agreement”), as amended, pursuant to which the Developer has constructed a retail shopping center, a self-storage facility and certain required public improvements on the Site (as defined in the Original Agreement).

E. The Parties jointly executed an Amendment to the Original Agreement dated November 28, 2011 (the “First Amendment to the Original Agreement”), pursuant to which the Developer was required to deposit the sum of \$173,645.95 in escrow. Said escrow deposit represented the unspent amount of funds to be used for the purpose of completing certain improvements as outlined within Section Three, Item A of the First Amendment to the Original Agreement. Further, pursuant to the terms of the First Amendment to the Original Agreement, the Village is to determine how to expend the funds for public improvements that are of general benefit to the properties embraced within the TIF District prior to August 1, 2013.

F. The parties jointly executed an Amendment to the First Amendment to the Original Agreement dated July 8, 2013 (the “Third Amendment to the Original Agreement”) to extend the expiration date by which the sum posted in escrow is to be used for public improvements within the TIF District, such improvements to occur prior to August 1, 2014.

G. The parties jointly executed an Amendment to the First Amendment to the Original Agreement dated June 23, 2014 (the “Fourth Amendment to the Original Agreement”) to extend the expiration date by which the sum posted in escrow is to be used for public improvements within the TIF District, such improvements to occur prior to August 1, 2015.

In consideration of the foregoing recitals and the covenants and conditions hereinafter set forth, and for the other good and valuable consideration, the adequacy and sufficiency of which the Parties hereby stipulate, the Parties hereby agree as follows:

#### SECTION ONE

#### INCORPORATION OF RECITALS

The Parties hereby confirm the truth and validity of their respective representations and recitations set forth in the foregoing recitals and do further acknowledge that they are material to this Fifth Amendment. Such recitals are hereby incorporated into and made a part of this Fifth Amendment as though they were fully set forth in this Section One.

SECTION TWO

INTEGRATION OF ORIGINAL AGREEMENT

The provisions of this Fifth Amendment shall be deemed by the Parties to be fully integrated into the Fourth Amendment to the Original Agreement. The Fourth Amendment to the Original Agreement shall remain in full force and effect except to the extent that it is expressly modified by the terms of this Fifth Amendment. Should any provision of the Fourth Amendment to the Original Agreement conflict with any provision of this Fifth Amendment, the provisions of this Fifth Amendment shall control.

Terms capitalized in this Fifth Amendment and not otherwise defined herein shall have the meanings ascribed to those terms in the Fourth Amendment to the Original Agreement. Terms defined and capitalized herein shall have the meanings ascribed to those terms in this Fifth Amendment and, to the extent such terms are also defined terms in the Fourth Amendment to the Original Agreement, the definitions of those terms as herein provided shall be deemed to control the interpretation of those terms in the Fourth Amendment to the Original Agreement.

SECTION THREE

ADDITIONAL IMPROVEMENTS

The Developer has deposited and the Village currently holds in escrow the sum of \$173,645.95, representing the unspent amount of funds to be used for the purpose of future construction of bowling alley improvements. The time for the Village to continue to work with the owner of the bowling alley to expend the funds on the construction of the bowling alley improvements as contained within the Zoning Ordinance shall be extended to and until August 1, 2017. Any funds, including interest earned thereon, not used by August 1, 2017, shall be returned to the Developer.

IN WITNESS WHEREOF, the PARTIES hereto have hereunto set their hands and seals on the day and year first above written.

VILLAGE OF WILLOWBROOK, an Illinois  
municipal corporation

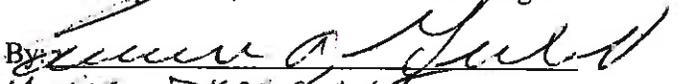
By: \_\_\_\_\_  
Mayor

ATTEST:

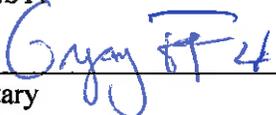
387275\_1

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

WILLOWBROOK TOWN CENTER LLC,  
an Illinois limited liability company,  
By: The Harlem Irving Companies, Inc., an  
Illinois corporation, its Administrative Manager

By:   
\_\_\_\_\_  
Vice President

ATTEST:

  
\_\_\_\_\_  
Secretary

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

I, the undersigned, a Notary Public in and for said County, in the State aforesaid, DO HEREBY CERTIFY that Frank A. Trilla, Mayor of the VILLAGE OF WILLOWBROOK, and Leroy Hansen, Village Clerk of said Village, personally known to me to be the same persons whose names are subscribed to the foregoing instrument as such Mayor and Village Clerk, respectively appeared before me this date in person and acknowledged that they signed and delivered the said instrument as their free and voluntary act and as the free and voluntary act of said Village, for the uses and purposes therein set forth; and the said Village Clerk then and there acknowledged that he, as custodian for the corporate seal of said Village, did affix the corporate seal of said Village to said instrument, as his own free and voluntary act and as the free and voluntary act of said Village, for the uses and purposes therein set forth.

GIVEN under my hand and Notarial Seal this \_\_\_\_\_ day of \_\_\_\_\_, 2014.

\_\_\_\_\_  
Notary Public

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

I, the undersigned, a Notary Public in and for said County, in the State aforesaid, DO HEREBY CERTIFY that Audence A. Gailorin, Vice President of The Harlem Irving Companies, an Illinois corporation, and William T. Carter, U.C. Secretary of said corporation, personally known to me to be the same persons whose names are subscribed to the foregoing instrument as such Vice President and Secretary, respectively appeared before me this day in person and acknowledged that they signed and delivered the said instrument as their free and voluntary act and as the free and voluntary act of said corporation, for the uses and purposes therein set forth; and the said Secretary then and there acknowledged that he, as custodian for the corporate seal of said corporation, did affix the seal of said corporation to said instrument, as his own free and voluntary act and as the free and voluntary act of said corporation, for the uses and purposes therein set forth.

GIVEN under my hand and Notarial Seal this 16<sup>th</sup> day of July, 2014.



Bridget Torres  
Notary Public

# VILLAGE OF WILLOWBROOK

## BOARD MEETING AGENDA ITEM - HISTORY/COMMENTARY

### ITEM TITLE:

AN ORDINANCE OF THE VILLAGE OF WILLOWBROOK, DU PAGE COUNTY, ILLINOIS, AUTHORIZING THE MAYOR AND VILLAGE CLERK TO EXECUTE AN AMENDMENT TO THE ESCROW DEPOSIT AGREEMENT WITH WILLOWBROOK TOWN CENTER LLC

AGENDA NO. 8

AGENDA DATE: 7/27/15

STAFF REVIEW: Tim Halik, Village Administrator

SIGNATURE: Tim Halik

LEGAL REVIEW: Tom Bastian, Village Attorney

SIGNATURE: THOMAS BASTIAN TH.

RECOMMENDED BY: Tim Halik, Village Administrator

SIGNATURE: Tim Halik

REVIEWED & APPROVED BY COMMITTEE:

YES

NO

N/A

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

Pursuant to the approving ordinance and project Development Agreement executed on October 4, 2006 with Willowbrook Town Center LLC, the Developer was to fund \$250,000 in improvements to the Willowbrook Lanes Bowling Alley property. The Agreement provides that if the Developer and the bowling alley owner could not come to an agreement regarding the improvements, the Developer is then required to deposit the funds into an escrow account while the Village works with the bowling alley owner to complete the work. Of the required expenditure amount of \$250,000, a total of \$76,354.05 in improvements has already been completed by the Developer to date. On November 28, 2011, the Village Board adopted a resolution establishing an escrow account for the remaining funds (\$173,645.95). The original Escrow Deposit Agreement contained a deadline date of August 1, 2013 in which to use these funds. If the funds were not used by this time, the funds plus interest were to be returned to the Developer.

- On July 8, 2013, both the Village and Developer executed a First Amendment to the Escrow Deposit Agreement to extend the deadline date from August 1, 2013 to August 1, 2014.
- On June 23, 2014, both the Village and Developer executed a Second Amendment to the Escrow Deposit Agreement to extend the deadline date from August 1, 2014 to August 1, 2015.

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

The remaining funds have been earmarked to be used towards the installation of a new traffic signal at the Plainfield Road access drive of the Town Center. This new signal would be installed by the Pete's Fresh Market (PFM) developer, and would benefit all three (3) properties (Town Center, the Willowbrook Bowl, and PFM). However, since construction of the PFM has not yet commenced, staff has again contacted representatives of Harlem Irving to request another time extension in which to use the remaining escrow funds. Harlem Irving is agreeable to extending the deadline date an additional two (2) years. Therefore, a Third Amendment to the Escrow Deposit Agreement was drafted which serves to extend the deadline date for use of the remaining funds from August 1, 2015 to August 1, 2017.

### ACTION PROPOSED:

Pass the Ordinance.

ORDINANCE NO. 15-O- \_\_\_\_\_

AN ORDINANCE OF THE VILLAGE OF WILLOWBROOK, DU PAGE COUNTY, ILLINOIS,  
AUTHORIZING THE MAYOR AND VILLAGE CLERK TO EXECUTE AN AMENDMENT TO THE ESCROW  
DEPOSIT AGREEMENT WITH WILLOWBROOK TOWN CENTER LLC

---

**WHEREAS**, the Mayor and Board of Trustees of the Village of Willowbrook, DuPage County, Illinois, (the "Village") have previously entered into and are parties to that certain Escrow Deposit Agreement, dated November 28, 2011 ("Escrow Agreement"); and

**WHEREAS**, the Village and Developer did amend and modify the Escrow Agreement on July 8, 2013 ("First Amendment to Escrow Agreement") to incorporate certain terms and conditions set forth and agreed upon at that time; and

**WHEREAS**, the Village and Developer did amend and modify the Escrow Agreement again on June 23, 2014 ("Second Amendment to Escrow Agreement") to incorporate certain terms and conditions set forth and agreed upon at that time; and

**WHEREAS**, the Village and Developer desire to further amend and modify the Escrow Agreement to incorporate certain terms and conditions set forth in this Third Amendment.

**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 Village Clerk be and the same are hereby authorized to execute the Third Amendment to the Escrow Agreement between the Village and the Developer, in substantially the form attached hereto as Exhibit "A", and, by this reference, incorporated herein, with such changes as are approved by the Mayor and Village Attorney.

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

**SECTION THREE:** That this Ordinance shall be in full force and effect from and after its adoption, approval and publication in pamphlet form as provided by law.

PASSED and APPROVED this 27<sup>th</sup> day of July, 2015.

APPROVED:

\_\_\_\_\_  
Mayor

ATTEST:

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

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

**THIRD AMENDMENT  
TO ESCROW DEPOSIT AGREEMENT**

This Third Amendment to Escrow Deposit Agreement ("Third Amendment") is entered into this 27<sup>th</sup> day of July, 2015, by and between the VILLAGE OF WILLOWBROOK, an Illinois municipal corporation ("Village"), and WILLOWBROOK TOWN CENTER, LLC, a limited liability company ("Developer").

