

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, OCTOBER 24, 2016, AT 6:30 P.M. AT THE **BURR RIDGE POLICE DEPARTMENT TRAINING ROOM, 7700 COUNTY LINE ROAD, BURR RIDGE, 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 - October 10, 2016 (APPROVE)
 - c. Warrants - \$401,974.51 (APPROVE)
 - d. Motion - Motion to Approve Application for a License to Hold a Raffle - DuPage Juvenile Officers Association (APPROVE)
 - e. Report - Annual Pension Board Pension Fund Report (RECEIVE)
 - f. Proclamation - A Proclamation Recognizing the Week of October 23 - 29, 2016 as National Lead Poisoning Prevention Week Within the Village of Willowbrook (APPROVE)
 - g. Proclamation - A Proclamation Recognizing November 17, 2016 as "World Pancreatic Cancer Day" Within the Village of Willowbrook (APPROVE)

NEW BUSINESS

6. DELINQUENT WATER BILLS
7. MOTION - A MOTION TO APPROVE FISCAL YEAR 2015/16 COMPREHENSIVE ANNUAL FINANCIAL REPORT (CAFR) AND MANAGEMENT LETTER

PRIOR BUSINESS

8. COMMITTEE REPORTS
9. ATTORNEY'S REPORT
10. CLERK'S REPORT
11. ADMINISTRATOR'S REPORT
12. MAYOR'S REPORT
13. CLOSED SESSION
14. ADJOURNMENT

MINUTES OF THE REGULAR MEETING OF THE MAYOR AND BOARD OF TRUSTEES OF THE VILLAGE OF WILLOWBROOK HELD ON MONDAY, OCTOBER 10, 2016 AT THE BURR RIDGE POLICE DEPARTMENT, TRAINING ROOM, 7700 COUNTY LINE ROAD, VILLAGE OF BURR RIDGE, DUPAGE COUNTY, ILLINOIS.

1. CALL TO ORDER

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

2. ROLL CALL

Those present at roll call were Mayor Frank Trilla, Village Clerk Leroy Hansen, Trustees Sue Berglund, Umberto Davi, Terrence Kelly, Michael Mistele, and Gayle Neal.

ABSENT: Trustee Paul Oggerino

Also present were Village Attorney Thomas Bastian, Village Administrator Timothy Halik, Chief Mark Shelton, Deputy Chief Robert Schaller, Assistant to the Village Administrator Garrett Hummel, and Administrative Intern Tiffany Kolodziej.

A QUORUM WAS DECLARED

3. PLEDGE OF ALLEGIANCE

Mayor Trilla asked Administrative Intern Kolodziej to lead everyone in saying the Pledge of Allegiance.

4. VISITORS' BUSINESS

None presented.

5. OMNIBUS VOTE AGENDA

- a. Waive Reading of Minutes (APPROVE)
- b. Minutes - Regular Board Meeting - September 26, 2016 (APPROVE)
- c. Warrants - \$283,777.53 (APPROVE)
- d. Monthly Financial Report - September 30, 2016 (APPROVE)
- e. Resolution - A Resolution Creating Set Hours for Halloween Solicitation - Resolution No. 16-R-56 (ADOPT)
- f. Resolution - A Resolution Proclaiming Red Ribbon Week in the Village of Willowbrook - Resolution No. 16-R-57 (ADOPT)
- g. Motion to Approve - 2016 Motor Fuel Tax (MFT) Roadway Maintenance Program: Payout #2 - partial Payment - Crowley-Sheppard Asphalt, Inc. (APPROVE)

- h. Motion to Approve - 67th Street & Clarendon Hills Road Intersection Improvement Project: Payout #2 - Partial Payment - Crowley-Sheppard Asphalt, Inc. (APPROVE)

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

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

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

MOTION DECLARED CARRIED

NEW BUSINESS

6. RESOLUTION - A RESOLUTION AUTHORIZING THE MAYOR AND VILLAGE CLERK TO ACCEPT AND EXECUTE AN AGREEMENT AND FIRST AMENDMENT TO THE AGREEMENT FOR THE CONSTRUCTION/RENOVATION OF THE POLICE BUILDING LOCATED AT 7760 QUINCY STREET - L.J. MORSE CONSTRUCTION COMPANY, AURORA

Administrator Halik reminded the Board that the consensus at the last Board meeting was to accept Bid alternates #1, #2, and #3 for the police building renovation project. The project base bid will be paid from the Village LAFAR capital improvement fund. Alternate bid #2, which involves the façade upgrade will be paid from the Village general fund reserve. Alternate bids #1 and #3, which involves the vehicle canopy and duty locker upgrade, will be paid from the police forfeiture fund.

The final bid price for this project is \$3,152,000. Once the required insurance and bonds are received, construction should commence in the near future.

MOTION: Made by Trustee Mistele seconded by Trustee Kelly to adopt Resolution 16-R-58 as presented.

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

MOTION DECLARED CARRIED

7. RESOLUTION - A RESOLUTION ACCEPTING A PROPOSAL FOR PROJECT CONSTRUCTION MANAGEMENT SERVICES RELATING TO THE COMPLETION OF THE POLICE BUILDING RENOVATION PROJECT, 7760 QUINCY STREET - INTEGRATED PROJECT MANAGEMENT COMPANY, INC. AND AUTHORIZING THE MAYOR AND VILLAGE CLERK TO EXECUTE THE PROPOSAL

Administrator Halik advised that during the design and bidding phase of the police renovation project, the Village hired a project consultant, Integrated Project Management Company, to assist. The scope of the consulting services will include conducting weekly construction meetings, providing assistance in processing payout requests, reviewing change order requests, tracking progress against budget throughout the project, providing monthly status reports, coordinating equipment installations, and coordinating the personnel move back into the building once complete.

The estimate for completing these tasks would be ten (10) hours per week over the 40-week planned duration of construction.

The estimated fee to provide these services would be approximately \$78,000.

Trustee Mistele stated that this service would provide a person to overview the project and ease up on work for Village staff during the construction process and help to manage the budget.

MOTION: Made by Trustee Davi seconded by Trustee Mistele to adopt Resolution 16-R-59 as presented.

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

MOTION DECLARED CARRIED

8. MOTION - BOARD ADVICE AND CONSENT TO MAYOR'S APPOINTMENT TO FILL A VACANCY IN THE PARKS & RECREATION COMMISSION - CATHERINE KACZMAREK

Mayor Trilla related that he was approached by new Willowbrook resident, Catherine Kaczmarek, who wished to get involved. Mayor Trilla stated that there has been a vacancy on the Parks & Recreation Commission for a long time.

MOTION: Made by Trustee Mistele seconded by Trustee Kelly to consent to the appointment of Catherine Kaczmarek to the Parks & Recreation Commission.

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

MOTION DECLARED CARRIED

PRIOR BUSINESS

9. COMMITTEE REPORTS

Trustee Neal had no report.

Trustee Kelly had no report.

Trustee Mistele had no report.

Trustee Berglund had no report.

Trustee Davi had no report.

10. ATTORNEY'S REPORT

Attorney Bastian had no report.

11. CLERK'S REPORT

Clerk Hansen had no report.

12. ADMINISTRATOR'S REPORT

Administrator Halik had no report.

13. MAYOR'S REPORT

Mayor Trilla had no report.

14. CLOSED SESSION

Mayor Trilla stated that there was no need for Closed Session during tonight's meeting.

15. ADJOURNMENT

MOTION: Made by Trustee Mistele and seconded by Trustee Berglund, to adjourn the Regular Meeting at the hour of 6:39 p.m.

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

MOTION DECLARED CARRIED

PRESENTED, READ and APPROVED.

October 24, 2016.

Mayor

Minutes transcribed by Deputy Clerk Cindy Stuchl.

WARRANTS

October 24, 2016

GENERAL CORPORATE FUND	-----	\$209,761.79
WATER FUND	-----	155,773.13
HOTEL/MOTEL TAX FUND	-----	300.00
POLICE PENSION FUND	-----	1,126.26
WATER CAPITAL IMPROVEMENT FUND	-----	3,965.00
L.A.F.E.R FUND		31,048.33
TOTAL WARRANTS	-----	\$401,974.51



Carrie Dittman, Director of Finance

APPROVED:

Frank A. Trilla, Mayor

Check Date	Bank	Check #	Invoice	Payee	Description	Account	Dept	Amount
Fund: 01 GENERAL FUND								
10/19/2016	APCHK	27(E)*#	OCT 2016	INTERGOVERNMENTAL PERSONNEL	EMP DED PAY- INSURANCE	210-204	00	11,211.30
			OCT 2016		LIFE INS BENEFIT -APPOINTED/ELECTE	410-141	05	76.69
			OCT 2016		LIFE INS BENEFIT -APPOINTED/ELECTE	435-148	07	25.48
			OCT 2016		EMPLOYEE BENEFIT - MEDICAL INSURAN	455-141	10	2,012.69
			OCT 2016		EMPLOYEE BENEFITS - MEDICAL INSURA	510-141	15	713.56
			OCT 2016		PLAN COMMISSION COMPENSATION	510-340	15	58.45
			OCT 2016		LIFE INS BENEFIT -APPOINTED/ELECTE	550-148	20	84.18
			OCT 2016		EHPLOYEE BENEFIT - MEDICAL INSURAN	610-141	25	2,016.71
			OCT 2016		EMPLOYEE BENEFIT - MEDICAL INSURAN	630-141	30	24,613.77
			OCT 2016		EMPLOYEE BENEFITS - MEDICAL INSURA	710-141	35	1,272.68
			OCT 2016		EMPLOYEE BENEFITS - MEDICAL INSURA	810-141	40	2,165.80
				CHECK APCHK 27(E) TOTAL FOR				44,251.31
10/25/2016	APCHK	89519	2841600060490	ACURA INC	RED LIGHT FINES	310-503	00	100.00
10/25/2016	APCHK	89520	9939158328	AIRGAS USA LLC	EQUIPMENT RENTAL	750-290	35	66.41
10/25/2016	APCHK	89521	127441	ALEXANDER EQUIPMENT COMPANY	MAINTENANCE - EQUIPMENT	735-411	35	65.65
			127439		MAINTENANCE - EQUIPMENT	735-411	35	93.08
				CHECK APCHK 89521 TOTAL FOR				158.73
10/25/2016	APCHK	89522	23179 SEPT 16	AMERICAN TRAFFIC SOLUTIONS	RED LIGHT - CAMERA FEES	630-247	30	13,485.00
			23179 SEPT 16		RED LIGHT - MISC FEE	630-249	30	1,216.50
				CHECK APCHK 89522 TOTAL FOR				14,701.50
10/25/2016	APCHK	89523	91235	ARROWHEAD SCIENTIFIC INC	OPERATING EQUIPMENT	630-401	30	265.36
10/25/2016	APCHK	89524	143208	BENTLEY'S PET STUFF - WB	OPERATING EQUIPMENT	630-401	30	131.38
			141715		OPERATING EQUIPMENT	630-401	30	65.69
				CHECK APCHK 89524 TOTAL FOR				197.07
10/25/2016	APCHK	89525	3322995	BRISTOL HOSE & FITTING INC	MAINTENANCE - EQUIPMENT	740-411	35	147.70
			3322925		MAINTENANCE - EQUIPMENT	740-411	35	274.65
				CHECK APCHK 89525 TOTAL FOR				422.35
10/25/2016	APCHK	89526*#	132003	CHRISTOPHER B. BURKE	PLAN REVIEW - ENGINEERING - REIMB.	520-254	15	220.00
			132008		PLAN REVIEW - ENGINEERING	520-254	15	245.68
			131998		FEES - ENGINEERING	720-245	35	5,488.78

Check Date	Bank	Check #	Invoice	Payee	Description	Account	Dept	Amount
Fund: 01 GENERAL FUND								
			131999		FEES - ENGINEERING	720-245	35	1,199.00
			132001		FEES - ENGINEERING	720-245	35	2,189.50
			132006		FEES - ENGINEERING	720-245	35	690.00
			132002		FEES - DRAINAGE ENGINEER	820-246	40	1,474.62
			132005		FEES - DRAINAGE ENGINEER - REIMB.	820-246	40	2,550.89
			132010		PLAN REVIEW - DRAINAGE ENGINEER -	820-259	40	146.42
			132011		PLAN REVIEW - DRAINAGE ENGINEER -	820-259	40	127.25
			132009		PLAN REVIEW - DRAINAGE ENGINEER -	820-259	40	254.50
			132007		PLAN REVIEW - DRAINAGE ENGINEER -	820-259	40	894.00
				CHECK APCHK 89526 TOTAL FOR				15,480.64
10/25/2016	APCHK	89527	2677	CITY WIDE OF ILLINOIS	MAINTENANCE - BUILDING	466-228	10	2,515.74
10/25/2016	APCHK	89528#	825 MW OCT16 VH OCT 16 PW OCT 16	COMCAST CABLE	EDP SOFTWARE EDP SOFTWARE EQUIPMENT MAINTENANCE	460-212 460-212 715-263	10 10 35	93.39 129.85 104.85
				CHECK APCHK 89528 TOTAL FOR				328.09
10/25/2016	APCHK	89529*#	7494249014 COT 16 071026027 OCT16 0423085170 OCT16 6863089003 OCT16 4215105154 OCT16 4403140110 OCT16 7432089030 OCT16	COMMONWEALTH EDISON	ENERGY/COMED (835 MIDWAY) RED LIGHT - COM ED RED LIGHT - COM ED RED LIGHT - COM ED ENERGY - STREET LIGHTS ENERGY - STREET LIGHTS ENERGY - STREET LIGHTS	466-240 630-248 630-248 630-248 745-207 745-207 745-207	10 30 30 30 35 35 35	455.34 36.28 42.87 29.94 495.34 48.51 455.00
				CHECK APCHK 89529 TOTAL FOR				1,563.28
10/25/2016	APCHK	89530	8027 8052	COMPASS PLUMBING LLC	MAINTENANCE - PW BUILDING MAINTENANCE - PW BUILDING	725-418 725-418	35 35	396.00 215.00
				CHECK APCHK 89530 TOTAL FOR				611.00
10/25/2016	APCHK	89531	16 CLERKS CONF	CYNTHIA STUCHL	SCHOOLS/CONFERENCES/TRAVEL	455-304	10	69.50
10/25/2016	APCHK	89532#	687031 SEP 16 687031 SEP 16	DISCOVERY BENEFITS SIMPLIFY	EMP DED PAY - FSA FEE EMPLOYEE BENEFIT - MEDICAL INSURAN	210-221 455-141	00 10	46.20 3.80
				CHECK APCHK 89532 TOTAL FOR				50.00
10/25/2016	APCHK	89533	15890 3RD QTR16/17	DU-COMM	RADIO DISPATCHING	675-235	30	59,841.50
10/25/2016	APCHK	89534	12/8/16	DUPAGE PRAYER BREAKFAST	SCHOOLS/CONFERENCES/TRAVEL	630-304	30	50.00

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Fund: 01 GENERAL FUND								
10/25/2016	APCHK	89535	110160080726	EAST JORDAN IRON WORKS, INC.	STREET & ROW MAINTENANCE OTHER	755-328	35	984.57
10/25/2016	APCHK	89536	5-559-80376	FEDERAL EXPRESS CORP.	POSTAGE & METER RENT	455-311	10	59.54
10/25/2016	APCHK	89537	2016 CAFR AWARD	GOVT FINANCE OFCRS ASSN	FEES/DUES/SUBSCRIPTIONS	610-307	25	435.00
10/25/2016	APCHK	89539*	7042170	HOME DEPOT CREDIT SERVICES	PARK LANDSCAPE SUPPLIES	565-341	20	19.97
			9022647		MAINTENANCE SUPPLIES	570-331	20	91.92
			9025152		MAINTENANCE SUPPLIES	570-331	20	17.94
				CHECK APCHK 89539 TOTAL FOR				129.83
10/25/2016	APCHK	89540	48771	HR SIMPLIFIED	EMPLOYEE BENEFIT - MEDICAL INSURAN	455-141	10	100.00
10/25/2016	APCHK	89542	UNIFORMS	JOHN J. HANDZIK	UNIFORMS	630-345	30	41.03
10/25/2016	APCHK	89543	UNIFORMS	JOSE CHAVEZ-JIMENEZ	UNIFORMS	630-345	30	398.00
10/25/2016	APCHK	89544	UNIFORMS	JOSEPH LAVALLE	UNIFORMS	630-345	30	90.69
10/25/2016	APCHK	89546	181570	JUST TIRES	MAINTENANCE - VEHICLES	630-409	30	517.12
10/25/2016	APCHK	89548	221296	KIEFT BROTHERS INC	STORM WATER IMPROVEMENTS MAINTENAN	750-381	35	102.80
10/25/2016	APCHK	89549	60/SEPT 16	KING CAR WASH	FUEL/MILEAGE/WASH	630-303	30	325.00
10/25/2016	APCHK	89550	WL077859P	KLLM TRANSPORT	OTHER RECEIPTS	310-913	00	25.00
10/25/2016	APCHK	89551#	9002810902	KONICA MINOLTA BUSINESS SOLU	COPY SERVICE	455-315	10	183.78
			9002802744		COPY SERVICE	455-315	10	595.75
			9002802744		COPY SERVICE	630-315	30	186.18
				CHECK APCHK 89551 TOTAL FOR				965.71
10/25/2016	APCHK	89552	WL077289P	KRISTIC MIODRAG	TRAFFIC FINES	310-502	00	25.00
10/25/2016	APCHK	89553	SEPT 2016	LAW OFFICES STORINO RAMELLO&	FEES - VILLAGE ATTORNEY	470-239	10	7,680.75
10/25/2016	APCHK	89554	11272016	LOCAL GOV NEWS.ORG	FEES/DUES/SUBSCRIPTIONS	455-307	10	840.00
10/25/2016	APCHK	89555	WL077539P	MABUSSI PULULU	TRAFFIC FINES	310-502	00	25.00
10/25/2016	APCHK	89556#	29333	MARQUARDT PRINTING CO.	OFFICE SUPPLIES	455-301	10	348.00
			29357		OFFICE SUPPLIES	810-301	40	420.00
				CHECK APCHK 89556 TOTAL FOR				768.00
10/25/2016	APCHK	89557	0130630201	MOTOROLA SOLUTIONS INC	PHONE - TELEPHONES	630-201	30	68.00

Check Date	Bank	Check #	Invoice	Payee	Description	Account	Dept	Amount
Fund: 01 GENERAL FUND								
10/25/2016	APCHK	89558	108930727	NATIONAL PEN COMPANY	PUBLIC RELATIONS	475-365	10	152.45
			108928628	CHECK APCHK 89558 TOTAL FOR	PUBLIC RELATIONS	475-365	10	218.39
								370.84
10/25/2016	APCHK	89560	825 MW SEPT 16	NICOR GAS	NICOR GAS (825 MIDWAY)	466-237	10	26.79
10/25/2016	APCHK	89561	211193	NORTH EAST MULTI REGIONAL TR	SCHOOLS/CONFERENCES/TRAVEL	630-304	30	75.00
10/25/2016	APCHK	89562	679860208-01	ORIENTAL TRADING	CHILDRENS SPECIAL EVENTS - OTHER	585-150	20	56.46
10/25/2016	APCHK	89563	134947482	ORKIN EXTERMINATING	MAINTENANCE - BUILDING	466-228	10	89.86
10/25/2016	APCHK	89564	40085	PARTNERS AND PAWS VETERINARY	OPERATING EQUIPMENT	630-401	30	105.00
10/25/2016	APCHK	89565	12816065	PCS INTERNATIONAL	BUILDING MAINTENANCE SUPPLIES	466-351	10	77.18
10/25/2016	APCHK	89566#	10/19/16	PETTY CASH C/O TIM HALIK	SCHOOLS/CONFERENCES/TRAVEL	410-304	05	15.00
			10/19/16	FUEL/MILEAGE/WASH	FUEL/MILEAGE/WASH	455-303	10	7.02
			10/19/16	FUEL/MILEAGE/WASH	FUEL/MILEAGE/WASH	630-303	30	25.92
			10/19/16	SCHOOLS/CONFERENCES/TRAVEL	SCHOOLS/CONFERENCES/TRAVEL	630-304	30	157.06
			10/19/16	OPERATING EQUIPMENT	OPERATING EQUIPMENT	630-401	30	49.99
				CHECK APCHK 89566 TOTAL FOR				254.99
10/25/2016	APCHK	89567	0244444	PHILLIP'S FLOWERS	PUBLIC RELATIONS	475-365	10	112.95
10/25/2016	APCHK	89568	470037730	POMP'S TIRE SERVICE INC	MAINTENANCE - VEHICLES	735-409	35	2,747.40
10/25/2016	APCHK	89569	89169	PUBLIC SAFETY DIRECT INC	MAINTENANCE - VEHICLES	630-409	30	100.00
10/25/2016	APCHK	89570	15210	RAGS ELECTRIC, INC	MAINTENANCE - GARAGE	725-413	35	340.00
			15207		MAINTENANCE - STREET LIGHTS - REIM	745-223	35	1,776.15
			15210		MAINTENANCE - STREET LIGHTS	745-223	35	1,491.20
			15209		MAINTENANCE - STREET LIGHTS	745-223	35	392.55
				CHECK APCHK 89570 TOTAL FOR				3,999.90
10/25/2016	APCHK	89571	1656152	RAY O'HERRON CO., INC.	UNIFORMS	630-345	30	189.97
			1656150		UNIFORMS	630-345	30	209.96
			1656148		UNIFORMS	630-345	30	58.00
				CHECK APCHK 89571 TOTAL FOR				457.93
10/25/2016	APCHK	89572	3004068255	RUSH TRUCK CENTER -CHICAGO	MAINTENANCE - VEHICLES	735-409	35	111.53

Check Date	Bank	Check #	Invoice	Payee	Description	Account	Dept	Amount
Fund: 01 GENERAL FUND								
10/25/2016	APCHK	89573	130039	RUTLEDGE PRINTING CO.	OFFICE SUPPLIES	630-301	30	249.50
10/25/2016	APCHK	89574#	SEPT 2016	SATELLITE PHONE STORE	PHONE - TELEPHONES	455-201	10	65.76
			SEPT 2016		PHONE - TELEPHONES	630-201	30	65.76
				CHECK APCHK 89574 TOTAL FOR				131.52
10/25/2016	APCHK	89576	SQUAD #61 & 63	SECRETARY OF STATE	MAINTENANCE - VEHICLES	630-409	30	202.00
10/25/2016	APCHK	89578	257924 2 FINAL HR	SIKICH LLP	FINANCIAL SERVICES	620-252	25	1,170.00
10/25/2016	APCHK	89579*#	2016-262	SUNSET SEWER & WATER	SITE IMPROVEMENTS	750-289	35	8,453.43
			2016-246		STREET & ROW MAINTENANCE	750-328	35	4,623.13
			2016-269		STREET & ROW MAINTENANCE	750-328	35	1,134.20
				CHECK APCHK 89579 TOTAL FOR				14,210.76
10/25/2016	APCHK	89580	201609 SEPT 16	T.P.I.	PLAN REVIEW - BUILDING CODE REIMB.	820-258	40	7,612.00
			201609 SEPT 16		PLAN REVIEW - BUILDING CODE - REIM	820-258	40	6,163.24
			201609 SEPT 16		PART TIME - INSPECTOR	830-109	40	3,339.00
			201609 SEPT 16		PLUMBING INSPECTION REIMB.	830-115	40	405.00
				CHECK APCHK 89580 TOTAL FOR				17,519.24
10/25/2016	APCHK	89581#	TG5 SEPT 16	TAMELING GRADING	LANDSCAPE MAINTENANCE SERVICES	565-342	20	1,205.00
			TG5 SEPT 16		STREET & ROW MAINTENANCE OTHER	755-328	35	4,189.50
				CHECK APCHK 89581 TOTAL FOR				5,394.50
10/25/2016	APCHK	89582	112268	TAMELING INDUSTRIES	STREET & ROW MAINTENANCE	750-328	35	144.00
			112431		STREET & ROW MAINTENANCE OTHER	755-328	35	273.58
				CHECK APCHK 89582 TOTAL FOR				417.58
10/25/2016	APCHK	89583	10/26/16	THE HUNDRED CLUB OF DUPAGE C	SCHOOLS/CONFERENCES/TRAVEL	630-304	30	750.00
10/25/2016	APCHK	89584	120686	THE UNDERGROUND OASIS IRRIGA	LANDSCAPE - VILLAGE HALL	466-293	10	425.75
10/25/2016	APCHK	89585	16-3373	THOMPSON ELEV. INSPECT. SERV	ELEVATOR INSPECTION REIMB.	830-117	40	100.00
10/25/2016	APCHK	89586	834782511	THOMSON REUTERS - WEST	FEES/DUES/SUBSCRIPTIONS	630-307	30	147.00