WITNESSETH:

WHEREAS, Village and Developer have entered into and are parties to that certain Escrow Deposit Agreement, dated November 28, 2011 ("Escrow Agreement"); and

WHEREAS, the Village and Developer did amend and modify the Escrow Agreement on July 8, 2013 ("First Amendment to Escrow Agreement") to incorporate certain terms and conditions set forth and agreed upon at that time; and

WHEREAS, the Village and Developer did again amend and modify the Escrow Agreement on June 23, 2014 ("Second Amendment to Escrow Agreement") to incorporate certain terms and conditions set forth and agreed upon at that time; and

WHEREAS, Village and Developer desire to further amend and modify the Escrow Agreement to incorporate the terms and conditions set forth in this Third Amendment.

NOW, THEREFORE, for good and valuable consideration, the receipt and sufficiency of which is hereby acknowledged, the parties hereby mutually agree as follows:

1. Incorporation of Recitals. The foregoing recitals are hereby incorporated as if fully rewritten.
2. Definitions; Amendment Controls. Capitalized terms used, but not defined herein, shall have the same meaning ascribed to such terms in the Escrow Agreement. To the extent any of the terms and conditions set forth in this Third Amendment shall conflict with any of the terms and conditions of the Escrow Agreement, First Amendment to Escrow Agreement, or Second Amendment to Escrow Agreement, the terms and conditions set forth in this Third Amendment shall at all times supersede, govern and control. In all other respects, this Third Amendment shall supplement the terms and conditions of the Escrow Agreement, First Amendment to Escrow Agreement, and Second Amendment to Escrow Agreement.
3. Compliance. The parties hereby acknowledge that upon execution hereof each has faithfully performed its required obligations under the terms of the Escrow Agreement, First Amendment to Escrow Agreement, and Second Amendment to Escrow Agreement and that neither party is now in breach or in default in the performance of any covenants or agreement required to

be performed of such party under the Escrow Agreement, First Amendment to Escrow Agreement, or Second Amendment to Escrow Agreement as of the date hereof.

4. Expiration of Escrow. The Escrow Deposit Agreement expiration date shall be hereby extended from August 1, 2015 to and until August 1, 2017.

5. Ratification of Contract. Except as amended and modified herein, the Escrow Agreement is hereby ratified to be in full force and effect.

6. Counterparts. This Third Amendment may be executed in counterparts, each of which shall constitute an original, but all together shall constitute one and the same instrument.

IN WITNESS WHEREOF, the parties hereto have executed or caused this Third Amendment to be executed, as of the day and year first above written.

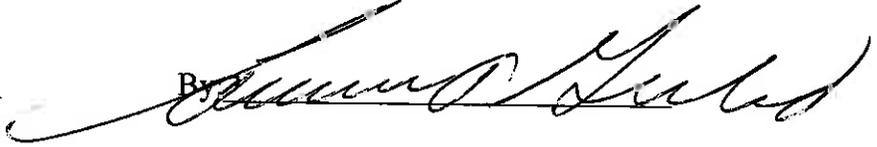
VILLAGE:

DEVELOPER:

VILLAGE OF WILLOWBROOK,  
an Illinois municipal corporation

WILLOWBROOK TOWN CENTER, LLC  
a Illinois limited liability company  
By: The Harlem Irving Companies, Inc., an  
Illinois corporation, its Administrative  
Manager

By: \_\_\_\_\_

By: 

# VILLAGE OF WILLOWBROOK

## BOARD MEETING AGENDA ITEM - HISTORY/COMMENTARY

ITEM TITLE:

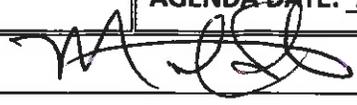
DISCUSSION – POLICE DISPATCH SERVICES

AGENDA NO.

9

AGENDA DATE: 7/27/15

STAFF REVIEW: Mark Shelton, Chief of Police

SIGNATURE: 

LEGAL REVIEW: Tom Bastian, Village Attorney

SIGNATURE: THOMAS BASTIAN TH.

RECOMMENDED BY: Tim Halik, Village Administrator

SIGNATURE: TEH

REVIEWED & APPROVED BY COMMITTEE:

YES

on July 13, 2015

NO

N/A

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

On February 25, 1987, the Village Board passed Ordinance No. 87-O-06 to become a member of Southwest Central Dispatch (SWCD), Cook County, IL to provide police dispatch and 9-1-1 call services. The Village is currently still a member of SWCD. However, various issues have arisen which have caused staff to consider alternatives to providing police dispatch services, including moving to another consolidated dispatch agency.

Over the years, and most recently, several issues have come about which are either problematic to the Village or creates concern. These issues, when taken collectively, have caused staff to consider changing to another consolidated dispatch agency – and specifically one located in DuPage County. At the meeting, staff will provide further detail on the following issues:

- 9-1-1 Surcharge Fee
- Technological Advancement (i.e., DuPage County RMS/CAD System)
- Communications (i.e., radio call group) with Neighboring Towns / Corridor Communities
- Dispatch Service Fees
- SWCD Communications Antenna Licensing Agreement with Willowbrook

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

The following are several of the department's primary identified goals for dispatch services provided through a consolidated dispatch agency:

- High Quality Dispatch Services
- Effective Model of Governance
- Seek Technological Advances to Improve Efficiency
- Reasonable Service Fees

Staff has considered two (2) alternate consolidated dispatch agencies located within DuPage County. Of the two (2), DuPage Public Safety Communications (DU-COMM) meets our primary goals, and their annual service fees are lower than that of SWCD (see attached cost comparison spreadsheet). General information on DU-COMM is also attached.

### RECOMMENDATION

At this time, staff is recommending that the Village withdraw as a member of SWCD and join DuPage Public Safety Communications (DU-COMM). If approved by the Board, this change would become effective May 1, 2016. The Village would need to pass an ordinance withdrawing from SWCD prior to October 1, 2015. Once served, our membership at SWCD would end after April 30, 2016. The Village would execute an Intergovernmental Agreement (IGA) with DU-COMM and become a member as of May 1, 2016.



EST. 1960

# Willowbrook

7760 Quincy Street  
Willowbrook, IL 60527-5594

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

## Mayor

Frank A. Trilla

## Village Clerk

Leroy R. Hansen

## Village Trustees

Sue Berglund

Umberto Davi

Terrence Kelly

Michael Mistele

Gayle Neal

Paul Oggerino

## Village Administrator

Tim Halik

## Chief of Police

Mark Shelton

## Willowbrook's Goals for Consolidated Police Dispatch:

- High Quality Dispatch Services
- Effective Model of Governance
- Seek Technological Advances to Improve Efficiency
- Reasonable Service Fees

## Current Issues w/ SWCD:

### 9-1-1 Surcharge Fee Issue –

Unknown outcome for Willowbrook. Options Identified by SWCD include terminating our membership or charging additional for dispatching those calls. If Willowbrook is ultimately charged by SWCD to dispatch calls, our residents will pay twice for the service.

### Technological Advancement -

DuPage ETSB RMS/CAD System – Advanced technology our residents are paying for and will not receive.

### Communications with Neighboring Towns/Corridor Communities –

With the departure of both Hinsdale and Clarendon Hills, it is important that we are on the same radio call group as neighboring towns.

### Service Fees –

DuPage consolidated dispatch agencies have lower fees (and in some cases, improved technology). DuPage ETSB offering a monetary incentive to offset transfer costs.

### Antenna Licensing Agreement -

Due to the SWCD communications antennas on our water tank, and the manner in which the system was installed, the Village is facing and approximate \$160,000 to \$250,000 additional cost to re-paint one water tank. (JNL rep. recommended the Village consider installing a monopole at an approximate cost of \$250,000).



Proud Member of the  
Illinois Route 66 Scenic Byway

Village of Willowbrook  
 Cost Comparison - Police Dispatching  
 DU-COMM vs. SWCD

	DU-COMM	SWCD
<b>Statistics:</b>		
Total Member agencies:	41	15
<i>Police</i>	18	13
<i>Fire</i>	23	7
Population served:	800,000	unavailable
Calls processed annually:	1,100,000	105,740 FD & PD calls dispatched
<b>Staff - Operations</b>		
# Full Time Telecommunicators	70	20
# Part Time Telecommunicators	2	1
# Part Time Alarm Operators	3	
# Full Time Communication Managers	2	1
# Full Time Communication Supervisors	5	
Trainers/Coordinators	2	1
<b>Staff - Support Services</b>		
# Full time Managers	2	
# Full time staff	6	
# part time staff	2	
<b>Staff - Administration</b>		
# Full time staff	7	3
Total Full & Part Time Staff:	102	28

**Costs:**

		Difference	SWCD past payments:	\$ change	% change
Annual operating costs (police are 75% of Du-Comm budget)					
Cost per officer (FY 2016)	\$ 10,377				
# WB officers	23				
<b>Total annual operating cost (FY 2016)</b>	<b>\$ 238,671</b>	<b>\$ 266,471</b>			
Capital Reserve (Buy-in) cost - ONE TIME	\$ 66,594				
Administrative fee - ONE TIME (3% of 1st year operating)	\$ 7,160	<i>due at signing (FY 15/16)</i>			
Membership equipment cost: (borne by the Village)	\$ 10,000	estimated contingency			
For items such as: severe weather sirens, PL phones, other data needs for alarm monitoring, etc.					
Cost to migrate data out of SWCD's system - Estimated	\$ 10,000		\$ 5,000	1987 seed money	
Other Village capital - Fultron siren upgrade - Estimated	\$ 4,200		\$ 5,000	1987 annual fee/officer	
Other Village capital - in car laptops - Estimated	\$ 62,000				
<b>Total Costs</b>	<b>\$ 398,625</b>	<b>\$ 266,471</b>			
Less costs expected to be reimbursed: Capital Reserve	\$ (66,594)				
<b>NET COST</b>	<b>\$ 332,031</b>	<b>\$ 266,471</b>			
					<b>2.36 years to recoup initial net investment</b>
Monthly wireless car for each squad	\$ /month				
Fire alarm & monitoring (Tyco) - cost to Village businesses	\$ 14.00	per alarm/per month			

\*May be reimbursed by the DuPage County ETSB

Per SWCD bylaws: At withdrawal:

If withdrawal notice given by Oct 1, takes effect following May 1

Pay 100% of pro rata share of any unpaid capital development costs (none aware of)

Pay pro rata share of Class 1 or 2 charges through date of withdrawal (none aware of)

Pay its share of operational costs through date of withdrawal (normal monthly assessment)

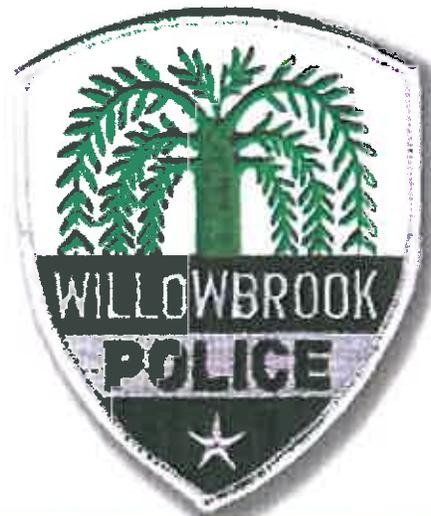
Pay any contractual obligations signed separately w/ SWCD (none aware of)

# DU-COMM Membership Proposal

## Village of Willowbrook



July 10, 2015



# DU-COMM MEMBERSHIP PROPOSAL-VILLAGE OF WILLOWBROOK

## **I. Executive Summary**

This proposal is a response to the letter received by DuPage Public Safety Communications (DU-COMM) from the Village of Willowbrook regarding their interest in membership.

DU-COMM is the largest consolidated public safety communications center in Illinois and currently serves forty-one (41) member departments for 9-1-1 and public safety communications. This proposal will highlight the history, organization, services provided, and costs associated for membership of the Village of Willowbrook into DU-COMM. DU-COMM is not a private business. DU-COMM is a unit of intergovernmental cooperation as defined in the Illinois compiled statutes (5 ILCS 220/1) formed by our member municipalities and fire districts.

DU-COMM is committed in moving forward with the Village of Willowbrook membership. DU-COMM can provide a high level of service with added value for a very competitive cost. The current DU-COMM "buy-in" policy for membership should also make the financial decision more attractive as highlighted later in this proposal.

While there are technical as well as operational issues that come into play in evaluating the DU-COMM proposal, there is currently an opportunity for the Village of Willowbrook to join DU-COMM. With the interoperability and coverage throughout the County due to the ETSB STARCOM21 radio project, there are fewer technical issues today than DU-COMM faced adding agencies in the past.

This proposal is intended to be an outline of the membership process, and should help Village staff and elected officials gain knowledge about DU-COMM and the benefits of membership. The proposal will also identify areas where DU-COMM staff and the Village of Willowbrook will need to focus, if membership is pursued.

Finally, included with this proposal is the DU-COMM organizational chart, FYE16 budget summaries (with the Village of Willowbrook), cost estimates, Intergovernmental Agreement, Bylaws, last fiscal audit, sample police department channel guide, current TYCO alarm agreement, public education material, and 2014 Annual Report.

## DU-COMM MEMBERSHIP PROPOSAL-VILLAGE OF WILLOWBROOK

### **II. DU-COMM History and Organization**

DuPage Public Safety Communications (DU-COMM) is an intergovernmental agency as defined in the Illinois statutes (5 ILCS 220/1) formed in 1975 by our members departments to provide emergency communications services to police, fire, and emergency medical services.

DU-COMM is the largest consolidated public safety communication center in Illinois and currently serves forty-one (41) member agencies and over 800,000 residents of DuPage and neighboring counties. DU-COMM receives requests for Police, Fire, and EMS via 9-1-1 and 10 digit emergency lines. DU-COMM processes over 1.1 million phone calls each year, including over 300,000 9-1-1 calls, and over 584,000 calls for service. Municipalities and fire districts have worked together to provide a high level of service to their citizens in public safety communications.

DU-COMM is a critical communications hub for the Mutual Aid Box Alarm System (MABAS) Division 12 and Division 16, and handles fire communications for major incidents. MABAS division members include agencies that are not members of DU-COMM.

DU-COMM is comprised of three (3) departments: Operations, Administration, and Support Services. The first and largest department is Operations where Telecommunicators answer incoming 9-1-1 calls from the citizens and dispatch the appropriate first responders. DU-COMM has seventy (70) full-time Telecommunicators, two (2) part-time Telecommunicators, and three (3) part-time Alarm Operators. The Telecommunicators are supervised by three (3) full-time Communications Managers and five (5) full-time Communications Supervisors.

The Operations department is also supported by a Training/QA Manager and Protocol Coordinator. The Training/QA Manager is responsible for all agency training. The Protocol Coordinator handles quality assurance for the Emergency Medical Dispatch (EMD) program and related continuing education. The Operations Department is under the direct control of the Deputy Director Operations.

The Support Services department is comprised of two units: Technical Services and MIS (Management Information Systems) under the direct control of the Deputy Director Support Services. The Technical Services unit has one (1) Manager, three (3) full-time Technicians, one (1) part-time Technician, and one (1) Systems Coordinator responsible for the maintenance and installation of the agency radio infrastructure and the DU-COMM facility. The MIS unit has one (1) Manager, two (2) full-time Systems Analysts, and (1) part-time GIS Coordinator responsible for system administration and support of all DU-COMM computer technologies, including CAD (Computer Aided Dispatch) and related systems utilized by Telecommunicators and field personnel.

The Administration department consists of the Executive Director, Deputy Director Operations, Deputy Director Support Services, Finance/HR Manager, Finance Clerk, Office Assistant, and Executive Secretary.

## DU-COMM MEMBERSHIP PROPOSAL-VILLAGE OF WILLOWBROOK

### **III. Services provided**

All member departments of DU-COMM receive a high degree of professionalism equally from the management team and staff. The management team understands that the shared ownership, by member departments, is key to DU-COMM's success. Telecommunicators are highly trained and deliver dispatch services with customer service in mind. Support personnel are experts in their field with a long tradition of supporting the needs of member departments.

#### A. Public Safety Communications

DU-COMM Telecommunicators answer 9-1-1 calls or other incoming calls for each of the departments we serve. DU-COMM's Telecommunicators dispatch and monitor a variety of police and fire radio frequencies as detailed below:

##### Police Frequencies:

- 1 East (Lombard and Villa Park)
- 3 East (Elmhurst and Oakbrook Terrace)
- 1 West (Bartlett, and Carol Stream)
- 3 West (Glen Ellyn and Wheaton)
- 7 West (Warrenville, West Chicago, and Winfield)
- 1 North (Hanover Park and Roselle)
- 1 South (Darien, Lisle, and Woodridge)
- 3 South (Hinsdale and Oak Brook)

##### Fire Frequencies:

- Fire East (Addison, Elmhurst, Lombard, Oak Brook, Oakbrook Terrace, Villa Park, and York Center)
- Fire North (Bloomingtondale, Carol Stream, Glen Ellyn, Glenside, West Chicago, Wheaton, and Winfield)
- Fire South (Darien-Woodridge, Hinsdale, Lisle-Woodridge, and Warrenville)
- Fire West (Bartlett, Hanover Park, Roselle, Itasca, and Wood Dale)
- IFERN (Statewide fire mutual aid)
- IFERN2 (Statewide fire mutual aid)

##### DEDIRS:

In addition to the primary radio channels, DU-COMM's operations center is fully integrated into the DuPage Emergency Dispatch Interoperable Radio System (DEDIRS). The DEDIRS radio system operates on the statewide STARCOM21 radio network. DU-COMM can operate on all the interoperable talk groups on the system, which allows us seamless access to whichever resource may be needed in an emergency.

DU-COMM Telecommunicators share in answering 9-1-1 calls, and after verifying the address of the incident, the call information is entered into the CAD (Computer Aided Dispatch) system. Once entered into CAD, the information appears on the appropriate Telecommunicator's screen for dispatch.

The CAD system updates instantaneously and many times the Telecommunicator responsible for dispatching the call is able to start the notification of police units before the call taker finishes with the caller. In situations when the request for police is urgent, the call taker has the ability to access the appropriate agency's radio channel and "flash" the urgent call to the agency's police officers, ensuring the fastest response possible.

## DU-COMM MEMBERSHIP PROPOSAL-VILLAGE OF WILLOWBROOK

### **III. Services provided - continued**

DU-COMM is committed to the initial and continued training of our communications staff. DU-COMM spent over 10,700 hours in training in 2014. The training covered a variety of topics including: EMD, LEADS/NIMS simulation drills, emergency preparedness, cross-training, geography, and procedure review. DU-COMM utilizes the Emergency Telecommunicator Certification (ETC) program, which complements our three-week new hire training. The International Academy of Emergency Dispatch (IAED) certify Telecommunicators that complete the ETC program. New Telecommunicators progress through daily training, in a classroom setting, with continual feedback and checkpoints, before focused individual training on the communications center floor. DU-COMM's seven (7) Communications Training Officers (CTOs) provide initial, and much of the continuing education under the direction of the Training/QA Manager.

#### B. Emergency Medical Dispatch (EMD)

DU-COMM processes over 50,000 EMS requests per year for 23 fire agencies. To assist callers while the responding Fire and EMS units are en-route, DU-COMM's Telecommunicators are trained to provide life-saving instructions. DU-COMM utilizes Priority Dispatch Emergency Medical Dispatch (EMD) protocols to triage all EMS service requests. Priority Dispatch is an internationally recognized organization instrumental in standardizing EMD protocols in the early years. Many of their procedures and protocols are written into the EMD national standard. DU-COMM is fully compliant with all state laws and regulations regarding EMD, and is part of the Central DuPage Hospital (CDH) Medical System under the direction of Doctor Stephen J. Graham. CDH is DU-COMM's "lead instructor" and approves all EMD continuing education curriculums. DU-COMM Telecommunicators are licensed with the Illinois Department of Public Health (IDPH).

DU-COMM's Protocol Coordinator is a licensed EMT and EMD-Q responsible for reviewing and conducting quality assurance on a sampling of EMS calls. Deputy Director Ron Gross and Communications Supervisor Beverly Fisher are also EMD-Q certified.

#### C. Support Services

DU-COMM prides itself on providing member departments with a high degree of technical support. DU-COMM's radio technicians and computer support personnel (MIS) are always available to assist member departments with any system or product supported by DU-COMM. Staff is also available to member departments for first-level support for many other issues. DU-COMM MIS and Radio Technicians maintain an on-call schedule for evenings and weekends, and their ability to prevent, troubleshoot, and resolve a technical issue is impressive.

Membership in DU-COMM includes additional resources. DU-COMM supports a paging program called Emergin, which automatically send alpha-numeric (text) pages to pagers, cell phones, or capable PDAs. These pages can be generated by specific department and nature code(s) and sent automatically. Generally used as a way to keep command-level personnel notified of important event.

## DU-COMM MEMBERSHIP PROPOSAL--VILLAGE OF WILLOWBROOK

### **III. Services provided – continued**

DU-COMM's CAD system can generate reports for download, print, or email to a department. DU-COMM's MIS staff can utilize canned reports or generate special reports to provide departments with the data or statistics needed to track or administer their department's response.

DU-COMM also supports Mobile Data Computing through the CAD's mobile interface, PMDC, or a Group 1 program. These programs and information are used in two different ways by our fire agencies. Some agencies use the VRM radio data system and others utilize an interface over Verizon air cards.

DU-COMM can also provide a mapping program on the mobile computer through the ATM Motorola program. This program integrates with the Motorola AVL system, which can identify unit locations on a status map in the DU-COMM communications center.