Check Date	Bank	Check #	Invoice	Payee	Description	Account	Dept	Amount
Fund: 01 GENERAL FUND								
10/25/2016	APCHK	89588	A-1409	TOM & JERRY'S SHELL SERVICES	MAINTENANCE - VEHICLES	630-409	30	110.00
			53474		MAINTENANCE - VEHICLES	630-409	30	194.24
			53473		MAINTENANCE - VEHICLES	630-409	30	194.24
			53428		MAINTENANCE - VEHICLES	630-409	30	107.05
			53435		MAINTENANCE - VEHICLES	630-409	30	229.07
			53398		MAINTENANCE - VEHICLES	630-409	30	356.40
			53417		MAINTENANCE - VEHICLES	630-409	30	45.85
			53427		MAINTENANCE - VEHICLES	630-409	30	25.45
				CHECK APCHK 89588 TOTAL FOR				1,262.30
10/25/2016	APCHK	89589	17961	UNDERGROUND PIPE & VALVE, CO	OPERATING SUPPLIES & EQUIPMENT	715-401	35	184.00
			18206		STORH WATER IMPROVEMENTS MAINTENAN	750-381	35	179.00
			17917		STORM WATER IMPROVEMENTS MAINTENAN	750-381	35	1,218.44
				CHECK APCHK 89589 TOTAL FOR				1,581.44
10/25/2016	APCHK	89590#	0611000815	UNIFIRST	MAINTENANCE - BUILDING	466-228	10	228.30
			0610998272		MAINTENANCE - PW BUILDING	725-418	35	81.68
				CHECK APCHK 89590 TOTAL FOR				309.98
10/25/2016	APCHK	89591*#	9772934117	VERIZON WIRELESS	PHONE - TELEPHONES	410-201	05	62.62
			9772934117		PHONE - TELEPHONES	455-201	10	24.21
			9772934117		PHONE - TELEPHONES	630-201	30	806.49
			9772934117		TELEPHONES	710-201	35	144.46
			9772934117		TELEPHONES	810-201	40	102.12
				CHECK APCHK 89591 TOTAL FOR				1,139.90
10/25/2016	APCHK	89592	3217960-0	WAREHOUSE DIRECT	OFFICE SUPPLIES	630-301	30	8.34
			3221097-0		OPERATING EQUIPMENT	630-401	30	74.51
				CHECK APCHK 89592 TOTAL FOR				82.85
10/25/2016	APCHK	89593	70943	WESTOWN AUTO SUPPLY COMPANY	MAINTENANCE - EQUIPMENT	735-411	35	25.60
10/25/2016	APCHK	89594	25645	WILD GOOSE CHASE INC	LANDSCAPE MAINTENANCE SERVICES	565-342	20	960.00
				Total for fund 01 GENERAL FUND				209,761.79
Fund: 02 WATER FUND								
10/19/2016	APCHK	26(E)	11511/SEPT 16	DUPAGE WATER COMMISSION	PURCHASE OF WATER	420-575	50	146,808.00

Check Date	Bank	Check #	Invoice	Payee	Description	Account	Dept	Amount
Fund: 02 WATER FUND								
10/19/2016	APCHK	27(E)*#	OCT 2016	INTERGOVERNMENTAL PERSONNEL	EMPLOYEE BENEFITS - MEDICAL INSURA	401-141	50	1,329.65
10/25/2016	APCHK	89529*#	465111049 OCT16	COMMONWEALTH EDISON	ENERGY - ELECTRIC PUMP	420-206	50	89.15
			5071072051 OCT16	CHECK APCHK 89529 TOTAL FOR	ENERGY - ELECTRIC PUMP	420-206	50	47.99
								137.14
10/25/2016	APCHK	89538	16-749	H-B-K WATER METER SERVICE	METERS FLOW TESTING	435-278	50	218.00
			16-774		NEW METERING EQUIPMENT	435-461	50	1,319.70
			16-749	CHECK APCHK 89538 TOTAL FOR	NEW METERING EQUIPMENT	435-461	50	100.00
								1,637.70
10/25/2016	APCHK	89539*#	5042552	HOME DEPOT CREDIT SERVICES	MAINTENANCE - METER EQUIPMENT	435-463	50	81.68
10/25/2016	APCHK	89545	60388	JSN CONTRACTORS SUPPLY	J. U. L. I. E. MAINTENANCE & SUPPL	430-425	50	142.00
10/25/2016	APCHK	89547	10/19/2016	K-FIVE CONSTRUCTION CO.	WATER DEPOSIT REFUND	280-131	00	743.50
10/25/2016	APCHK	89559	10/19/2016	NF DEMO	WATER DEPOSIT REFUND	280-131	00	528.41
10/25/2016	APCHK	89579*#	2016-266	SUNSET SEWER & WATER	WATER DISTRIBUTION REPAIRS/MAINTEN	430-277	50	2,802.83
			2016-263	CHECK APCHK 89579 TOTAL FOR	WATER DISTRIBUTION REPAIRS/MAINTEN	430-277	50	1,417.76
								4,220.59
10/25/2016	APCHK	89591*#	9772934117 OCT 16	VERIZON WIRELESS	PHONE - TELEPHONES	401-201	50	144.46
					Total for fund 02 WATER FUND			155,773.13
Fund: 03 HOTEL/MOTEL TAX FUND								
10/25/2016	APCHK	89541	831	ILLINOIS ROUTE 66 SCENIC BYW	FEES/DUES/SUBSCRIPTIONS	401-307	53	300.00
Fund: 07 POLICE PENSION FUND								
10/25/2016	APCHK	89575	2016 IPPFA CONF	SCOTT EISENBEIS	SCHOOL/CONFERENCES/TRAVEL	401-304	62	375.42
10/25/2016	APCHK	89587	2016 IPPFA CONF	TIMOTHY KOBLER	SCHOOL/CONFERENCES/TRAVEL	401-304	62	750.84
					Total for fund 07 POLICE PENSION FUND			1,126.26
Fund: 09 WATER CAPITAL IMPROVEMENTS FUND								
10/25/2016	APCHK	89526*#	132000	CHRISTOPHER B. BURKE	WATER TANK REPAIRS	440-604	65	3,965.00
Fund: 14 LAND ACQUISITION, FACILITY, EXPANSION &								
					Total for fund 09 WATER CAPITAL IMPROVEMENTS F			3,965.00

Check Date	Bank	Check #	Invoice	Payee	Description	Account	Dept	Amount
Fund: 14 LAND ACQUISITION, FACILITY, EXPANSION &								
10/25/2016	APCHK	89526*#	132004	CHRISTOPHER B. BURKE	POLICE DEPT REMODEL (7760 QUINCY)	930-411	75	259.00
10/25/2016	APCHK	89577	P614236	SENTINEL TECHNOLOGIES INC	POLICE DEPT REMODEL (7760 QUINCY)	930-411	75	2,900.00
10/25/2016	APCHK	89595	SEPT 2016	WILLIAMS ARCHITECTS	POLICE DEPT REMODEL (7760 QUINCY)	930-411	75	27,889.33
					Total for fund 14 LAND ACQUISITION, FACILITY,			31,048.33
					TOTAL - ALL FUNDS			401,974.51

'*'-INDICATES CHECK DISTRIBUTED TO MORE THAN ONE FUND
 '#'-INDICATES CHECK DISTRIBUTED TO MORE THAN ONE DEPARTMENT

VILLAGE OF WILLOWBROOK

BOARD MEETING

AGENDA ITEM - HISTORY/COMMENTARY

ITEM TITLE:

A MOTION TO APPROVE APPLICATION FOR A LICENSE TO HOLD A RAFFLE – DUPAGE JUVENILE OFFICERS ASSOCIATION

AGENDA NO.

5d

AGENDA DATE: 10/24/16

STAFF REVIEW: Cindy Stuchl

SIGNATURE: Cindy Stuchl

LEGAL REVIEW: Thomas Bastian, Village Attorney

SIGNATURE: THOMAS BASTIAN TH.

RECOMMENDED BY VILLAGE ADMIN.:

SIGNATURE: TKHld

REVIEWED & APPROVED BY COMMITTEE: YES N/A

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

The DuPage Juvenile Officers Association has submitted an application to hold a raffle at their fund raising event. Money for this event will help to fund training opportunities for juvenile officers within DuPage County. This event will be held on October 26, 2016 at Ashton Place, 341 W. 75th Street, Willowbrook, Illinois.

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

This is the second application for this organization.

ACTION PROPOSED: Approve Application to hold a Raffle.



EST. 1960

Willowbrook

835 Midway Drive
Willowbrook, IL 60527-5549

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

LICENSE TO HOLD A RAFFLE

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

Director of Finance

Carrie Dittman

1. The name of the Licensee:

DuPage Juvenile Officers Association

2. The aggregate retail value of all prizes or merchandise awarded by the licensee in a single raffle.

\$500

3. The maximum retail value of each prize awarded by the licensee in a single raffle.

\$500

4. The maximum price which may be charged for each raffle chance issued or sold.

\$5.00/ticket

5. The maximum number of days during which chances may be issued or sold.

One Day

6. The date on which the drawing is to be held.

October 26, 2016

7. The place at which the drawing is to be held.

Ashton Place, 341 W. 75th Street

APPROVED BY THE MAYOR AND BOARD OF TRUSTEES AT THEIR REGULAR MEETING HELD ON THE 24th DAY OF October, 2016.

Leroy R. Hansen
Village Clerk



Proud Member of the
Illinois Route 66 Scenic Byway



Willowbrook

835 Midway Drive
Willowbrook, IL 60527-5594

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

APPLICATION FOR LICENSE TO HOLD A RAFFLE

Mavor

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



1. Name, age and address of the applicant in the case of an individual or in such other case of the duly authorized representative of the applicant, the date of incorporation of any corporation, the date of formation of any other organization, the object for which an organization or corporation was formed, the names and addresses of the officers and directors of any organization or corporation.

Name	Address	Age
Michael Coughlin	121 Symonds Dr Hinsdale	53
<u>DUPAGE JUVENILE OFFICERS ASSOCIATION</u>		

Date of incorporation, if corporation: _____
 Date of formation of organization: 1978
 Object for which organization or corporation was formed: Provide training to Juvenile Officers in Dupage County.

2. The area or areas within the Village in which raffle chances will be sold or issued and the time period during which raffle chances will be sold or issued.

Ashton Place 9am-3pm

3. The date on which the drawing is to be held

10/26/16

4. The place at which the drawing is to be held.

Ashton Place

5. Has the applicant ever been convicted of a felony and been disqualified to receive a license by reason of any matter or thing contained in Chapter 3-17 of the Village of Willowbrook Code of Ordinances, laws of the State or of the United States of America.

Yes: _____ No:

If yes, explain: _____

6. The aggregate retail value of all prizes or merchandise awarded by the licensee in a single raffle.

42 inch TV \$500.00

7. The maximum retail value of each prize awarded by the licensee in a single raffle.

42 inch TV \$500.00

8. The maximum price which may be charged for each raffle chance issued or sold.

\$5.00 per ticket chance

9. Has a previous license issued by any state or subdivision thereof or by the Federal government ever been revoked:

Yes: _____

No: _____

If yes, state reasons: _____

10. Affirm that the applicant will not violate any of the laws of the State or of the United States or any ordinances of this Village in the conduct of raffles.

The DJOA will not violate any local, state or Federal laws regarding raffles.
MIC 10/20/16

11. Affirm that the applicant will not allow gambling devices or gambling on the premises where the drawing will be held.

The DJOA will not allow any gambling or gambling devices at Ashton Place in Willowbrook.
MIC 10/20/16

12. Attach a sworn statement attesting to the not-for-profit character of the prospective licensee organization signed by the presiding officer and secretary of that organization.

Signature:

Michael Conklin

Date

10/20/16

VILLAGE OF WILLOWBROOK

BOARD MEETING

AGENDA ITEM - HISTORY/COMMENTARY

ITEM TITLE:

REPORT – Annual Pension Board Pension Fund Report

AGENDA NO.

5e

AGENDA DATE:

10/24/2016

STAFF REVIEW: Carrie Dittman, Director of Finance

SIGNATURE Carrie Ditt

LEGAL REVIEW: Thomas Bastian, Village Attorney

SIGNATURE: THOMAS BASTIAN TH.

RECOMMENDED BY: Tim Halik, Village Administrator

SIGNATURE: THALIK

REVIEWED BY COMMITTEE:

YES

NO

N/A

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

Annually, by state statute 40 ILCS 5/3-143, the Police Pension Board is required to report to the municipality the financial condition of the pension fund at the end of its most recent fiscal year (4/30/2016). The report is used when determining the amount of taxes to levy to fund police pension operations, although the Village has historically not levied a property tax and instead funded the police pension expenditures through General Fund sources.

At the October 19, 2016 police pension board meeting, the attached report was presented and was accepted by the pension board. The report contains excerpts from the police pension fund financial statements and actuarial valuation, which was also presented and accepted at the meeting.