#### D: Additional Services

##### 1. Tactical Dispatch:

DU-COMM's Tactical Dispatch program provides enhanced "on-scene" communications during serious and critical incidents by deploying specially trained Telecommunicators to the scene to integrate within the command structure as communications. Their roles include: reduce the burden of monitoring multiple frequencies at the scene, record vital information, track on-scene resources, and work within the NIMS model. The Tactical Dispatch team is supported by DU-COMM's communications vehicle COMM-1, which is equipped with a two (2) position communications center with mobile communications, CAD, internet, printing, and other resources. COMM-1 is a small vehicle that Telecommunicators can operate and deploy quickly. The Tactical Dispatch program with COMM-1 has proven itself on a variety of police and fire incidents.

##### 2. Public Education:

Public education and public relations are other areas where DU-COMM has committed time and resources to assist the public and our member departments. DU-COMM has a public education manager and team. The team can staff booths at a department event, provide training, host DU-COMM tours for: citizens, police, or fire academies, scouts, community groups, and department personnel. DU-COMM developed several 9-1-1 related flyers for community education, which are available to our departments (see appendix).

#### E. Non-Emergency and After-Hour Functions:

DU-COMM provides limited non-emergency services to our member agencies. We realize in the current economic climate both existing and prospective members look for ways to maximize resources. All citizens in our member agency jurisdictions know to call 9-1-1 for police, fire, or EMS response. This includes some non-emergencies calls, including but not limited to; parking issues, barking dogs, etc. In after-hours situations, DU-COMM will make notifications to Public Works and other municipal services, as needed, but DU-COMM cannot operate as a "switchboard" for police departments, transfer calls back to the department, and/or take administrative messages. DU-COMM does provide full LEADS services for seven (7) of our eighteen (18) current police agencies.

## DU-COMM MEMBERSHIP PROPOSAL-VILLAGE OF WILLOWBROOK

### **III. Services provided – continued**

#### **F. Committee Participation**

DU-COMM subcommittees: Fire Operations and Support Services meet monthly, and Police Operations meet every other month. DU-COMM's staff works with committee members to identify service and policy issues and reach goals. Recommendations from the subcommittees are presented to the Chiefs Operations Committee. Every DU-COMM agency may interact at these meetings to help the Executive Director and staff shape DU-COMM policy and direction. The Chiefs Operations Committee reviews and acts on subcommittee recommendations and, as appropriate, makes their own recommendations to the governing bodies of DU-COMM: the Executive Committee and Board of Directors. The committees benefit from member departments' shared ownership participation, which is a vital part of the success of DU-COMM as an agency.

### **IV. Fire Alarm Monitoring**

DU-COMM monitors municipal alarms on behalf of all municipalities and fire protection district member agencies. The current DU-COMM alarm monitoring agreement with Tyco allows an agency to "opt-out" and select their own municipal alarm system vendor.

With further examination of the Village of Willowbrook alarm system, a recommendation could be made to determine the best way to integrate the system into DU-COMM. It should be noted that DU-COMM receives an alarm monitoring fee of \$14.00 per month, per alarm, whether wireline or radio alarm. This fee is established by Board policy. DU-COMM policies and procedures, adopted by the Chiefs Operations Committee, guide alarm connections and monitoring procedures.

DU-COMM's Board policy and sample Memorandum of Understanding (MOU) are included as attachments to this proposal.

DU-COMM MEMBERSHIP PROPOSAL-VILLAGE OF WILLOWBROOK

**V. Membership Costs**

**A. Annual Operating Shares (FYE16)**

This membership proposal was drafted during a transitional time for DU-COMM. DU-COMM has been working on a second facility project, which could add significant long-term costs for all current and prospective member agencies. In recent months the scope of the project changed to reflect the current economic climate. DU-COMM staff will keep the Village of Willowbrook informed of this project as it evolves. This membership cost proposal was created with the current funding formula and reserve contribution policy.

There are four (4) costs associated with DU-COMM membership. The first and most important is the annual operating "share"; DU-COMM's term for the annual fees each member Municipality or District is assessed for its department(s). The annual operating share is derived by determining the DU-COMM operating budget minus any operational revenue. The balance is split between the member departments per the current funding formula.

The formula first splits the operational shares between fire and police, and each discipline splits its cost further. This formula is roughly based on the number of Telecommunicators assigned to either the primary Police or Fire/EMS functions.

The police departments split shares by a percentage of full-time sworn officers, while the fire departments/districts split shares by the EAV (Equalized Assessed Value) for their jurisdiction. In considering the Village of Willowbrook membership, Three (3) additional full-time employees would be needed.

BUDGET CHANGES	
FYE16 Budget	\$ 12,057,731
Proposed Personnel (3)	\$ 258,900
Revised Budget	\$ 12,316,631

The following information has been provided by the Village of Willowbrook for the calculation of their operational "shares" of the revised DU-COMM budget.

The Village of Willowbrook		
Police	Number of Sworn officers	23

The chart below shows the increased DU-COMM annual budget with the inclusion of the Village of Willowbrook:

Village of Willowbrook Membership Cost Estimates	
FYE 16 Budget (revised to show Willowbrook)	\$12,316,731
FYE 16 Budget Police (75% budget)	\$9,237,474
FYE 16 Budget Police Assessment (less other revenue)	\$8,654,100
Revised FYE 16 Per Officer Cost	\$10,377
Willowbrook Police Share (23 Officers)	\$238,671
<b>ANNUAL TOTAL SHARE (Operations)</b>	<b>\$238,671</b>

DU-COMM MEMBERSHIP PROPOSAL-VILLAGE OF WILLOWBROOK

**V. Membership Costs – continued**

Using this formula DU-COMM anticipates the Village of Willowbrook annual operating share for membership, based on the current FYE16 to be \$ 238,671. **This number will change during the preparation of the FYE17 budget, which would go into effect on May 1, 2016. In addition, other agency consolidations and memberships in DU-COMM could reflect a change in the budget.**

**B. Agency Reserve Contribution**

DU-COMM Bylaws currently require any new member be assessed a cost associated with the prior capital investment of all current DU-COMM member departments.

*Article V., "...the new member shall share the authorized developmental costs, capital equipment, capital assets and operating costs for all common systems.*

Previously referred to as the DU-COMM Capital Buy-In formula, the Board of Directors ratified a new policy: New Agency Reserve Contribution Fee, on April 16, 2013.

As a result of the policy change, the Reserve Contribution for the Village of Willowbrook would be based on DU-COMM's Capital Net Asset total as listed in the FYE14 Audit, multiplied by the police (75%) or fire (25%) share, and multiplied by the individual police and fire share percentage.

See table below:

<b>RESERVE CONTRIBUTION FORMULA</b>	
Net Capital Assets (FYE14)	\$3,217,124
Police Operational Share	2.76%
Police Reserve Contribution	\$66,594
<b>Total Reserve Contribution</b>	<b>\$66,594</b>

The Reserve Contribution costs are a one-time expense. The DuPage County ETSB has expressed a prior willingness to assist with one-time consolidation costs if there is an operational savings in closing an existing PSAP.

**C. Membership Equipment Costs**

DU-COMM Bylaws clearly state that costs unique to an agency joining are the sole responsibility of the joining agency.

*Article V., "Any new capital or developmental costs to DU-COMM, caused by the admission of the new member to DU-COMM shall be the exclusive cost of and be paid by the new member".*

DU-COMM and Village staff will have to examine any possible unique consolidation costs. Areas that should be reviewed include: Severe weather sirens, PL phones, and any other data needs for municipal alarm monitoring, etc. At a minimum, it is recommended that the Village of Willowbrook budget an additional \$10,000 as a placeholder for any unique consolidation costs.

DU-COMM MEMBERSHIP PROPOSAL-VILLAGE OF WILLOWBROOK

**V. Membership Costs - continued**

D. Administrative Fee

The final cost DU-COMM assesses new members is a one-time administrative fee. This fee is three (3%) percent of the first year's annual operating share and used to recover some of DU-COMM's costs associated with staff time in the membership process. For the Village of Willowbrook the fee is estimated at \$7,160.

All the fees are detailed in the New Agency Cost Sheet, found in the proposal's appendix. Also included is a comparative Budget Operations Share sheet that assumes a full year's membership in the DU-COMM FYE16 budget year.

## DU-COMM MEMBERSHIP PROPOSAL-VILLAGE OF WILLOWBROOK

### **VI. Operational Considerations**

The first thing the Village of Willowbrook needs to know is although the dispatch center uses CAD (computer-aided dispatch), it is not DU-COMM's CAD system, and all districts and responses will need to be recreated in DU-COMM CAD database.

#### A. Police Considerations

The Police Department will have many decisions to operationally prepare for DU-COMM to begin dispatching. Police channel guides will need to be established. Channel guides provide pertinent information on daily operations of the police department and include the following:

- Police district and beats assignment
- Shift hours
- Agency responses
- Personnel list and positional duties
- Contact information for command and specialty units

Additionally, DU-COMM and Willowbrook will discuss radio signatures, LEADS responsibilities, and CAD programming. This proposal assumes the Willowbrook Police Department would move onto the existing 3-SOUTH Police talkgroup.

#### C. Village Considerations

Finally, as a Village, Willowbrook will also need to work with DU-COMM to establish after-hours Public Works notifications and procedures, and information to provide to the citizens. Activation of the tornado/severe weather sirens can be included in membership of DU-COMM.

## DU-COMM MEMBERSHIP PROPOSAL-VILLAGE OF WILLOWBROOK

### **VII. Technical Considerations**

This proposal assumes DEDIRS is the primary dispatch system for all current and future agencies of DU-COMM. If there is any deviation from that assumption, additional considerations will be discussed to determine alternate communications solutions.

Other technical considerations would include the activation of the Village of Willowbrook tornado (severe weather) sirens. DU-COMM utilizes Fulton Technologies in activating tornado sirens and our recommendation would be for the Village of Willowbrook to connect to our activation system.

DU-COMM connects to its member agencies via private lines (PL) to maintain constant communications with station personnel and maintain the ability for assigned Telecommunicators to receive incoming calls on dedicated lines. The cost of these direct lines to DU-COMM are paid by the member agency.

## DU-COMM MEMBERSHIP PROPOSAL-VILLAGE OF WILLOWBROOK

### **VIII. Membership Process**

While this proposal is intended to provide the Village of Willowbrook with the information needed to make a decision regarding its communications center, it is important to note that adding new members to DU-COMM is a process. Pursuant to the DU-COMM Intergovernmental Agreement, Bylaws, and practices the following steps are required:

- 1) DU-COMM and the Village of Willowbrook shall dedicate staff members to form a consolidation committee to address operational and technical issues and the decisions needed to move forward in the membership process.
- 2) DU-COMM staff will present the Village of Willowbrook membership request to the DU-COMM Chiefs Operations Committee for a recommendation to the DU-COMM Executive Committee.
- 3) The Executive Committee will consider the Chiefs Operations Committee's recommendation and make a recommendation to the DU-COMM Board of Directors regarding the Village of Willowbrook membership approval.
- 4) The Village of Willowbrook must pass a Board Resolution to authorize membership in DU-COMM and authorize the signing of the DU-COMM Intergovernmental Agreement.
- 5) The DU-COMM Board of Directors must review the recommendations of membership, the Willowbrook Board Resolution, and approve by a two-thirds (2/3) majority.

Upon completion of these five (5) steps the Village of Willowbrook will officially be a member of DU-COMM, the three percent (3%) administrative fee will be due, and a timeline for cutover will be established.

Additional agreements may be required to meet the needs of either party. In previous consolidations, agreements were needed to establish a credit and transfer of ownership of any equipment.

Billing for operational shares will be prorated on DU-COMM's fiscal year and billed quarterly. Reserve contributions will be due upon cutover.

## DU-COMM MEMBERSHIP PROPOSAL-VILLAGE OF WILLOWBROOK

### **IX. Conclusion**

DU-COMM is interested in providing dispatch services to the Village of Willowbrook. DU-COMM is more than a contract center for dispatch services, it is an agency to be joined. Being a member of DU-COMM encompasses many benefits; including, but are not limited to:

- Professional staff of 9-1-1 Telecommunicators
- High degree of training for all employees
- Emergency Medical Dispatch for citizens calling 9-1-1
- Access to a high level of technical support including: Radio Technicians and computer/information systems support
- Benefits of low annual operating costs as part of a large consortium
- An attentive administrative staff that responds to agencies' needs

Membership in DU-COMM would allow the Village of Willowbrook to obtain these benefits, and a high level of professional services to its citizens, at a very competitive annual operating expense.

Please review the information provided in this proposal, and the attached documents, and contact Executive Director Brian Tegtmeier if you have any further questions.

#### **Contact Information:**

##### **Brian Tegtmeier, ENP**

Executive Director, DU-COMM

DuPage Public Safety Communications

600 Wall Street

Glendale Heights, IL 60139

(630) 260-7500 Administrative

(630) 260-7503 Direct

(630) 330-3292 Wireless

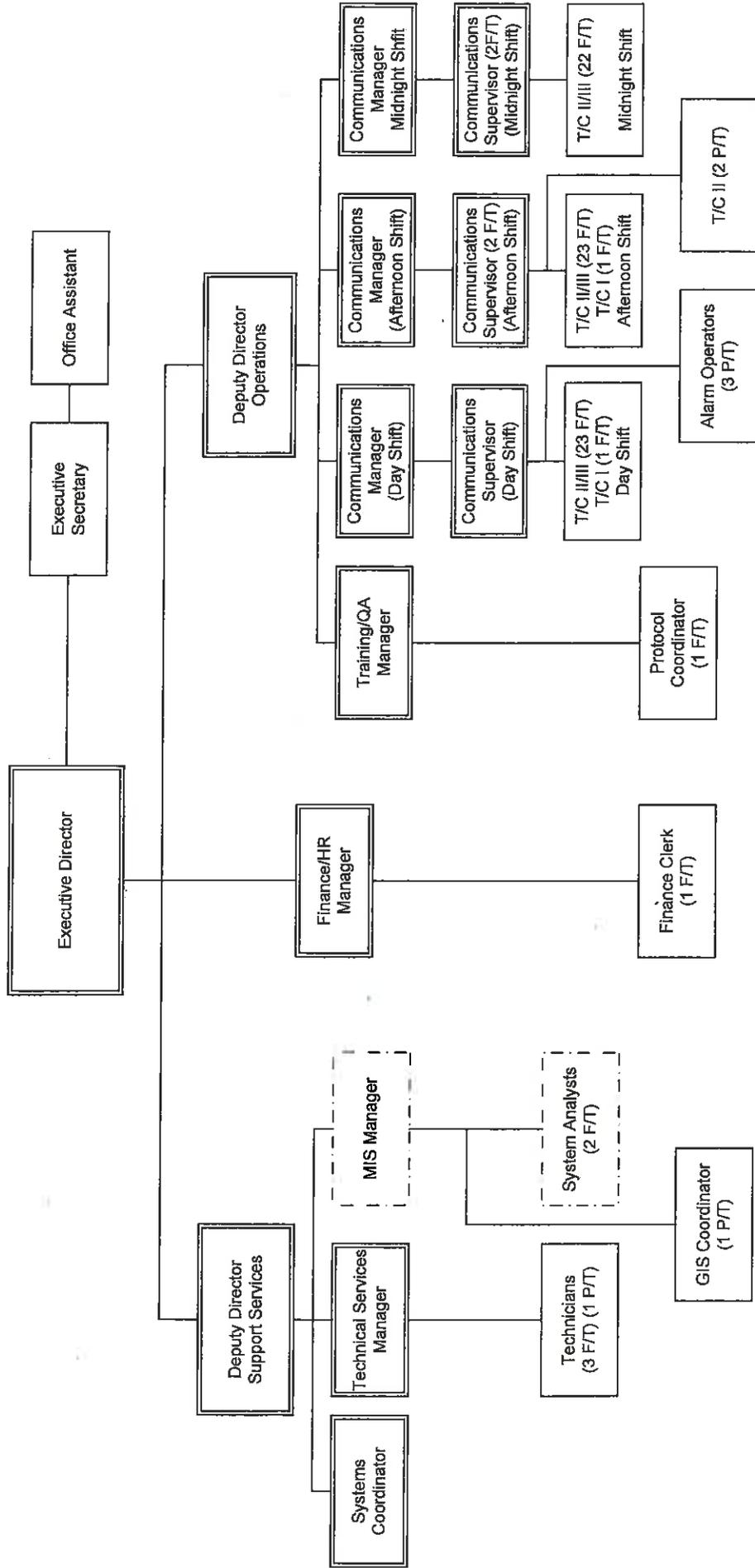
(630) 260-1309 Direct Fax

[btegtmeier@ducomm.org](mailto:btegtmeier@ducomm.org)

[www.ducomm.org](http://www.ducomm.org)



# DU-COMM ORGANIZATIONAL CHART



**Authorized Staffing**

Full Time Employees:	96
Part Time Employees:	7
Contract Employees:	3
<b>Total:</b>	<b>102</b>

MINUTES OF THE REGULAR MEETING OF THE BOARD OF POLICE COMMISSIONERS HELD ON APRIL 17, 2015 AT THE VILLAGE POLICE DEPARTMENT BUILDING 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, Secretary Stephen Landsman, and Commissioner Joseph Heery. Also present were Chief of Police Mark Shelton, Village Administrator Tim Halik, and Recording Secretary Cindy Stuchl.

ABSENT: None.

A QUORUM WAS DECLARED

3. VISITORS' BUSINESS

None presented.

4. REVIEW AND APPROVE MINUTES

Minutes - Regular BOPC Meeting - March 20, 2015 (APPROVE)

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

UNANIMOUS VOICE VOTE

MOTION DECLARED CARRIED

5. COMMUNICATIONS

None presented.

6. UNFINISHED BUSINESS

None presented.

7. NEW BUSINESS

Chairman Schuler congratulated Joseph Heery on being reappointed as a BOPC Commissioner.

a. Review - Board of Police Commissioners Rules and Regulations

Board of Police Commissioners Attorney, John Broihier, distributed a model draft of Rules and Regulations of the Board of Fire and Police Commissioners that he recommends and reviewed his recommendations to update the current Board Rules and Regulations. Mr. Broihier stated that because the Village of Willowbrook is not a home-rule community, the Commission must strictly comply with State Statute requirements.

Mr. Broihier recommended that a section be added to the Order of Business (Section 6) of the rules to provide for visitor comments. Chairman Schuler pointed out that the typical Board Agenda includes an item for Visitors' Business, and agreed that the Order of Business Section should include such an item on the Board Agenda. Mr. Broihier also suggested that the Rules be amended to allow commissioners to attend meetings via a conference call.

Currently, the Rules of the Board require an applicant to have a four-year degree or 60 hours of college credit with two years law enforcement experience. Mr. Broihier advised that State Statute states that the Board may require an applicant have an Associate's Degree in Law Enforcement or Criminal Justice or a Bachelor's Degree in any field. The BOPC does not have the authority to require the applicant be a certified patrol officer. The applicant is entitled to preference points if already a certified officer.

Mr. Broihier related that the age requirement by State Statute refers to persons under the age of 35 during the application process and if they turn 35 after the final list has been posted, the applicant is allowed to remain on the list. The Board rules state that the person has to be under 35 by the final day applications can be accepted. Mr. Broihier recommends simplifying the age requirement to state: must be 21 years of age to apply and under age 35 on the date that the final eligibility list is posted.

Currently, the Board rules require an applicant to have a valid Police Officer Wellness Evaluation Report (P.O.W.E.R.) test card within 12 months prior to the testing date. Mr. Broihier advised that the P.O.W.E.R. test must not be used to screen applicants for new hire. Mr. Broihier related that the P.O.W.E.R. test has been found to not be task oriented. Mr. Broihier also stated that studies have proven that applicants who have not taken the test do just as well at the police academy as those applicants who did pass the test. Mr. Broihier advised that the Civil Rights Act also prohibits separate tests for original appointment based on race or gender. The P.O.W.E.R. test is a gender based test. There are different standards for men and women. Mr. Broihier suggested that the Board provide a non-binding opportunity for applicants to test their physical abilities prior to making the job offer with the understanding that the candidate must pass the test at the police academy in order to continue with the Willowbrook Police Department.

Mr. Broihier also recommended that the verbiage within the rules be more general than specific to enable the rules to adapt as statutes get revised. Less specificity also allows the BOPC to change vendors without having to modify the rules and regulations.

Mr. Broihier suggested that the 70% minimum passing grade on the written test or oral interview be removed and replaced with verbiage stating that the passing grade will be announced prior to conducting the examination. This will allow for flexibility on scoring in consultation with the testing vendor.

Mr. Broihier recommended that for Promotional Examinations, the grade schedule for the Written Test be changed to 60% instead of 30% because it is the most objective test. The oral interview should stay at 30%; and the Departmental Merit Efficiency Rating reduced to 10%. Secretary Landsman stated that he feels that the preference points should remain at 35%. The Chief is the one that can testify to the efficiency of the applicant. Mr. Broihier advised that by using 10%, it eliminates bias and prejudice. The consensus of the Board was that they would consider and further evaluate Mr. Broihier's recommendation is to adjust the point structure.

Mr. Broihier offered to incorporate his recommendations in a draft revision to the Rules and Recommendations for the Board to consider and act upon at a future meeting of the Board.

b. Update - Probationary Officers

Chief Shelton stated that Officer Eric Babczak and Officer James Martino have two (2) weeks left in their Field Training program. He expects both to complete their training early.

c. Update - Completion of Probation - Officer Jose Lopez

Officer Lopez completed his probationary period on March 25<sup>th</sup>.