The report (in accordance with the actuary's recommendation) contains a request of \$871,363 in municipal contributions or 41.82% of covered payroll for the FY 2017/2018 fiscal year. The statutory minimum contribution is \$604,890 or 29.03% of covered payroll.

The current contribution for FY 2016/2017 is \$805,810 or 38.99% of covered payroll.

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

The police pension board voted to approve the report at the October 19, 2016 pension board meeting and officially request \$871,363 as the annual municipal contribution from the Village of Willowbrook for the FY 2017/2018 police pension fund operations.

The Village board will determine during the budget process what amount to contribute into the police pension fund for FY 2017/18.

ACTION PROPOSED: ACCEPT THE REPORT

Required Reporting to the Municipality

To comply with 40 ILCS 5/3-143, each Downstate Police Pension Fund is required to prepare a report indicating various statistics of the pension fund. Various items in the report are “actuarial in nature” and, therefore, to avoid errors by the fund, we include a “draft required report” as part of the actuarial valuation package.

Items contained in this report are taken directly from the source data used to prepare the actuarial valuation and from the current and prior actuarial valuation reports prepared by our firm.

Some Pension Boards use this report as the formal request for the tax levy. **PLEASE BE ADVISED THAT THIS REPORT IS NOT INTENDED TO REPLACE THE FORMAL REQUEST BY THE FUND.** Particular attention should be paid to the “Employer contributions and all other sources” in item 2 and the “estimated amount required to meet the annual requirements of the fund” in item 3(b), both of which are completed based upon the calculated statutory minimum contribution as required by the statute. **These items are not based upon the recommended minimum contribution calculated by our firm and presented in the accompanying actuarial valuation report.**

We strongly suggest that a separate formal request for tax levy be submitted by the Pension Board to the municipality. Your Board attorneys should be consulted for the preparation of this formal request.

REQUIRED REPORTING TO MUNICIPALITY BY PENSION BOARD
As of 4/30/2016 fiscal year end

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

Sec. 3-143. Report by pension board.

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

1.

Total Trust Assets (see attachment 1 for complete listing)

Total Assets (market value):	\$19,021,209
Actuarial Value of Assets (see item 8 for explanation):	\$20,293,619

2.

Estimated receipts during the next succeeding fiscal year from:

Participant Contributions deducted from payroll:	\$198,566
Employer Contributions and all other sources:	\$871,363

3.

Estimated amount required during the next succeeding fiscal year to:

(a) pay all pensions and other obligations provided in this Article:	\$1,075,194
(b) meet the annual requirements of the fund as provided in Sections 3-125 and 3-127:	\$803,456

4.

Total Net Income received from investment of net assets:	\$ (211,849)
--	--------------

Assumed Investment Return:	7.25%
Actual Investment Return:	(1.37)%

Total Net Income received from investment of net assets (FYE April 30, 2015):	\$1,205,737
---	-------------

Assumed Investment Return (FYE April 30, 2015):	7.25%
Actual Investment Return (FYE April 30, 2015):	6.39%

5.

Total number of Active Employees that are financially contributing to the fund:	23
---	----

6.

Disbursements to:

(i) Annuitants in receipt of a regular retirement pension:	
Total number of annuitants:	11
Total amount that was disbursed in benefits:	\$750,911
(ii) Recipients being paid a disability pension:	
Total number of annuitants:	2
Total amount that was disbursed in benefits:	\$ 53,540
(iii) Survivors and children in receipt of benefits:	
Total number of annuitants:	1
Total amount that was disbursed in benefits:	\$ 38,512

7.	Funded ratio of the fund:	76.48%
8.	Unfunded Actuarial Accrued Liability:	\$6,242,036

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

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

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

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

Certification

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

Witness my hand this 19th day of oct, 2016.



Timothy Kobler
Vice President of Willowbrook Police Pension Board

DRAFT**VILLAGE OF WILLOWBROOK, ILLINOIS**

Police Pension Fund

Statement of Fiduciary Net Position

April 30, 2016

Assets	
Cash and Cash Equivalents	\$ 81,543
Investments, at Fair Value	
Money Market Account	364,701
Certificate of Deposits	100,920
Mutual Funds	6,130,943
State and Local Obligations	733,116
U.S. Treasury Obligations	71,536
U.S. Agency Obligations	3,292,996
Corporate Bonds	3,544,915
Equities	4,704,962
Receivables	
Accrued Interest	96,077
Prepaid Expenses	<u>563</u>
Total Assets	19,122,272
Liabilities	
Due to Primary Government	<u>101,063</u>
Net Position	
Restricted for Pensions	<u>\$ 19,021,209</u>

WILLOWBROOK POLICE PENSION FUND

**STATEMENT OF
INVESTMENT POLICY**

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DEFINITION OF TERMS

Beneficiary - person eligible for or receiving benefits from a pension fund.

Book Entry Security - securities that can be transferred from institution to institution using the federal electronic wire system, thus eliminating the physical transfer of certificates. Records are maintained on a computer system at the Federal Reserve.

Collateral - the pledging of a security to guarantee performance of an obligation.

Commercial Paper - unsecured promissory notes of corporations issued for 270 days or less.

Fiduciary - person entrusted with the control of assets for the benefit of others.

Investment Manager - an individual or organization that provides investment management services for a fee, either on a discretionary or nondiscretionary basis. Under Illinois law, an investment manager is considered a fiduciary with respect to the Fund.

IL Funds (formerly known as the Illinois Public Treasurers' Investment Pool) - a short-term money market fund for public funds in Illinois.

Market Value - the present price of a given security.

B of A Merrill Lynch Corporate 1-10 Year Index - benchmark index based upon publicly issued intermediate corporate debt securities.

B of A Merrill Lynch Treasury Index - benchmark index that quantifies the price and yield performance of all U.S. Treasury obligations with a maturity of at least one year and an outstanding par value of at least \$100 million. The securities comprising the index are rebalanced on a daily basis.

B of A Merrill Lynch US Treasury/Agency Index: The U.S. Government/Agency Index tracks the performance of the combined U.S. Treasury and U.S. Agency Markets. It includes U.S. dollar-denominated U.S. Treasury and U.S. Agency Bonds, issued in the U.S. domestic bond market, having at least one year remaining term to maturity, a fixed coupon schedule and a minimum amount outstanding of \$1 Billion for U.S. Treasuries and \$150 Million for U.S. Agencies. The index is re-balanced on the last calendar day of the month.

Morgan Stanley Capital International (EAFE) - Indices are based on the share prices of approximately 1,600 companies listed on stock exchanges in the twenty-two countries that make up the MSCI National Indices.

Return – Income and capital appreciation or depreciation on an investment.

Russell 2000 Stock Index - is comprised of the smallest 2000 companies in the Russell 3000 Index, representing approximately 11% of the Russell 3000 total market capitalization. The Index was developed with a base value of 135.00 as of December 31, 1986.

Security - any note, stock, bond, certificate of interest or certificate of deposit.

Separate Account - term used of variable annuities. Because the risk is borne by the investor in a variable annuity, the issuer may not commingle funds invested in the variable annuity with the general funds of the issuer.

Standard & Poor's 400 Midcap Stock Index – is comprised of 400 stocks chosen for market size, liquidity and industry group representation. All stocks within the S & P 500 are not eligible for inclusion.

Standard & Poor's 500 Stock Index - is a capitalization-weighted index of 500 stocks designed to measure performance of the broad domestic economy through changes in the aggregate market value of 500 stocks representing all major industries. The index was developed with a base level of 10 for the 1941-43 base period.

Treasury Bill - short-term debt obligation of U.S. government which will mature within one year of original issuance.

Treasury Note - intermediate debt obligation of U.S. government which will mature in 1 to 10 years of original issuance.

Treasury Bond - longer debt obligations of U.S. government which will mature in more than ten years of original issuance.

Yield - percentage measured by taking annual income from an investment and dividing by current market value.

STATEMENT OF PURPOSE

The investment of pension funds is the responsibility of the members of the Board of Trustees of the Willowbrook Police Pension Fund (Pension Board). The purpose of this investment policy is to:

- Define and assign the responsibilities of all parties involved
- Establish the relevant investment horizon for which the Pension Fund will be managed
- Offer guidance and limitations to all Investment Managers regarding the investment of Pension Fund
- Communicate the Pension Board's policy views on management of pension funds to the public, participants, and beneficiaries of the Willowbrook Police Pension Fund (Fund)

- Establish long-term expected rates
- Establish a basis of evaluating investment results

In general, the purpose of this investment policy is to outline a philosophy which will guide the investment management of the assets toward the desired results. It is intended to be sufficiently specific to be meaningful, yet flexible enough to be practical. This document is intended to serve as a reference tool, an operating code, and a communications link between the Board of Trustees, its staff, and its investment professionals.

INVESTMENT OBJECTIVES

The Pension Board has a fiduciary responsibility to discharge their duties with respect to the pension fund solely in the interest of the participants and beneficiaries as set forth in the Illinois Pension Code at 40 ILCS 5/1-109.

Safety: Safety of principal is the foremost objective of the Pension Fund. Each investment transaction shall seek to first ensure that large capital losses are avoided whether they are from securities defaults or erosion of market value.

Return on Investments: The Pension Board seeks to attain market rates of return on its investments consistent with constraints imposed by its safety objectives, cash flow considerations and Illinois state laws that restrict the placement of public funds.

Maintenance of Public Trust: All participants in the investment process shall seek to act prudently as custodians of pension funds. Investment officials shall avoid any transactions that might reasonably impair Fund participant's confidence in the Pension Board's ability to manage the Fund.

Liquidity: The assets shall be sufficiently liquid to meet the Fund's disbursement requirements for the payment of operating expenses and benefits.

DISTINCTION OF RESPONSIBILITIES

Management of the investment program is the responsibility of the Pension Fund Board of Trustees. No person may engage in an investment transaction except as provided under terms of this policy established by the Pension Board. The Pension Board may appoint an investment manager (as defined in 40 ILCS 5/1 - 101.4) to assist in the management of the investment program. Any such appointment shall be made in accordance with the requirements of Section 1-113.5 of the Illinois Pension Code (40 ILCS 5/1-113.5). The investment manager shall acknowledge, in writing, that it is a fiduciary with respect to the Pension Fund. Any such written agreement shall be attached to this policy. The Pension Board will meet with the investment manager at least quarterly to review market conditions, review the investment portfolio, and determine investment strategy.

The Board of Trustees will generally be responsible for the following:

- Complying with applicable laws, regulations, and rulings.
- Selecting all qualified investment professionals.
- Monitoring and evaluating investment performance and compliance with this Policy.
- Reviewing and suggesting changes, as needed, to this Policy.
- Establishing and reviewing the appropriateness of the Pension Fund's asset allocation policy.
- Taking action according to this policy.

PRUDENCE

Investments shall be made with judgment and care, under circumstances prevailing, which a person of prudence, discretion and intelligence would exercise in the management of their own affairs, not for speculation, but for investment, considering the primary objective of safety as well as the secondary objective of the attainment of market rates of return. The standards of prudence to be used by investment officials shall be the "Prudent Investor" and shall be applied in the context of managing the portfolio.

PROHIBITED TRANSACTIONS

The members of the Pension Fund Board of Trustees, and all other employees, agents, officials, or representatives of the Pension Fund involved in the investment process shall avoid any transactions prohibited by federal, state, or local law, particularly as set forth in 40 ILCS 5/1-110 and 30 ILCS 235/2. A Fiduciary with respect to the Fund shall not:

- Deal with the assets of the Fund in their own interests or for their own account.
- In their individual or other capacity act in any transaction involving the Fund on behalf of a party whose interests are adverse to the interests of the Fund or the interests of its participants or beneficiaries.
- Receive any consideration for their own personal account from any party dealing with the Fund in connection with a transaction involving the assets of the Fund.

INVESTMENT GUIDELINES

The Fund may invest in any type of investment instrument permitted by Illinois law, as described in Chapter 40 of the Illinois Compiled Statutes, 40 ILCS 5/1-113.1 through 113.4(a). Permitted investment instruments include, but are not limited to:

1. Interest bearing direct obligations of the United States of America.
2. Interest bearing obligations to the extent that they are fully guaranteed or insured as to payment of principal and interest by the United States of America.