8. ADJOURNMENT

MOTION: Made by Commissioner Heery, seconded by Secretary Landsman, to adjourn the meeting at the hour of 8:17 a.m.

UNANIMOUS VOICE VOTE

MOTION DECLARED CARRIED

PRESENTED, READ and APPROVED,

July 17, 2015

\_\_\_\_\_  
Chairman

Minutes transcribed by Executive Secretary Cindy Stuchl.

MINUTES OF THE REGULAR FINANCE AND ADMINISTRATION COMMITTEE MEETING OF THE VILLAGE OF WILLOWBROOK HELD ON MONDAY, MAY 11, 2015 AT 6:00 P.M. AT THE VILLAGE POLICE STATION BUILDING, 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, Village Administrator Timothy Halik and Interim Director of Finance Carrie Dittman.

**3. APPROVAL OF MINUTES**

Minutes of the Regular Finance/Administration Committee held on Monday, April 13, 2015 were reviewed.

Motion to approve made by Trustee Davi. Motion carried.

**4. DISCUSSION - Comcast Cable Franchise Renewal Agreement**

Administrator Halik discussed that in 1986, four villages - Willowbrook, Clarendon Hills, Burr Ridge and Hinsdale - negotiated a franchise agreement with Media One, and a renewal was negotiated in 2000. In 2002, control was changed from Media One to Comcast. In 2012, the four villages notified Comcast that they wished to again jointly negotiate a renewal agreement prior to the expiration of the current agreement (May 2015).

Statutory changes have occurred in favor of Comcast since the original agreement was made; as a result, the four villages agreed to hire an attorney to represent them during the negotiations with Comcast. The Village board approved hiring the law firm of Klein, Thorpe and Jenkins for this purpose on September 22, 2014. The four villages and the attorney met four times, and the attorney drafted a new agreement based on a model agreement that had been negotiated by the Metropolitan Mayor's Caucus (MMC) and based on the discussions held, which was sent to Comcast for review and a meeting occurred on February 25, 2015 to discuss further.

Although the villages requested consideration of various additional items and language from Comcast, the majority of these items were denied due to them being inconsistent with state law and franchise agreements already approved with other jurisdictions. In addition, various language and provisions requested by Comcast were also denied as it was determined that they were not in the best interest of the villages. The final agreement includes a ten (10) year term, a quarterly franchise fee of 5% of gross revenues, compliance with customer service standards, indemnification and insurance requirements, and the continuation of a Village Public Educational and Government (PEG) channel. The minimum gross fee per statute is 3%. The attorney's memorandum included in the agenda packet highlights the significant terms of the contract as items #1-9. The contract will be brought forth to the full board at the May 26<sup>th</sup> board meeting.

The committee asked about a contract with U-Verse; Administrator Halik

noted that U-Verse has a state contract and does not work with individual towns.

**5. REPORT - Monthly Disbursement Reports - April 2015**

The Committee reviewed and highlighted the items below for the month of April.

- Total cash outlay for all Village funds - \$1,589,708 (fiscal year to date is \$13,992,094). April includes a payment to DuPage County of \$670,519.93 for the remaining TIF Funds.
- Payroll for active employees including all funds - \$282,993. Payroll year to date total is \$3,938,547. The change from the prior fiscal year is a 2.32% increase.
- Ave. daily outlay of cash in April for all Village funds - \$52,990 (fiscal year to date daily average is \$38,286)
- Ave. daily expenditures for the General Fund - \$20,221 (fiscal year to date average is \$21,365)

**6. 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**

All revenues are for collections through April 30, 2015.

- Sales tax receipts - \$3,679,794 up .96% from the prior year, 6.7% over budget of \$3,450,000.
- Income Tax receipts - \$836,361 up .50% compared to the prior year, 6.3% over budget. Interim Director Dittman noted that the State of Illinois continues to be 2 months behind in remittances.
- Utility tax receipts - \$1,047,254 down 7.28% from the prior year, 2.6% under budget, consisting of:
  - Telecomm tax - \$421,636, down 14.31%. As noted previously, decline is largely due to the State of IL recouping about \$32,000 over several monthly payments beginning August 2014 due to a lawsuit the state lost with a phone company. The state has been reclaiming prior distributions from all participating municipalities that had received such funds, so Willowbrook is among many other towns experiencing the revenue shortfall this year.
  - Northern IL gas - \$187,745, up 4.04%
  - ComEd - \$441,195, down 4.23%
- Places of Eating Tax receipts - \$500,084 up 6.55% compared to the prior year, 11.1% over budget
- Fines - \$170,666 up 14.70% compared with the prior year, 17.70% over budget.

- Red Light Fines - \$623,726 down 20.82% from the prior year receipts, but still 15.5% over budget
- Building Permit receipts - \$354,769 up 37.51% from the prior year. We have exceeded permit revenue budget by \$179,769.
- Water sales receipts - \$2,998,053 up 5.49% from the prior year, 13.86% under budget
- Hotel/Motel Tax receipts - \$48,699 down 14.54% compared with the prior year, 18.9% below budget. One hotel is two months behind in remittances.
- Motor Fuel Tax receipts - \$283,054 up 13.81% compared with the prior year, 17.1% over budget. Receipts to date include 2 disbursements of the State of IL's Capital Bill, each \$38,941, and in the past we have received one per fiscal year. The March allotment, which was received in April, was reduced by about 56% due to Public Act 99-0002 which allowed the State of IL to transfer \$50 million from the IL MFT account to the State's General Fund. This is expected to be a one-time deduction.

The reports above were approved by Trustee Davi.

**7. VISITOR'S BUSINESS**

There were no visitors present at the meeting.

**8. COMMUNICATIONS**

There were no communications received.

**9. ADJOURNMENT**

Motion to adjourn was made by Trustee Davi.

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

(Minutes transcribed by: Carrie Dittman, 6/2/2015)

MINUTES OF THE REGULAR MEETING OF THE MUNICIPAL SERVICES COMMITTEE OF THE VILLAGE OF WILLOWBROOK HELD ON MONDAY, MAY 11, 2015 IN THE WILLOWBROOK POLICE STATION, 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, Assistant to the Village Administrator Garrett Hummel, and Village Resident Blaine Panitch. Absent: Village Administrator Tim Halik.

3. APPROVAL OF MINUTES

- a) After review of the draft minutes from the April 13, 2015 Regular Meeting of the Municipal Services Committee, Chairman Mistele made a motion to approve the minutes as presented. Trustee Berglund seconded the motion. Motion carried.

4. VISITOR'S BUSINESS – Village resident Blaine M. Panitch regarding the Village's use of Chemical Herbicides in Park Properties

Trustee Mistele welcomed Mr. Panitch to the meeting and asked him to present his information. Mr. Panitch began by referencing his letter (included in the agenda packet) dated 04/13/2015. Mr. Panitch feels the Village contracts for too many applications of herbicide throughout the year. The particular applications that Mr. Panitch does not feel are necessary are the middle of the summer (July) application because he feels the grass has gone dormant and the late fall/winter application because again the grass has gone dormant and the chemicals are simply washed away by the winter snowfall. Mr. Panitch stated that while walking his dog past Village parks, they are exposed to a variety of chemicals due to the Village's application of herbicide. Mr. Panitch cited several articles which he brought to the meeting highlighting various dangers of using/being exposed to lawn care chemicals. Trustee Mistele acknowledged Mr. Panitch's concerns and said the Village would look into reducing the number of applications made by the Village's contractor TruGreen. Mr. Panitch inquired as to whether there was anything the Village could do with respect to restricting homeowners from applying lawn care chemicals. Trustee Mistele stated the Village would not be able to forbid residents from having lawn care chemicals put on their property. Trustee Berglund suggested adding informational material to the Village's website that could inform residents as to any dangers associated with the application of lawn care products. Trustee Mistele thanked Mr. Panitch for coming to the meeting and presenting his concerns.

5. DISCUSSION – HVAC Maintenance Contract Proposals

Assistant to the Village Administrator Hummel advised the Village's agreement with Season Comfort Corp for heating and air conditioning (HVAC) maintenance service has expired. Season Comfort has installed many of the HVAC units currently serving the Village Hall and staff is satisfied with their response time on calls and the quality of their work. However, their fees have increased over time. Upon acquiring the new buildings at 825 and 835 Midway Drive, staff learned that the buildings were under HVAC agreements with The Heat Engineering Company out of Countryside. The former owners of the buildings were very satisfied with the maintenance services provided and advised that their annual fee was by far

the lowest offered by similar contractors. Staff reached out to The Heat Engineering Company for a proposal for HVAC services at all four Village buildings (Village Hall, Police, Public Works, and Community Resource Center). The Heat Engineering Company provided a proposal in the amount of \$4,030 per year which includes preventative maintenance service inspections twice a year, and filter changes three times per year. The Heat Engineering Company also provided a 10% discount on repair parts. Staff recommends the Village accept the proposal from The Heat Engineering Company for HVAC maintenance services. A resolution accepting the proposal would be placed on the agenda for the May 26, 2015 regular meeting of the Village Board. The Committee agreed with the staff recommendation.

6. REPORT – Municipal Services Department

- a. Assistant to the Village Administrator Hummel reviewed the monthly permit activity report for the month of April 2015. The Village has taken in just over \$20,000 in permit revenue for the month of April. Hummel advised that in total for the fiscal year 2014/15, the Village has received approximately 202.73% of the anticipated FY2014/15 budgeted revenue.
- b. Assistant to the Village Administrator Hummel shared the water system pumpage report for March 2015. The report indicates that the Village pumped 28,779,000 gallons in the month of March. Hummel shared that we have pumped about 9% less water this year as compared to the same timeframe last year. Hummel also advised that at eleven months into the fiscal year, we are below where we should be at in order to meet our estimated pumpage projection of 385,000,000 gallons – we are off by about 62,000,000 gallons with one month remaining.

7. COMMUNICATIONS

None

8. 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: Garrett Hummel, 5/29/15)

MINUTES OF THE REGULAR MEETING OF THE PARKS AND RECREATION COMMISSION  
HELD ON TUESDAY, JUNE 2, 2015, AT THE VILLAGE POLICE STATION BUILDING, 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 Lorraine Grimsby, Ronald Kanaverskis, Laurie Landsman, Robert Pionke, Rene Schuurman, and Doug Stetina.

ABSENT: Commissioner Carol Lazarski.

Also present was Village Administrator Tim Halik and Temporary Interim Superintendent of Parks and Recreation John Fenske.

A QUORUM WAS DECLARED

3. APPROVAL OF MINUTES – MAY 5, 2015

The Commission reviewed the May 5, 2015 minutes.

MOTION: A Motion was made by Commissioner Stetina and seconded by Commissioner Grimsby to approve the May 5, 2015 minutes as presented.

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

MOTION DECLARED CARRIED

4. REPORT – SPRING INSPECTIONS

Administrator Halik stated that staff completed a full Spring Park inspection. Minor repairs and worn out playground equipment was noted. In Creekside Park, there is a set of timber stairs that are in bad shape. The recommendation is to replace them with concrete steps. The Commission concurred with the concrete replacement and to continue to review bids.

Administrator Halik related that the basketball courts at Farmingdale Park and Creekside Park need to be restriped.

Administrator Halik advised that there is an issue in Farmingdale Park with the limestone path. The path is prone to washout and it is recommended to replace the path with a concrete path. Administrator Halik stated that he had received a bid of \$3,360 to complete the path. Commissioner Schuurman asked if an edge needs to be added along the sidewalk to prevent the

washout. Administrator Halik stated that he will have the Village engineer review the grading of the area. The Commission concurred with the sidewalk replacement.

Administrator Halik related that the holiday tree that was transplanted into Willow Pond has died. Staff will be soliciting pricing from landscape companies to replace the tree.

5. DISCUSSION – STATUS OF WILLOW POND PARK PROJECT

Administrator Halik stated that he had spoken with the consultant from Land Tech, John Vann, related to discussions about how to continue with the Willow Pond Park renovations. There is a possibility of the grant money being released in July. Mr. Vann stated that the OSLAD grant agreement does not allow for any continuation with the project in any capacity. Any work done would forfeit the grant award.

The Commission suggested that John Vann design a scaled down version of the renovations for the \$400,000 that is budgeted for the park so that if the OSLAD grant does get cancelled, the new renovation can take place.

6. DISCUSSION – LAKE HINSDALE PARK RENOVATION

Administrator Halik advised that the \$60,000 grant that was received from the Illinois Department of Commerce and Economic Opportunity can be transferred to the Lake Hinsdale Park renovation. Administrator Halik stated that he will be contacting the management company at Lake Hinsdale Tower and advise them that renovations are waiting on the status of the Willow Park project.

7. DISCUSSION – PARK DEPARTMENT OUTSOURCING OPPORTUNITIES

Administrator Halik related that one of the areas that the Burr Ridge Park District can assist the Village is with the Park Guide. Currently, the Village sends out the park guide three times a year. Burr Ridge changed their distribution to twice a year and have not seen any decline in registrations. Several of the park programs are shared with the Burr Ridge Park District. They have offered to complete the formatting and producing the park guide using the same printer. The letter from the Mayor will continue. The guide will be full color and sent out two times per year, with a possible smaller guide sent to coincide with the school year.

In the summer of 2016, the Community Resource Center (CRC), located at 825 Midway Drive, will be renovated. Programs currently held in the CRC are the bridge club and yoga. During the renovations, these programs will be relocated to the Burr Ridge Park District.

The Burr Ridge Park District has also offered staffing assistance with special events that Willowbrook holds throughout year.

Commissioner Schuurman asked if Willowbrook residents will be able to receive resident rates for Burr Ridge classes. Administrator Halik advise that resident rates will be addressed in the final contract with the park district.

8. DISCUSSION – BOY SCOUTS OF AMERICA – EAGLE SCOUT PROJECT

Interim Parks Superintendent Fenske reviewed a list of possible projects that an Eagle Scout can perform. Commissioner Grimsby stated that the project to clean up and fix bbq grills, picnic tables, and pavilions at Willow Pond and Borse Park would be a great project. The other recommended project was to weed and plant flowers at Ridgemoor Park.

Commissioner Schuurman suggested that the list of projects be given to the Eagle Scout candidates and let them decide which project to complete. He stated that this is one of the challenges for the Eagle Scouts to complete for his credentials. The Eagle Scout is required to plan, engage, and execute the project.

9. VISITORS' BUSINESS

There was no Visitors' Business.

10. COMMUNICATIONS

a. Unfinished Business

None presented.

11. ADJOURNMENT

MOTION: Made by Commissioner Landsman, seconded by Commissioner Grimsby to adjourn the meeting at the hour of 8:01 p.m.

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

UNANIMOUS VOICE VOTE

MOTION DECLARED CARRIED

PRESENTED, READ and APPROVED,

\_\_\_\_\_  
July 7, 2015

\_\_\_\_\_  
Chairman

Minutes transcribed by Executive Secretary Cindy Stuchl.

MINUTES OF THE REGULAR MEETING OF THE PLAN COMMISSION HELD ON WEDNESDAY, MARCH 4, 2015, 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 Lacayo, Remkus, Soukup, Kaucky, Ruffolo, and Chairman Kopp. Also present were Village Planner Jo Ellen Charlton, Building Inspector Roy Giuntoli and Secretary Joanne Prible. ABSENT: Vice-Chairman Wagner.

3. OMNIBUS VOTE AGENDA

The items on the Omnibus Vote Agenda were as follows:

- A. Waive Reading of Minutes (APPROVE)
- B. Minutes – Regular Meeting January 7, 2015 (APPROVE)
- C. Minutes – Village Board Meeting January 12, 2015, January 26, 2015 and February 9, 2015

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

4. PLAN COMMISSION DISCUSSION: Zoning Hearing Case 15-02: Hinsdale Lake Commons Shopping Center (6300 S. Kingery). Petition for an amendment to a special use permit for a planned unit development, site plan approval, a parking variation and other relief as may be required.

- A. PUBLIC HEARING
- B. DISCUSSION

See Court Reporter Minutes.

MOTION: Made by Commissioner Remkus, seconded by Commissioner Kaucky based on the submitted petition and testimony presented, the requested amendment to the PUD to accommodate a major change meets the standards of a special use and PUD, and therefore I move that the Plan Commission forward its "Findings of Fact" attached to the March 4, 2015 staff report prepared for case number 15-02 as Exhibit 6, and recommend the Village Board approve the special use, PUD amendment, including approval of an amended plat to be consistent with the Overall Site Plan provided in Exhibit 1, a waiver

to the parking requirements to authorize 861 parking spaces for a 179,098 square foot shopping center, and a waiver that designated screened loading facilities are not required for tenant spaces less than 10,001 square feet, both pursuant to 9-13-6(L), subject to the following conditions:

1. No more than 10.5 percent of the 179,098 square feet in the shopping center may be utilized for restaurant uses.
2. Except as follows, improvements shall be in substantial compliance with the plans identified on page 1 of the staff report prepared for Zoning Hearing Case 15-02, with all plan documents to be revised, submitted and approved by Village staff prior to being forwarded to the Village Board for consideration. All documents shall be revision dated with the same date for Board approval.
  - a. The loading dock shall not include any landscaping immediately south of the wall, but landscape plans shall be revised to show the installation of a densely planted upright evergreen screen in the existing island to the west that is a minimum 12' in height at time of installation.
  - b. An additional evergreen tree is required in the perimeter landscape area west of the Whole Foods loading wall.
  - c. A note shall be added to the landscape plan that the Final Landscape Plan shall add a note that any existing diseased Ash trees in parking lot islands will be replaced with an acceptable 2.5" caliper tree.
  - d. Existing trees located in the western island of the exterior circular drive on the northeast corner of the site shall be added to the plan and preserved.
  - e. The outdoor dining area immediately adjoining Whole Foods shall be removed from the plans.
  - f. The outdoor dining area adjoining Phillies will be made safe from traffic as determined by the Village Administrator.
  - g. An exception will be made to the proposed monument sign on 63rd Street to allow the oversized text on the bottom of the sign.
3. Outdoor dining area improvement details are subject to review and approval by the Liquor Commissioner.
4. A final Plat of PUD, suitable for recording, shall be prepared and submitted in substantial compliance with the Site Plan provided as Exhibit 1 prior to being forwarded to the Village Board for consideration.

5. Final Landscaping, Lighting and Engineering plans shall be submitted for review and approval in writing by Village staff prior to the issuance of any construction permits.

ROLL CALL: AYES: Commissioners Lacayo, Remkus, Soukup, Kaucky, Ruffolo and Chairman Kopp; NAYS: None. ABSENT: Vice Chairman Wagner.

MOTION DECLARED CARRIED

5. VISITOR'S BUSINESS

None.

6. COMMUNICATION

Planner Jo Ellen Charlton shared an update of pending projects with the Commissioners.

7. ADJOURNMENT

MOTION: Made by Commissioner Kaucky, seconded by Commissioner Lacayo, to adjourn the regular meeting of the Plan Commission at the hour of 8:00 p.m.

UNANIMOUS VOICE VOTE

MOTION DECLARED CARRIED

PRESENTED, READ AND APPROVED,

7-1, 2015

Minutes transcribed by Joanne Prible.

  
Chairman

MINUTES OF THE MEETING OF THE BOARD OF TRUSTEES OF THE POLICE PENSION FUND OF THE VILLAGE OF WILLOWBROOK HELD ON MAY 21, 2015, AT THE VILLAGE HALL, 7760 QUINCY STREET, WILLOWBROOK, DUPAGE COUNTY, ILLINOIS

---

1. CALL TO ORDER

The meeting was called to order at the hour of 2:33 p.m. by President Umberto Davi.

2. ROLL CALL

Those present at roll call were President Davi, Trustees Carrie Dittman, Scott Eisenbeis, Tim Kobler, and Joseph Pec. Also present: Terese Krafcheck of MB Financial.

3. APPROVAL - MINUTES OF THE REGULAR MEETING - January 26, 2015.

The Board reviewed the minutes from the January 26, 2015 meeting. A correction to page 1, Item 4, line 4 should be "annual audit" not quarterly.

MOTION: Made by Trustee Pec, seconded by Trustee Kobler to approve the minutes as amended of the regular meeting of the Police Pension Fund Board of Trustees held on January 26, 2015.

UNANIMOUS VOICE VOTE

MOTION DECLARED CARRIED

4. APPROVAL - MINUTES OF SPECIAL MEETING - March 5, 2015.

The Board reviewed the minutes from the March 5, 2015 special meeting.

MOTION: Made by Trustee Dittman, seconded by Trustee Pec to approve the minutes of the special meeting of the Police Pension Fund Board of Trustees held on March 5, 2015.

UNANIMOUS VOICE VOTE

MOTION DECLARED CARRIED

5. APPROVAL - NEW PENSION BOARD ATTORNEY

The Board reviewed their discussion from the special meeting held on March 5, 2015 regarding Mr. Charles H. Atwell's written proposal as the new Willowbrook Police Pension Board Attorney. After a short discussion, the following recommendation was made:

MOTION: Made by Trustee Dittman, seconded by Trustee Kobler to approve Mr. Charles H. Atwell as the new Willowbrook Pension Attorney.

UNANIMOUS VOICE VOTE

MOTION DECLARED CARRIED

President Davi directed Trustee Dittman to send an official letter to Mr. Charles H. Atwell on the Board's decision. Trustee Dittman will also send out letters stating the Board's decision to the other attorneys who sent in proposals.