3. Interest bearing bonds, notes, debentures, or other similar obligations of agencies of the United States of America. For the purposes of this section, "Agencies of the United States of America" include:
 - a. The Federal National Mortgage Association
 - b. Federal Land Banks, Federal Intermediate Credit Banks, Federal Farm Credit Banks, and any other entity authorized to issue direct debt obligations of the United States of America under the Farm Credit Act of 1971 or amendments to that Act
 - c. Federal Home Loan Banks and the Federal Home Loan Mortgage Corporation
 - d. Any agency created by Act of Congress that is authorized to issue direct debt obligations of the United States of America.
4. Interest bearing savings accounts or certificates of deposit, issued by federally chartered banks or savings and loan associations, or by State of Illinois chartered banks or savings and loan associations, to the extent that the deposits are insured by agencies or instrumentalities of the federal government.
5. Interest bearing bonds of the State of Illinois.
6. Pooled interest bearing accounts managed by the Illinois Public Treasurer's Investment Pool, also known as the IL Fund, in accordance with the Deposit of State Moneys act, interest bearing funds or pooled accounts of the Illinois Metropolitan Investment Funds, and interest bearing funds or pooled accounts managed, operated, and administered by banks, subsidiaries of banks, or subsidiaries of bank holding companies in accordance with the law of the State of Illinois.
7. Interest bearing bonds or tax anticipation warrants of any county, township, or municipal corporation of the State of Illinois.
8. Money Market Mutual Funds managed by investment companies that are registered under the Federal Investment Company Act of 1940 and the Illinois Securities Law of 1953 and are diversified, open-ended management investment companies; provided that the portfolio of the money market mutual fund is limited to:
 - a. Bonds, notes, certificates of indebtedness, treasury bills, or other securities that are guaranteed by the full faith and credit of the United States of America as to principal and interest.
 - b. Bonds, notes, debentures, or other similar obligations of the United States of America or its agencies.
 - c. Short term obligations of corporations organized in the United States with assets exceeding \$400,000,000, provided that i) the obligations mature no later than 180 days from the date of purchase, ii) at the time of purchase, the obligations are rated by at least 2 standard national rating services at one of their 3 highest

classifications, and iii) the obligations held by the mutual fund do not exceed 10% of the corporation's outstanding obligations.

9. Not to exceed 10% of the portfolio; any combination of separate accounts that are managed by life insurance companies authorized to transact business in Illinois and are comprised of diversified portfolios consisting of common or preferred stock, bonds or money market instruments or mutual funds that meet the following requirements:
 - a. The mutual fund must be managed by an investment company registered under the Federal Investment Company Act of 1940 and registered under the Illinois Securities Law of 1953.
 - b. The mutual fund must have been in operation for at least 5 years.
 - c. The mutual fund must have total net assets of \$250,000,000 or more.
 - d. The mutual fund must be comprised of a diversified portfolio of common or preferred stocks, bonds, or money market instruments.
10. Corporate bonds, managed through an investment advisor, and the bonds meet the following requirements:
 - a. The bonds must be rated as investment grade by one of the two largest rating services at the time of purchase.
 - b. If subsequently downgraded below investment grade, the bonds must be liquidated from the portfolio within 90 days after being downgraded by the manager.
11. A pension fund with net assets of \$2,500,000 or more, may invest a portion of its net assets, not to exceed 45% of the market value of the pension fund's net present assets as stated in its most recent annual report on file with the Illinois Department of Insurance, in separate accounts that are managed by life insurance companies authorized to transact business in Illinois and are comprised of diversified portfolios consisting of common or preferred stock, bonds or money market instruments or mutual funds that meet the following requirements:
 - a. The mutual fund must be managed by an investment company registered under the Federal Investment Company Act of 1940 and registered under the Illinois Securities Law of 1953.
 - b. The mutual fund must have been in operation for at least 5 years.
 - c. The mutual fund must have total net assets of \$250,000,000 or more.
 - d. The mutual fund must be comprised of a diversified portfolio of common or preferred stocks, bonds, or money market instruments.
12. A pension fund with net assets of \$5,000,000 or more, which has appointed an investment adviser under Section 1-113.5, may, through that investment adviser, invest in common and preferred stocks and mutual funds that meet all of the following requirements:

The stocks must meet all of the following requirements:

- a. The common stocks must be listed on a national securities exchange or board of trade (as defined in the Federal Securities Exchange Act of 1934 and set forth in paragraph G of Section 3 of the Illinois Securities Law of 1953) or quoted in the National Association of Securities Dealers Automated Quotation System National Market System.
- b. The securities must be of a corporation in existence for at least 5 years.
- c. The market value of stock in any one corporation may not exceed 5% of the cash and invested assets of the pension fund, and the investments in the stock of any one corporation may not exceed 5% of the total outstanding stock of that corporation.
- d. The straight preferred stocks or convertible preferred stocks must be issued or guaranteed by a corporation whose common stock qualifies for investment by the board.

The mutual funds must meet the following requirements:

- a. The mutual fund must be managed by an investment company registered under the Federal Investment Company Act of 1940 and registered under the Illinois Securities Law of 1953.
- b. The mutual fund must have been in operation for at least 5 years.
- c. The mutual fund must have total net assets of \$250,000,000 or more.
- d. The mutual fund must be comprised of a diversified portfolio of common or preferred stocks, bonds, or money market instruments.

The Fund's investment in the above equity investments shall not exceed 45% of the market value of the pension fund's net present assets stated in its most recent annual report on file with the Illinois Department of Insurance.

13. A pension fund with net assets of \$10,000,000 or more, which has appointed an investment adviser under Sections 1-101.4 and 1-113.5, may, through that investment adviser, invest an additional portion of its assets in common and preferred stocks and mutual funds that meet all of the following requirements:

The stocks must meet all of the following requirements:

- a. The common stocks must be listed on a national securities exchange or board of trade (as defined in the Federal Securities Exchange Act of 1934 and set forth in paragraph G of Section 3 of the Illinois Securities Law of 1953) or quoted in the National Association of Securities Dealers Automated Quotation System National Market System.
- b. The securities must be of a corporation in existence for at least 5 years.
- c. The market value of stock in any one corporation may not exceed 5% of the cash and invested assets of the pension fund, and the investments in the stock of any one corporation may not exceed 5% of the total outstanding stock of that corporation.

- d. The straight preferred stocks or convertible preferred stocks must be issued or guaranteed by a corporation whose common stock qualifies for investment by the board.

The mutual funds must meet the following requirements:

- a. The mutual fund must be managed by an investment company registered under the Federal Investment Company Act of 1940 and registered under the Illinois Securities Law of 1953.
- b. The mutual fund must have been in operation for at least 5 years.
- c. The mutual fund must have total net assets of \$250,000,000 or more.
- d. The mutual fund must be comprised of a diversified portfolio of common or preferred stocks, bonds, or money market instruments.

The Fund's total investment in the items authorized under this Section shall not exceed 60% effective July 1, 2011 and 65% effective July 1, 2012 of the market value of the pension fund's net present assets stated in its most recent annual report on file with the Illinois Department of Insurance.

PERFORMANCE MEASUREMENTS

Performance will be calculated using professional standards as established by the Association for Investment Management Research. The Pension Board shall utilize the following benchmarks for evaluating the Fund's performance:

<u>Application</u>	<u>Benchmark</u>
Cash Equivalents	90 - day U.S. Treasury Bills
Fixed Income (excludes Corporate Bonds)	B of A Merrill Lynch Treasury/Agency Index
Corporate Bond	B of A Merrill Lynch 1-10 Year Corporate
Large Capitalization Equities	Standard & Poor's 500 Stock Index
Mid Capitalization Equities	Standard & Poor's 400 Stock Index
Small Capitalization Equities	Russell 2000 Stock Index
International Equities (includes developed and emerging markets)	Morgan Stanley Capital International Europe/Australias/Far East Index

The investment performance of total portfolios, as well as asset class components, will be measured against said benchmarks. The Trustees reserve the right to terminate a manager for any reason including, but not limited to, the following:

- Investment performance which is significantly less than anticipated given the discipline employed and the risk parameters established, or unacceptable justification of poor results.
- Failure to adhere to any aspect of this statement of investment policy, including communication and reporting requirements.
- Significant qualitative changes to the investment management organization.

CONTROLS

The Fund maintains its books and records in conformance with generally accepted accounting principles. The internal controls shall be established by the Treasurer and reviewed by the Pension Board and an independent auditor. The controls shall be designed to prevent losses of public funds arising from fraud, employee error, misrepresentation by third parties, unanticipated changes in financial markets or imprudent actions by employees and officers of the Pension Board.

DIVERSIFICATION / STRATEGY

Fixed Income:

The average maturity/duration of the portfolio will be managed based upon the current existing interest rate environment. Under most circumstances the maturity/modified duration of the portfolio will be maintained at approximately 5.0 years and will range from 1.0 years to 7.0 years. The investment manager may change the duration of the portfolio as the market conditions permit.

The allocation guidelines, by asset class, for the fixed income investments are as follows:

	<u>Target Allocation</u> ³	<u>Range of Allocation</u>
Cash, Money Market, IPTIP accounts: 1	0%	0 - 20%
Bank Certificates of Deposit: 2	0%	0 - 25%
U.S. Treasury Securities:	10%	0 - 40%
U.S. Government Agency Securities:	40%	0 - 75%
U.S. Government Agency MBS's:4	0%	0 - 20%
Taxable Municipal Securities:	10%	0 - 20%
Corporate Bonds:	25%	0 - 50%
High-Yield Fixed Income Funds:	7.5%	0 - 10%
Emerging Market Fixed Income Funds	7.5%	0 - 10%

Notes:

1. Cash will be maintained to manage cash flow of the Fund or as a transition asset.
2. Bank certificates of deposit will only be used if market returns are favorable. They will be used as a substitute for the Treasury and Agency portion of the portfolio.
3. Under normal market conditions the structure of the portfolio will be within these limits; however the portfolio manager may diverge from the above suggestions due to abnormal market conditions.
4. May be individual Mortgage Backed Securities (MBS) or MBS Funds

Equities:

Once the fund reaches the equity allocation approved by the Board and permitted by law, normal asset allocation range for equity portfolio allocation weightings should be:

	<u>Target Allocation</u>	<u>Range of Allocation</u>
U.S. Large Company Stocks	55%	15-75%
U.S. Mid-Sized Company Stocks	10%	0-20%
U.S. Small Company Stocks	10%	0-25%
International Stock Funds	15%	0-30%
Alternative Investment Funds *	10%	0-30%

*Such as, but not limited to: Real Estate Funds, Natural Resources Funds, Infrastructure Funds. All funds used in this space will meet the State Statute guidelines for mutual funds.

Portfolio allocations should be rebalanced at least annually at the end of the fiscal year or when the portfolio allocation to equities rises above the limit established and confirmed at each board meeting.

LONG-TERM EXPECTED RATES [as required by GASB 67]

Willowbrook Police Pension Fund
Long-Term Expected Rates*

<u>Asset Class</u>	<u>Long-Term Expected Rate of Return</u>	<u>Long-Term Inflation Expectations</u>	<u>Long-Term REAL Rates of Return Expectations</u>
<u>Fixed Income</u>			
US Treasuries	4.30%	2.50%	1.75%
US Agencies	4.50%	2.50%	2.00%
Taxable Municipal Securities	4.50%	2.50%	2.00%
Corporate Bonds	5.00%	2.50%	2.50%
High-Yield Fixed Income	6.00%	2.50%	3.50%
Emerging Market Fixed Income	6.50%	2.50%	4.00%
<u>Equities</u>			
US Large Cap	7.50%	2.50%	5.00%
US Mid Cap	7.80%	2.50%	5.25%
US Small Cap	7.50%	2.50%	5.00%
International	7.80%	2.50%	5.25%

<u>Alternatives</u>			
Real Estate	6.80%	2.50%	4.25%
Global Infrastructure	7.30%	2.50%	4.75%
Natural Resources	3.80%	2.50%	1.25%

*The above data has been requested per GASB 67, MB Financial Bank has formulated this data in accordance with the Asset Management and Trust Division's proprietary research and analytical tools. These projections were most recently updated in September, 2014. And to the extent they will be updated in the future, it will be done as an addendum to this investment policy statement.

COLLATERALIZATION - It is the policy of the Fund to require that all deposits in excess of FDIC insurable limits (applies to bank Certificates of Deposit and other cash deposits) be secured by collateral in order to protect deposits from default.

1. Eligible collateral instruments and collateral ratios (market value divided by deposit) are as follows:
 - a. U.S. Government Securities = 110%
 - b. Obligations of Federal Agencies = 115%
 - c. Obligations of the State of Illinois = 115%
 - d. Local and Municipal Bonds rated "A" or better by Moody's = 115%

The ratio of fair market value of collateral to the amount of funds secured shall be reviewed at least quarterly and additional collateral shall be requested when the ratio declines below the level required.

2. Safekeeping of collateral
 - a) Third party safekeeping is required for all collateral. To accomplish this, the securities can be held at the following locations:
 1. A Federal Reserve Bank or branch office.
 2. At another custodial facility - generally in a trust department through book-entry at the Federal Reserve, unless physical securities are involved. If physical securities are involved, at a third party depository in a suitable vault and insured against loss by fire, theft and similar causes.
 - b) Safekeeping of collateral shall be documented by a written agreement approved by the Treasurer. This may be in the form of a safekeeping agreement, trust agreement, escrow agreement or custody agreement.
 - c) Substitution or exchange of securities held in safekeeping as collateral may occur without prior written notice to the Treasurer provided that the market value of the replacement securities are equal to or greater than the market value of the securities

being replaced. The Treasurer shall be notified in writing within two days of all substitutions.

CUSTODY, REGISTRATION AND SAFEKEEPING OF INVESTMENTS

1. Third party safekeeping is required for all securities owned by the Fund. To accomplish this, the securities shall be held in a trust department through book-entry at the Depository Trust Company.
2. The Board of Trustees may register the investments of the Fund in the name of the Pension Fund, in the nominee name of a bank or trust company authorized to conduct trust business in Illinois, or in the nominee name of the Illinois Public Treasurer's Investment Pool.
3. Safekeeping shall be documented by an approved written agreement. The agreement may be in the form of a safekeeping agreement, trust agreement, escrow agreement or custody agreement. Fees for this service shall be mutually agreed upon by the Pension Board and the safekeeping bank.

ETHICS AND CONFLICTS OF INTEREST

Any fiduciary with respect to the Fund shall refrain from personal business activity that could conflict with the proper execution of the investment program, or which could impair their ability to make impartial investment decisions.

INDEMNIFICATION

The Pension Fund may indemnify and protect the trustees, staff and advisors against all damage claims and suits, including defense thereof, when damages are sought for negligent or wrongful acts alleged to have been committed in the scope of employment or under the direction of the trustees. However, the trustees, staff and advisors shall not be indemnified for willful misconduct and gross negligence.

REPORTING AND COMMUNICATION

Reporting

On a quarterly basis, the Treasurer, Finance Director and /or Investment Manager shall submit to the Pension board an investment report which shall describe the portfolio in terms of investment securities, maturity, cost, transactions and earnings for the current period. The Treasurer or Investment Manager shall also submit a comprehensive annual report on the investment program and activity.

Meeting Schedule

The Board shall schedule periodic meetings for the purposes of portfolio and investment performance review. Special meetings may be called as needed to conduct the business of the

pension Board. Investment policies and Fund management guidelines will be reviewed by the Pension Board every year.

Audit

The Fund is subject to periodic examination by the Illinois Department of Insurance.

Filing of Policy; Public Availability

The Board shall file this policy with the Illinois Department of Insurance within thirty (30) days of its adoption. The Board shall make a copy of this Policy available to the public at the main administrative office of the Pension Fund.

AMENDMENT

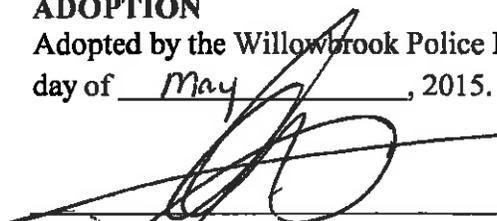
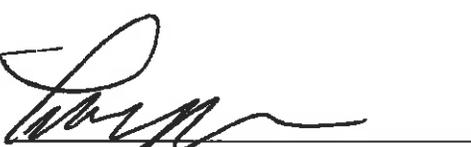
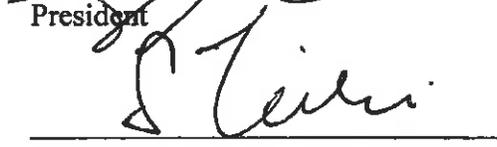
The Board shall review this Policy periodically to ensure its effectiveness in meeting the Pension Fund's needs for safety, liquidity, rate of return, and diversification, and its general performance. Any changes shall be presented to the Pension Board for its approval. Whenever this policy is amended, the Board shall file a copy of the new policy with the Illinois Department of Insurance within thirty (30) days.

CONFLICT

In the event of any conflict between this Policy and the Illinois Compiled Statutes or case decisions of the State of Illinois, the Statutes and case law decisions shall govern.

ADOPTION

Adopted by the Willowbrook Police Pension Fund Board of Trustees, as amended, on this 21st day of May, 2015.

 _____ President	 _____ Trustee
 _____ Secretary	 _____ Trustee
 _____ Treasurer	 _____ Trustee

VILLAGE OF WILLOWBROOK

BOARD MEETING

AGENDA ITEM - HISTORY/COMMENTARY

ITEM TITLE:

A PROCLAMATION RECOGNIZING THE WEEK OF OCTOBER 23 – 29, 2016 AS NATIONAL LEAD POISONING PREVENTION WEEK WITHIN THE VILLAGE OF WILLOWBROOK

AGENDA NO.

5f

AGENDA DATE: 10/24/16

STAFF REVIEW: Cindy Stuchl

SIGNATURE:

Cindy Stuchl

LEGAL REVIEW: Thomas Bastian

SIGNATURE:

THOMAS BASTIAN TH.

RECOMMENDED BY VILLAGE ADMIN.:

SIGNATURE:

T. Kobl

REVIEWED & APPROVED BY COMMITTEE: YES N/A

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

With headlines about lead in drinking water shaking consumer confidence in communities across the country, the 2016 Lead Poisoning Prevention Week provides a ready-made opportunity for water utilities to communicate with customers about the issue.

The observance -- created by the U.S. Environmental Protection Agency, the Centers for Disease Control and Prevention, and the Department of Housing and Urban Development -- runs from Oct. 23-29. Historically, its primary focus has been awareness of risks like lead-based paint and contaminated soil and dust. But in the aftermath of the crisis in Flint, there will be expanded messaging on potential risks associated with lead in water.

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

None.

ACTION PROPOSED: PASS THE PROCLAMATION

Village of Willowbrook

Proclamation

WHEREAS, every Willowbrook resident deserves to grow up in a healthy, safe environment, free from the harmful effects of lead; and

WHEREAS, at least four million households around the country include children who are exposed to high levels of lead; and

WHEREAS, although individuals with lead poisoning often exhibit no symptoms, lead interferes with normal brain development, and is associated with permanently reduced IQ, learning disabilities, behavioral disorders, and has been cited as an indicator of decreased lifelong learning potential; and

WHEREAS, very high levels of lead poisoning can cause seizures, comas, and even death; and

WHEREAS, the major source of lead exposure is the dust from deteriorating lead-based paint or renovations to houses or childcare facilities built before 1978; and

WHEREAS, the Village of Willowbrook celebrates with federal, states, and local partners to ensure lead-safe housing for all residents, by developing and enforcing policies that support the prevention of lead exposure and community awareness of potential lead hazards; and

WHEREAS, October 23 – 29, 2016 is National Lead Poisoning Prevention Week; and

WHEREAS, National Lead Poisoning Prevention Week is an opportunity for Willowbrook residents to take part in educational activities and spread awareness of lead poisoning prevention measures;

NOW, THEREFORE, I, FRANK A. TRILLA, Mayor of the Village of Willowbrook, Illinois, by virtue of the authority vested in me, do hereby proclaim October 23 – 29, 2016 as National Lead Poisoning Prevention Week within the Village of Willowbrook.

Proclaimed this 24th day of October, 2016.

Mayor

Attest:

Village Clerk

VILLAGE OF WILLOWBROOK

BOARD MEETING

AGENDA ITEM - HISTORY/COMMENTARY

ITEM TITLE:

A PROCLAMATION RECOGNIZING NOVEMBER 17, 2016 AS "WORLD PANCREATIC CANCER DAY" WITHIN THE VILLAGE OF WILLOWBROOK

AGENDA NO.

5g

AGENDA DATE: 10/24/16

STAFF REVIEW: Cindy Stuchl

SIGNATURE: Cindy Stuchl

LEGAL REVIEW: Thomas Bastian

SIGNATURE: THOMAS BASTIAN TH.

RECOMMENDED BY VILLAGE ADMIN.:

SIGNATURE: TE Hald

REVIEWED & APPROVED BY COMMITTEE: YES N/A

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

What is the pancreas? The pancreas produces digestive enzymes that help the body use and store energy while also regulating blood sugar levels. When abnormal cells develop in the pancreas and grow out of control, they can create a tumor.

The cause of most pancreatic cancers is unknown and symptoms are usually subtle, often attributed to less serious medical conditions. However, early detection is vital. Patients diagnosed in time for surgery are more likely to live five years and beyond. Pancreatic cancer is one of the deadliest of all cancers – five-year survival rates are typically only in the single digits.

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

According to a worldwide survey, sixty percent of people know "almost NOTHING" about pancreatic cancer. It's time to elevate the global conversation and draw attention to pancreatic cancer and the need for greater awareness.

ACTION PROPOSED: PASS THE PROCLAMATION

October 10, 2016

Dear Mayor Trilla and Willowbrook City Council,

I write to you to request consideration of a Proclamation making November 17th "World Pancreatic Cancer Day" in the City of Willowbrook. Please see the draft Proclamation attached.

I lost my best friend on December 8, 2014 to Pancreatic Cancer. After reaching out to the Lustgarten Foundation, the only organization that donates every dollar raised to research, a research walk was brought to Naperville. In the last 1.5 years I have worked so hard to grow the Naperville Pancreatic Cancer Walk. This year we raised nearly \$80,000 and had 500 participants.

Last year in Illinois we had 40 proclamations. Please allow us to add Willowbrook to this year's list!

Pancreatic Cancer is one of the most lethal cancers and with Willowbrook's support we can have hope for a cure.

Sincerely,

Lindsey Luther

630-745-8734

Village of Willowbrook

Proclamation

WHEREAS, declaring November 17, 2016 “World Pancreatic Cancer Day” in the Village of Willowbrook; and

WHEREAS, in 2016, an estimated 53,070 people will be diagnosed with Pancreatic Cancer in the United States and 41,780 will die from the disease; and

WHEREAS, Pancreatic Cancer surpassed breast cancer this year to become the third leading cause of cancer deaths in the United States and is projected to become the second by 2020; and

WHEREAS, Pancreatic Cancer is the only major cancer with a five-year relative survival rate in the single digits at just eight percent (8%); and

WHEREAS, when symptoms of Pancreatic Cancer present themselves, it is generally in later stages, and 71 percent (71%) of Pancreatic Cancer patients die within the first year of their diagnosis; and

WHEREAS, approximately 1,640 deaths will occur in Illinois in 2016; and

WHEREAS, Pancreatic Cancer is the 7th most common cause of cancer-related death in men and women across the world; and

WHEREAS, there will be an estimated 418,451 new Pancreatic Cancer cases diagnosed globally in 2016; and

WHEREAS, the good health and well-being of the residents of Willowbrook are enhanced as a direct result of increased awareness about Pancreatic Cancer and research into early detection, causes, and effective treatments;

NOW, THEREFORE, I, FRANK A. TRILLA, Mayor of the Village of Willowbrook, Illinois, by virtue of the authority vested in me, do hereby proclaim November 17, 2016 as “World Pancreatic Cancer Day” within the Village of Willowbrook.

Proclaimed this 24th day of October, 2016.

Mayor

Attest:

Village Clerk



EST. 1960

Willowbrook

835 Midway Drive
Willowbrook, IL 60527-5549

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

September 29, 2016

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

BASTI, SHOBHA & SURENDRA
6415 RALEIGH RD
WILLOWBROOK, IL 60527

Re: Account 253180 003
Delinquent Water Bill

Dear Sir or Madam,

Please be advised that your water bill is now delinquent in the amount of \$ 193.81. 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 October 24, 2016, 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 Mayor 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 630-323-8215 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



EST. 1960

Willowbrook

835 Midway Drive
Willowbrook, IL 60527-5549

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

September 29, 2016

Mayor

Frank A. Trilla

CARLSON, DALE W
724 W 69TH ST
WILLOWBROOK, IL 60527

Village Clerk

Leroy R. Hansen

Re: Account 210470 000
Delinquent Water Bill

Village Trustees

Sue Berglund

Umberto Davi

Terrence Kelly

Michael Mistele

Gayle Neal

Paul Oggerino

Dear Sir or Madam,

Please be advised that your water bill is now delinquent in the amount of \$ 173.70. 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 October 24, 2016, 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 Mayor 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 630-323-8215 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



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

September 29, 2016

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

DEVINE, JEANNE & MICHAEL
6350 WESLEY RD
WILLOWBROOK, IL 60527

Re: Account 252480 000
Delinquent Water Bill

Dear Sir or Madam,

Please be advised that your water bill is now delinquent in the amount of \$ 184.24. 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 October 24, 2016, 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 Mayor 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 630-323-8215 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



EST. 1960

Willowbrook

835 Midway Drive
Willowbrook, IL 60527-5549

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

September 29, 2016

Mayor

Frank A. Trilla

EGIEBOR, MARTHA
865 WILLOW LN
WILLOWBROOK, IL 60527

Village Clerk

Leroy R. Hansen

Re: Account 250370.001
Delinquent Water Bill

Village Trustees

Sue Berglund

Umberto Davi

Terrence Kelly

Michael Mistele

Gayle Neal

Paul Oggerino

Dear Sir or Madam,

Please be advised that your water bill is now delinquent in the amount of \$ 273.99. 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 October 24, 2016, 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 Mayor 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 630-323-8215 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



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

September 29, 2016

Mayor

Frank A. Trilla

ESPERANZA, GUZMAN
617 68TH ST
WILLOWBROOK, IL 60527

Village Clerk

Leroy R. Hansen

Re: Account 213420 000
Delinquent Water Bill

Village Trustees

Sue Berglund

Umberto Davi

Terrence Kelly

Michael Mistele

Gayle Neal

Paul Oggerino

Dear Sir or Madam,

Please be advised that your water bill is now delinquent in the amount of \$ 213.50. 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 October 24, 2016, will result in the immediate termination of your water service.