6. APPROVAL OF EXPENSES INCURRED JANUARY 2015 THRU MARCH 2015

Trustee Dittman reviewed the expenses incurred January 2015 thru March 2015. The pension benefits totaled \$52,093.24 in January, \$56,053.16 in February, and \$57,637.13 in March, widow's benefit totaled \$3,209.37 per month, and disability totaled \$4,446.08 per month. A detailed list of these payments is on page 2. The only other expenses were \$8,203.18 quarterly expenses for MB Financial and \$2,960.00 to Mesirow Financial Services for the annual fiduciary insurance bill.

After Trustee Dittman reviewed the expenses, the following motion was made:

MOTION: Made by Trustee Kobler, seconded by Trustee Pec, to approve the expenses incurred for January 2015 thru March 2015.

UNANIMOUS VOICE VOTE

MOTION DECLARED CARRIED

7. APPROVAL OF THE NEW INVESTMENT POLICY - MB FINANCIAL BANK

Terese Krafcheck, a representative of MB Financial Bank, summarized the new changes in the Investment Policy. In summary they include:

- New accounting pronouncement - GASB 67 - affects all pension plans in the state. A number of note disclosures in the financial statements will change. Next year will be phase 2 and a second standard, GASB 68 will be implemented, whereby the unfunded amount of the pension liability will be right on the face of the financial statements.
- Page 10 - the old statute allowed for a 50 and 55% investment in mutual funds and equities effective 7/1/11 and 7/1/12; in the new investment policy this has increased to 60 and 65% effective 7/1/11 and 7/1/12.
- Page 12 - Long-Term Expected Rates of Return By Asset Class - New data per GASB 67; MB Financial has formulated this data in accordance with the Asset Management and Trust Division's proprietary research and analytical tools. This will need to be reviewed and updated on an annual basis and is not a requirement to be included in the policy, however it is recommended. These projections were recently updated in September 2014, and to the extent they will be updated in

the future\_it shall be done by addendum to this Investment Policy document.

After the Board reviewed the proposed investment policy, the following motion was made:

MOTION: Made by Trustee Pec, seconded by Trustee Kobler, to adopt the proposed Investment Policy with an addendum attached to review the Long Term Expected Rates of Return each year as recommended.

UNANIMOUS VOICE VOTE

MOTION DECLARED CARRIED

8. APPROVE - INVESTMENTS MADE JANUARY THRU MARCH 2015 - Quarterly Investment Report - MB FINANCIAL

Ms. Krafcheck reported that the total fund value is at \$19,152,437.00. She summarized the portfolio allocations are targeted at 55% in pure equities, 45% in fixed income.

Total fund performance for the quarter is up 2% vs. the benchmark at 1.8%. The 5-year returns\_came in at 8.30% vs. the benchmark of 7.99%. This is a very strong start to 2015. The fixed income was down a bit for the year at 3.11% vs the benchmark at 5.20%.

The Account Activity summary for the quarter is a gain of \$260,770.00. There was one withdrawal for the MB Financial fee of \$8,321.00. Total income for the year (including gains) was \$376,013.00.

Fixed income has had some lagging performances due to over protected posturing. The fund is still short but not as much as it used to be. The Average Coupon is at 4.68% vs. the benchmark at 2.99%. The Average Credit Quality is AA- vs. the benchmark at AA. Common Stock performed\_very well during 2014 and for the first quarter 2015 is already at 1.97% vs the benchmark at .95%. During the last year we have been at 18.12% vs. the benchmark at 12.75%.

The Market Value for the fund at March 31, 2015 is at \$19.152 million with a gain in investment of \$8.2 million since 2005.

After a discussion by the Board, the following motion was made:

MOTION: Made by Trustee Dittman, seconded by Trustee Kobler to approve MB Financial's Quarterly report.

UNANIMOUS VOICE VOTE

MOTION DECLARED CARRIED

9. DISCUSSION - PROPOSED BUDGET FY 2015-16

Trustee Dittman reviewed the proposed budget for fiscal year 2015-16. Pension benefits are at \$698,652.00, Widow's pension is \$38,512.00, and Disability benefits are \$53,540.00 for a total of \$790,704.00. Contractual services which include legal fees, audit, actuary, Financial Advisory Services, Fiduciary Insurance have a total of \$45,535.00. These totals include a 3% increase for the year. Supplies and materials which include meetings/conferences; fees, dues, subscriptions; and filing state fees have a total of \$7,431.00. Total expenses for the year are estimated at \$843,670.00 with a surplus of \$475,197.00.

MOTION: Made by President Davi, seconded by Trustee Pec to approve the provisional proposed Pension Budget for fiscal year 2015-16 subject to receiving a revised budget that includes the income information.

UNANIMOUS VOICE VOTE

MOTION DECLARED CARRIED

10. APPROVAL - MEETING SCHEDULE FOR FISCAL YEAR 2015-16

Trustee Dittman explained that after going through the new Trustee training, it was noted in the training that at the beginning of each year the minutes are supposed to include the date, time, and place of all future meetings for the year. The Board discussed future meeting dates and agreed to have the meetings on the 2<sup>nd</sup> Wednesday of the quarterly month. The upcoming meeting dates are as follows: July 8, 2015; October 14, 2015; and January 13, 2016 at 3:00 p.m. at the Police Department meeting room, 7760 Quincy Street. Any changes to these dates need to be published ten (10) days prior to the new meeting date.

After a discussion by the Board, the following motion was made:

MOTION: Made by Trustee Pec, seconded by Trustee Kobler, to adopt a pre-set yearly calendar which will be the suggested 2<sup>nd</sup> Wednesday of the months of January, April, July and October at the suggested time of 3:00 p.m. in the Police Department meeting room, 7760 Quincy Street.

UNANIMOUS VOICE VOTE

MOTION DECLARED CARRIED

11. DISCUSSION - ECONOMIC INTEREST STATEMENTS

Trustee Dittman advised that the filing for all Economic Interest Statements should be filed by June 1<sup>st</sup>, 2015. At the beginning of each year, the County and the Village Clerk advise the Trustees to file the Economic Interest Statement by April 15<sup>th</sup>. Everyone is in compliance of

filing. Since Trustee Dittman is a new Trustee, she will file her statement by June 1<sup>st</sup>.

12. DISCUSSION - CONTINUING PENSION TRUSTEE EDUCATION REQUIREMENT

Trustee Dittman reminded the Board that there is a 16 hour requirement for Continuing Pension Trustee Education —each year, which must include 8 hours of ethics and another 8 hours in any topic related to the pension fund. By attending the IPPFA Conference in October, all Trustees receive the required hours. Once certificates are received, they should be forwarded to the Police Pension Recording Secretary to place in their files. Trustee Dittman will contact the IL Department of Insurance to determine what the reporting period is for obtaining the 16 hours.

13. INFORMATION - RETIREE'S INFORMATION LETTER

All retiree's information letters have been received except for William Bozek. The Board requested Trustee Dittman send a certified reminder letter to Mr. Bozek requesting the completion and return of this form. Failure to return the signed form will result in his next pension check being held for him to pick up at the Village Hall where he will be requested to complete the form.

14. VISITOR BUSINESS

None presented.

15. NEW BUSINESS

None presented.

16. OLD BUSINESS

A. Retiree Questions

Mr. James McCarthy has inquired if he begins employment in Wisconsin, would it jeopardize his disability pension and who should he direct his questions to. After a brief discussion, the Board advised Mr. McCarthy should not contact the Board Attorney. The Board will draft a letter to Attorney Atwell for his opinion as to whether or not employment would jeopardize his pension; and ask where and how does the Board direct Mr. McCarthy. A background history of Mr. McCarthy will be included in the letter. The Board has also will ask for options regarding Mr. McCarthy switching over from a disability pension to a regular pension. An email will be sent to Mr. McCarthy advising him that we have contacted the Attorney and are waiting for his opinion on this issue.

17. COMMUNICATIONS

None presented.

18. ADJOURNMENT

MOTION: Made by Trustee Eisenbeis, seconded by Trustee Pec to adjourn the meeting of the Board of Trustees of the Police Pension Fund at the hour of 3:58 p.m.

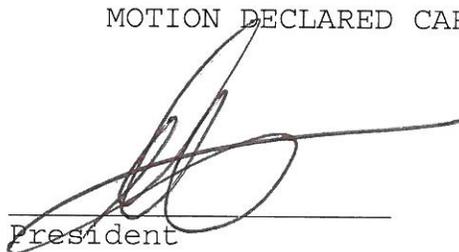
UNANIMOUS VOICE VOTE

MOTION DECLARED CARRIED

PRESENTED, READ and APPROVED,

7-8-15

Date



President

Minutes transcribed by Debbie Hahn.

## AGENDA

Minutes of the Public Safety Committee of the Village of Willowbrook that was held on June 8<sup>th</sup>, 2015 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, Chairman of the Public Safety Committee Terrence Kelly and Trustee Sue Berglund. Trustee Gayle Neal arrived at 6:10 p.m.*

*Chief Shelton welcomed new committee member Trustee Berglund.*

1. Reviewed the May 11<sup>th</sup>, 2015 Public Safety Committee Meeting Minutes.  
*The Committee approved the May 11<sup>th</sup>, 2015 Public Safety Committee Meeting Minutes.*
2. Reviewed the weekly Press Releases – Information.
3. Reviewed the Overtime Report for 05/01/2015 – 05/28/2015 - Information.  
*Chairman Kelly asked Chief Shelton to explain to Trustee Berglund the Overtime Report and the different categories associated with the report.*
4. Reviewed the Monthly Expenditure Report for May 2015 – Information.
5. Reviewed the Monthly Offense Summary Report for May 2015 - Information.
6. Reviewed the Letter(s) of Recognition and Appreciation – Information
  - Sergeant Michelle Strugala
  - Officer Jose Chavez-Jimenez
  - Officer Dave Gaddis
  - Officer Nick Volek
  - Officer Christine Danan
7. DISCUSSION ITEMS
  - Cop on Top  
*Chief Shelton advised the Committee that Secretary Hahn and Burr Ridge Officer Wilhelmi assisted with the annual Cop on Top event on May 29<sup>th</sup> at Dunkin Donuts. Over \$1000 was raised for the Special Olympics.*

- **Vehicle Inventory**  
*Chief Shelton advised the Committee the vehicles have been ordered and received from the dealership. The three new patrol vehicles are being outfitted by Public Safety and the two patrol vehicles should be equipped within the next (2) months.*
- **Facebook**  
*Deputy Chief Altobella advised the Committee that the police department has established a Facebook page. Utilizing social media allows the police department to provide up-to-date information on safety issues as well as be a positive information source for the residents. Deputy Chief Altobella explained that he does have the ability to delete or block any negative posts that could be sent. He advised he has received very positive feedback.*
- **Range Qualifications**  
*Chief Shelton advised the Committee that the annual duty, off-duty and rifle qualifications have been completed. This also meets a CALEA annual standard and General Order.*

8. **VISITOR'S BUSINESS\***

*None*

9. **ADJOURNMENT**

*The meeting was adjourned at 6:25 p.m.*

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

NEXT MEETING SCHEDULED JULY 13<sup>TH</sup>, 2015 AT 6:00 P.M.