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

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

Village Administrator

Tim Halik

Sincerely,

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Director of Municipal Services

Chief of Police

Mark Shelton



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September 29, 2016

Mayor

Frank A. Trilla

FILIPSKI, ANN
6340 WESLEY ROAD
WILLOWBROOK, IL 60527

Village Clerk

Leroy R. Hansen

Re: Account 252375.000
Delinquent Water Bill

Village Trustees

Sue Berglund

Umberto Davi

Terrence Kelly

Michael Mistele

Gayle Neal

Paul Oggerino

Dear Sir or Madam,

Please be advised that your water bill is now delinquent in the amount of \$ 454.60. 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 October 24, 2016, will result in the immediate termination of your water service.

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

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

Village Administrator

Tim Halik

Sincerely,

Timothy J. Halik
Director of Municipal Services

Chief of Police

Mark Shelton



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Willowbrook, IL 60527-5549

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September 29, 2016

Mayor

Frank A. Trilla

JANUSAUSKAITE, ERNANDA
610 W 68TH ST
WILLOWBROOK, IL 60527

Village Clerk

Leroy R. Hansen

Re: Account 212720.007
Delinquent Water Bill

Village Trustees

Sue Berglund

Umberto Davi

Terrence Kelly

Michael Mistele

Gayle Neal

Paul Oggerino

Dear Sir or Madam,

Please be advised that your water bill is now delinquent in the amount of \$ 218.72. 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 October 24, 2016, will result in the immediate termination of your water service.

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

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Village Administrator

Tim Halik

Sincerely,

Timothy J. Halik
Director of Municipal Services

Chief of Police

Mark Shelton



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September 29, 2016

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

KANGAS, DENISE & JASON
6428 GARFIELD RIDGE CT
WILLOWBROOK, IL 60527

Re: Account 252335.003
Delinquent Water Bill

Dear Sir or Madam,

Please be advised that your water bill is now delinquent in the amount of \$ 446.35. 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 October 24, 2016, will result in the immediate termination of your water service.

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

Sincerely,

Timothy J. Halik
Director of Municipal Services



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Willowbrook

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Willowbrook, IL 60527-5549

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Mayor

Frank A. Trilla

Village Clerk

Leroy R. Hansen

Village Trustees

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Umberto Davi

Terrence Kelly

Michael Mistele

Gayle Neal

Paul Oggerino

Village Administrator

Tim Halik

Chief of Police

Mark Shelton



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September 29, 2016

KEOGH, TERRY
129 SUNSET RIDGE RD
WILLOWBROOK, IL 60527

Re: Account 252170.000
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 October 24, 2016, will result in the immediate termination of your water service.

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

Sincerely,

Timothy J. Halik
Director of Municipal Services



EST. 1960

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September 29, 2016

Mayor

Frank A. Trilla

LOPEZ, ANTONIO
335 RIDGEMOOR DR
WILLOWBROOK, IL 60527

Village Clerk

Leroy R. Hansen

Re: Account 251260 000
Delinquent Water Bill

Village Trustees

Sue Berglund

Umberto Davi

Terrence Kelly

Michael Mistele

Gayle Neal

Paul Oggerino

Dear Sir or Madam,

Please be advised that your water bill is now delinquent in the amount of \$ 186.59. 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 October 24, 2016, will result in the immediate termination of your water service.

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

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

Village Administrator

Tim Halik

Sincerely,

Timothy J. Halik
Director of Municipal Services

Chief of Police

Mark Shelton



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EST. 1960

Willowbrook

835 Midway Drive
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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



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September 29, 2016

PATOS, DEMETRIOS & NORA
416 KINGSWOOD CT
WILLOWBROOK, IL 60527

Re: Account 251775.004
Delinquent Water Bill

Dear Sir or Madam,

Please be advised that your water bill is now delinquent in the amount of \$ 447.89. 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 October 24, 2016, will result in the immediate termination of your water service.

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

Sincerely,

Timothy J. Halik
Director of Municipal Services



EST. 1960

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Village Clerk

Leroy R. Hansen

Village Trustees

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Umberto Davi

Terrence Kelly

Michael Mistele

Gayle Neal

Paul Oggerino

**Village
Administrator**

Tim Halik

Chief of Police

Mark Shelton



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September 29, 2016

ZENNER, RICHARD
125 WATERFORD DR
WILLOWBROOK, IL 60527

Re: Account 250850.001
Delinquent Water Bill

Dear Sir or Madam,

Please be advised that your water bill is now delinquent in the amount of \$ 229.05. 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 October 24, 2016, will result in the immediate termination of your water service.

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

Sincerely,

Timothy J. Halik
Director of Municipal Services

VILLAGE OF WILLOWBROOK

BOARD MEETING

AGENDA ITEM - HISTORY/COMMENTARY

ITEM TITLE: MOTION TO APPROVE FISCAL YEAR 2015-16
COMPREHENSIVE ANNUAL FINANCIAL REPORT AND
MANAGEMENT LETTER

AGENDA NO. 7

AGENDA DATE: 10/24/16

STAFF REVIEW: Carrie Dittman, Director of Finance

SIGNATURE:

Carrie Dittman

LEGAL REVIEW: Thomas Bastian, Village Attorney

SIGNATURE:

THOMAS BASTIAN TH.

RECOMMENDED BY VILLAGE ADMIN.:

SIGNATURE:

T. H. H. H.

REVIEWED & APPROVED BY COMMITTEE: YES NO N/A

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

Included in your agenda packet are the following:

- Comprehensive Annual Financial Report (CAFR) for the Village of Willowbrook for the Year Ended April 30, 2016.
- Management Letter (Report on Internal Controls) presented by the Village's audit firm, BKD LLP, with responses from the Village staff.

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

The Village has once again received an unqualified, or "clean" opinion, on its audited financial statements for the fiscal year ending April 30, 2016. The Village will be submitting the report to the Government Finance Officers Assn. for consideration of the Certificate of Achievement for Excellence in Financial Reporting, which, if granted, will be the Village's twenty-seventh year of receiving the award.

Village staff has prepared a financial summary of the General Fund's year end operating results.

ACTION PROPOSED: APPROVAL OF FISCAL YEAR 2015-16 COMPREHENSIVE ANNUAL FINANCIAL REPORT AND MANAGEMENT LETTER

October 19, 2016

MEMO TO: Mayor and Board of Trustees

FROM: Carrie Dittman, Director of Finance

SUBJECT: April 30, 2016 Comprehensive Annual Financial Report General Fund Results

GENERAL FUND REVENUES

General Fund Revenues (exclusive of transfers in and capital asset sales) exceeded the budgeted amount by \$331,373 or 4.05%. The table below provides a summary of the dollar and percent differences from budget to actual revenues.

Revenue	Budget	Actual	Difference	
Sales Tax	\$ 3,600,000	\$ 3,816,610	\$ 216,610	6.02%
Income Tax	634,095	910,129	276,034	43.53%
Amusement Tax	69,984	83,614	13,630	19.48%
Utility Tax	1,075,000	970,028	(104,972)	-9.76%
Places of Eating Tax	460,000	522,866	62,866	13.67%
Special Rec Property Tax	73,181	75,582	2,401	3.28%
Road & Bridge Tax	101,938	104,666	2,728	2.68%
Other Taxes	168,020	177,053	9,033	5.38%
Licenses	150,500	157,258	6,758	4.49%
Permit Fees	207,500	392,939	185,439	89.37%
Fines - Red Light	540,000	382,879	(157,121)	-29.10%
Fines - Other	145,000	128,100	(16,900)	-11.66%
Cable Fees	194,000	218,129	24,129	12.44%
Investment Income	750	5,094	4,344	579.20%
Federal/State Grants	451,100	99,623	(351,477)	-77.92%
Drug Forfeiture/DEA	40,000	76,638	36,638	91.60%
Narcint	-	9,000	9,000	#DIV/0!
Charges for Services	49,550	132,235	82,685	166.87%
Parks & Recreation	63,658	44,709	(18,949)	-29.77%
Other	150,670	199,167	48,497	32.19%
Subtotal	\$ 8,174,946	\$ 8,506,319	\$ 331,373	4.05%
Transfers In	-	-	-	#DIV/0!
Sales of Capital Assets	7,500	28,606	21,106	281.41%
Total Revenues, Transfers In and Sales of Capital Assets	\$ 8,182,446	\$ 8,534,925	\$ 352,479	4.31%

GENERAL FUND EXPENDITURES

Total General Fund Expenditures came in under the budgeted amount by \$1,277,938; the major contributing factor was the deferral of the Willow Pond Park renovation. Expenditures were budgeted at \$9,168,194 (excluding transfers out) compared to actual expenditures of \$7,890,256. Highlights of expenditures by department are as follows:

<u>Department</u>	<u>Budget</u>	<u>Actual</u>	<u>Difference</u>	
Village Board & Clerk	\$ 62,663	\$ 60,467	\$ (2,196)	-3.50%
Board of Police Comm.	22,165	5,338	(16,827)	-75.92%
Administration	1,189,556	934,797	(254,759)	-21.42%
Planning & Econ. Dev	179,154	197,435	18,281	10.20%
Finance	628,527	568,077	(60,450)	-9.62%
Building and Zoning	297,090	329,593	32,503	10.94%
Police	4,846,673	4,731,414	(115,259)	-2.38%
Public Works	1,186,302	1,277,416	91,114	7.68%
Parks	1,226,282	255,937	(970,345)	-79.13%
Less: Overhead				
Reimbursement from Water	(470,218)	(470,218)	-	0.00%
Total Before Transfers Out	\$ 9,168,194	\$ 7,890,256	\$ (1,277,938)	-13.94%
Transfers Out				
Debt Service Fund	164,029	163,229	(800)	-0.49%
L.A.F.E.R. Fund	-	111,308	111,308	#DIV/0!
Total Transfers Out	\$ 164,029	\$ 274,537	\$ 110,508	67.37%
Grand Total Expenditures and Transfers Out	\$ 9,332,223	\$ 8,164,793	\$ (1,167,430)	-12.51%

Summary

The net increase in fund balance that resulted after all year-end adjustments and transfers were made was \$370,132. The Village budgeted a net decrease of \$1,149,777. The ending General Fund's fund balance at April 30, 2016 is \$6,040,369, of which \$5,960,410 is unrestricted. This represents approximately 276 days of operating expenditures, which exceeds the Village's existing target of reserves of 120.

MINUTES OF THE REGULAR MEETING OF THE BOARD OF POLICE COMMISSIONERS
HELD ON AUGUST 19, 2016 AT THE VILLAGE HALL, 835 MIDWAY DRIVE,
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
Village Administrator Tim Halik, Chief of Police Mark Shelton, and
Executive Secretary Cindy Stuchl.

ABSENT: None

A QUORUM WAS DECLARED

3. VISITORS' BUSINESS

None presented.

4. OMNIBUS VOTE AGENDA

- a. Review and Approve Minutes - Regular BOPC Meeting - June
17, 2016

The Commission reviewed the June 17, 2016 minutes.

MOTION: Made by Secretary Landsman, seconded by Commissioner
Heery, to approve the June 17, 2016 minutes as presented.

UNANIMOUS VOICE VOTE

MOTION DECLARED CARRIED

5. COMMUNICATIONS

Administrator Halik advised the Commission that the Village is
going out to bid for the police department renovation project.
Bids will be due back on September 12th. Work should begin in the
Fall.

Chairman Schuler thanked Mayor Trilla for his work on obtaining an
artifact from the World Trade Center. Administrator Halik advised
that the artifact will be incorporated into the renovation of the
police department.

6. UNFINISHED BUSINESS

- a. Motion - Election of BOPC Chairman and Secretary

MOTION: Made by Commissioner Heery, seconded by Secretary Landsman, to reelect William Schuler as BOPC Chairman and Stephen Landsman as Secretary of the BOPC.

UNANIMOUS VOICE VOTE

MOTION DECLARED CARRIED

7. NEW BUSINESS

- a. MOTION - I/O Solutions - Promotional Exams

Chief Shelton related that the proposal from I/O Solutions will be going before the Village Board for approval at Monday's Board meeting pending the approval from the BOPC. Chief Shelton stated that I/O Solutions also conducted the last promotional testing.

MOTION: Made by Commissioner Heery and seconded by Secretary Landsman to approve I/O Solutions to conduct the Promotional Testing.

ROLL CALL VOTE: AYES: Chairman Schuler, Secretary Landsman, and Commissioner Heery. NAYS: None. ABSENT: None.

UNANIMOUS VOICE VOTE

MOTION DECLARED CARRIED

- b. MOTION - Promotional Exam Schedule and Notifications

Chairman Schuler advised that he had met with Chief Shelton to discuss the testing schedule:

- August 29, 2016 - Executive Secretary Cindy Stuchl sends Notification of promotional test to eligible officers. One copy will be mailed to their home, one copy emailed with return notification.
- September 19, 2016 - Executive Secretary Cindy Stuchl emails Reminder notice to eligible officers.
- September 30, 2016; 4:30 p.m. - Deadline for officers to submit their Statement of Application to Executive Secretary Cindy Stuchl.
- October 4, 2016; 12:00 p.m. (Noon) - Deadline for Chief Shelton to submit two sealed copies of Departmental Merit &

Efficiency Promotional Qualification Scores to Executive Secretary Cindy Stuchl.

- October 5, 2016 - Written Exam: 6:00 p.m., Burr Ridge Police Department Training Room.
- October 15, 2016 - Oral Interviews: time TBD, Burr Ridge Police Department Training Room.
- October 21, 2016 - BOPC to approve Final Scores at the Regular meeting of the Board of Police Commissioners.

Chairman Schuler will issue a written directive to Chief Shelton to submit the Departmental Merit & Efficiency Promotional Qualification Scores prior to the Written Exam date. The Chief is to provide two copies in sealed envelopes to Executive Secretary Cindy Stuchl by noon on October 4th. Executive Secretary Cindy Stuchl will submit one envelope to I/O Solutions on October 15th during the Oral Examinations. Executive Secretary Stuchl will bring the other sealed envelope labeled "BOPC" to the BOPC meeting on October 21, 2016 for review and verification by the Commissions.

Chairman Schuler stated that the Oral Interviews will be conducted at a special meeting of the BOPC. Proper notification per the Open Meetings Act will be followed. The actual interviews will be conducted during Closed Session and recorded as required by the Open Meetings act. The BOPC will notify all participants that the interviews will be recorded.

MOTION: Made by Secretary Landsman and seconded by Commissioner Heery to approve the Promotional Exam Schedule and Notification process.

ROLL CALL VOTE: AYES: Chairman Schuler, Secretary Landsman, and Commissioner Heery. NAYS: None. ABSENT: None.

UNANIMOUS VOICE VOTE

MOTION DECLARED CARRIED

- c. MOTION - Departmental Merit & Efficiency Criteria and Scoring Process

Chief Shelton reviewed the criteria and possible available points for five (5) different merit and efficiency traits: Leadership, Loyalty, Judgment, Responsibility/Dependability, and Adaptability. Chief Shelton will have all forms preprinted with the applicant's name. He will sign and date each form prior to making the copies and sealing into envelopes.

Chief Shelton reminded the Commission that the Departmental Merit & Efficiency Score, per the updated Rules & Regulations, will be weighted at 20% of each officer's total score.

MOTION: Made by Commissioner Heery and seconded by Secretary Landsman to approve the Promotional Exam Schedule and Notification process.

ROLL CALL VOTE: AYES: Chairman Schuler, Secretary Landsman, and Commissioner Heery. NAYS: None. ABSENT: None.

UNANIMOUS VOICE VOTE

MOTION DECLARED CARRIED

8. CLOSED SESSION

Chairman Schuler advised that there was no need for a Closed Session at today's meeting.

9. ADJOURNMENT

MOTION: Made by Secretary Landsman, seconded by Commissioner Heery, to adjourn the meeting at the hour of 7:28 a.m.

UNANIMOUS VOICE VOTE

MOTION DECLARED CARRIED

PRESENTED, READ and APPROVED,

September 16 , 2016

Chairman

Minutes transcribed by Executive Secretary Cindy Stuchl.

MINUTES OF THE REGULAR MEETING OF THE PARKS AND RECREATION COMMISSION
HELD ON TUESDAY, SEPTEMBER 6, 2016, AT THE VILLAGE HALL, 835 MIDWAY DRIVE,
WILLOWBROOK, DUPAGE COUNTY, ILLINOIS

1. CALL TO ORDER

Commissioner Stetina called the meeting to order at the hour of 7:01 p.m.

2. ROLL CALL

Those present at roll call were Commissioners Lorraine Grimsby, Ron Kanaverskis, Laurie Landsman, Rob Pionke, and Doug Stetina.

ABSENT: Chairman Richard Cobb, Commissioners Carol Lazarski and Rene Schuurman.

Also present were Village Administrator Tim Halik, Village Trustee Sue Berglund, and Temporary Interim Superintendent of Parks and Recreation John Fenske.

A QUORUM WAS DECLARED

3. APPROVAL OF MINUTES – AUGUST 2, 2016

The Commission reviewed the August 2, 2016 minutes.

MOTION: A Motion was made by Commissioner Grimsby and seconded by Commissioner Landsman to approve the August 2, 2016 minutes as presented.

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

MOTION DECLARED CARRIED

4. DISCUSSION – COMMUNITY GARDEN PLOTS CONCEPT

Administrator Halik advised that at the Village Board meeting held on August 22, 2016, the Board approved the Lake Hinsdale Park Renovation project. However, after considerable discussion, the motion was amended to remove the garden plot concept at this time. Administrator Halik stated that the Board had concerns regarding the entire concept.

Trustee Berglund related that posted signs give the impression that Lake Hinsdale Park is private space. Administrator Halik advised that this is the only Village park that is not fronted by a public street. Trustee Berglund stated that there is a concern with adding duties to the Public Works employees.

Lake Hinsdale Tower residents that were in attendance questioned if there could be a compromise and have a flower garden feature and volunteers would take care of it. Commissioner Kanaverskis advised that the volunteer group should be formed first and come back to the Commission with a project plan.

Trustee Berglund suggested adding a Recreation class on patio gardening and see if that would generate more interest in the community. Administrator Halik advised that some of the trustee concerns related to how much actual interest in garden plots there would be. They were apprehensive to construct the garden plots, water tap, and compost bin if there is no interest.

Administrator Halik advised that \$2,700 was earmarked for the ADA accessible garden plot, additional costs for bringing in a water source and compost bin had not been obtained at this time.

Suggestion was made to reach out to a neighboring community that has community gardens. Advertise it for Willowbrook residents and gauge how much interest there is for the plots.

Interim Superintendent Fenske related that that a sign has been posted at the park advertising the new park. Administrator Halik stated that the park renovations should be completed by Thanksgiving.

5. DISCUSSION – SPECIAL EVENT UPDATES/PLANNING:

a. Back to School Bash – August 17, 2016

Interim Superintendent Fenske advised that it was raining when the event began. There were approximately 500 parents and children in attendance. Chick-fil-A did not appear due to personnel issues. Jimmy Johns distributed sandwiches. Giordano's brought pizzas. Mars Company brought ice cream novelties.

b. Halloween Party with Gower School

Interim Superintendent Fenske stated that he is waiting to hear back from Gower on a date for the event. It is usually held the Friday before Halloween. Taffy apples will be ordered once the date has been set. In the past, the Kiwanis Club has sponsored the apples.

c. Children's Holiday Party, HSHS – December 11, 2016

Interim Superintendent Fenske advised that it would cost approximately \$240 to order a complete Santa suit. Interim Superintendent Fenske provided samples of giveaway items for the families, including an umbrella and blanket.

Interim Superintendent Fenske distributed draft copies of the letter to be sent to local businesses for donations and postcards to be sent to residents.

Interim Superintendent Fenske stated that he hired a face painter for this event.

6. VISITOR'S BUSINESS

None presented.

7. COMMUNICATIONS

Commissioner Stetina stated that Hinsdale Nurseries did a great job in relandscaping the Veteran's Memorial at Willow Pond Park. Commissioner Stetina advised that he had purchased a new P.O.W. flag to replace the worn one in the park.

Commissioner Stetina questioned the status of the OSLAD grant. Administrator Halik advised that the grant has been released. He advised that the low bid contractor is in the process of putting together new numbers and will meet with him in the next week. The goal is to begin renovations after May 1, 2017.

8. ADJOURNMENT

MOTION: Made by Commissioner Landsman, seconded by Commissioner Pionke to adjourn the meeting at the hour of 8:02 p.m.

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

UNANIMOUS VOICE VOTE

MOTION DECLARED CARRIED

PRESENTED, READ and APPROVED,

October 4, 2016

Chairman

Minutes transcribed by Executive Secretary Cindy Stuchl.

AGENDA

Minutes of the Public Safety Committee of the Village of Willowbrook that was held on September 12th, 2016, at 5:30 p.m. at the Willowbrook Village Hall, 835 Midway Drive, in the Village of Willowbrook, DuPage County, Illinois.

CALL TO ORDER

The meeting was called to order at 5:32 p.m.

ROLL CALL

Those present at roll call were Chief Mark Shelton, Deputy Chief Robert Schaller, Chairman of the Public Safety Committee Terrence Kelly, and Trustee Sue Berglund.

1. Reviewed the August 8th, 2016 Public Safety Committee Meeting Minutes.
The Committee approved the August 8th, 2016 Public Safety Committee Meeting Minutes.
2. Reviewed the Weekly Press Releases – Information.
3. Reviewed the Overtime Report for 07/18/2016-08/14/2016 - Information.
Chairman Kelly inquired about the Investigative call-out hours. Chief Shelton advised there were several incidents which involved an investigative follow-up. In addition, there was also a Task Force call-out for surveillance.

Committee members inquired about the reasons for Travel Time. Chief Shelton advised this was due to scheduled Field Training Officer classes, Weapons Certification and additional training classes held at a training facility in Glenview, Illinois.
4. Reviewed the Monthly Expenditure Report for August 2016 – Information.
Chief Shelton advised the Committee that Shift Coverage time has decreased compared to last month and should continue to decline as officers, who have been scheduled off for various reasons, are now returning to full duty.
5. Reviewed the Monthly Offense Summary Report for August 2016 - Information.
6. Reviewed the Letter(s) of Recognition and Appreciation – Information.
 - Officer Christine Robles
Chief Shelton advised the Committee that Mayor Trilla personally came to the Police Department to commend Officer Robles on the letter he received referencing her actions.
7. DISCUSSION ITEMS
 - Recent Activities
Deputy Chief Schaller informed the Committee of recent arrests and traffic activities by the officers. Chairman Kelly acknowledged the activity of Officer Kolodziej and his coverage in all areas of the Village. Deputy Chief Schaller also informed the Committee of recent cannabis and D.U.I. arrests.

- **Scheduling**
The Committee was advised, that to reduce shift coverage overtime, the Detectives have been assigned, on occasion, to work a day shift.

The Committee was also advised that a Sergeant will be off on light duty, and scheduling for his shift coverage will be minimal.

- **Training**
Deputy Chief Schaller informed the Committee the process of continuing to certify officers to plan for the future of the department is ongoing. He advised the Committee that certification training for a new Field Training Officer was completed. He also advised that officers have completed driving school and weapons classes.

- **Implementation – Guardian Tracking**
The Committee was advised that the Guardian Tracking software has been installed. Sergeants were trained and provided with examples to begin utilizing the program.

Chief Shelton advised the Committee that the department received Narcint forfeiture funds in the amount of \$27,763.

Chief Shelton advised the Committee that the canine received its vest from a grant the department was awarded.

Chief Shelton advised the Committee that he was going to send Officer Lopez to Gracie Ground Fighting Certification in Michigan for a 5-days class.

Chief Shelton advised the Committee that Deputy Chief Schaller would be attending a Leadership/Executive Training, instructed through the F.B.I. Leadership Training in November. The Committee members approved.

8. * VISITOR'S BUSINESS (Public comment is limited to three minutes per person).

None

9. ADJOURNMENT

The meeting was adjourned at 6:00 p.m.

Next Meeting Scheduled October 10th, 2016, at 5:30 P.M.