

A G E N D A

REGULAR MEETING OF THE MAYOR AND BOARD OF TRUSTEES OF THE VILLAGE OF WILLOWBROOK TO BE HELD ON MONDAY, NOVEMBER 28, 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 - November 14, 2016 (APPROVE)
 - c. Warrants - \$578,509.26 (APPROVE)
 - d. Resolution - A Resolution Acknowledging Requirements of the Illinois Department of Transportation (IDOT) as they Pertain to the Maintenance of Village Owned Utilities Located within State Rights-of-Ways (ADOPT)
 - e. Resolution - A Resolution Authorizing the Village Administrator's Acceptance of Project Change Order Number 5 - Building Canopy Re-Construction - Police Expansion/Renovation Project, and Ratifying and Confirming the Village Administrator's Prior Execution of Said Change Order (ADOPT)
 - f. Motion to Approve - 67th Street & Clarendon Hills Road Intersection Improvement Project: Payout #3 - Final Payment - Crowley-Sheppard Asphalt, Inc. (APPROVE)
 - g. Motion to Approve - Police Building Expansion/Renovation Project: Payout #2 - Partial Payment - L.J. Morse Construction (APPROVE)

NEW BUSINESS

6. DELINQUENT WATER BILLS

7. PROCLAMATION - A PROCLAMATION RECOGNIZING WILLOWBROOK RESIDENT HELENE COX FOR HER EFFORTS TO OBTAIN A PEDESTRIAN CROSSING AT ILLINOIS ROUTE 83 AND 67TH STREET FOR THE SAFETY OF ALL PEDESTRIANS
8. ORDINANCE - AN ORDINANCE PROVIDING FOR THE LEVY OF TAXES FOR THE FISCAL YEAR COMMENCING ON MAY 1, 2016 AND ENDING APRIL 30, 2017 OF THE VILLAGE OF WILLOWBROOK, DUPAGE COUNTY, ILLINOIS
9. ORDINANCE - AN ORDINANCE AMENDING THE VILLAGE OF WILLOWBROOK PERSONNEL POLICIES AND PROCEDURES MANUAL BY ADDING THERETO THE VILLAGE OF WILLOWBROOK TRAVEL AND BUSINESS EXPENSE REIMBURSEMENT POLICY
10. MOTION - A MOTION TO APPROVE THE CALENDAR YEAR 2017 PAYMENT TO THE INTERGOVERNMENTAL RISK MANAGEMENT AGENCY (IRMA) AND DISTRIBUTION OF THE CREDIT AMOUNT TO ELIGIBLE EMPLOYEES

PRIOR BUSINESS

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

MINUTES OF THE REGULAR MEETING OF THE MAYOR AND BOARD OF TRUSTEES OF THE VILLAGE OF WILLOWBROOK HELD ON MONDAY, NOVEMBER 14, 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, Gayle Neal, and Paul Oggerino.

ABSENT: None

Also present were Village Attorney Thomas Bastian, Village Administrator Timothy Halik, Director of Finance Carrie Dittman, Chief Mark Shelton, Deputy Chief Robert Schaller, Assistant to the Village Administrator Garrett Hummel, Deputy Clerk Cindy Stuchl, Planning Consultant Anna Franco, 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 - October 24, 2016 (APPROVE)
- c. Warrants - \$321,125.42 (APPROVE)
- d. Monthly Financial Report - October 31, 2016 (APPROVE)
- e. Resolution - A Resolution Accepting a Proposal to Manage and Administer the Job Application and Examination Process for the Patrol Officer Hiring Process and to Further Authorize the Vendor, Acting as an Agent of the Village, to Assess an Application Fee from Candidates as

- Part of the Application Process - I/O Solutions - Resolution No. 16-R-60 (ADOPT)
- f. Resolution - A Resolution Authorizing the Village Administrator's Acceptance of Project Change Order Number 1 - Interior Wall Additions, and Project Change Order Number 2 - Police Vehicle Canopy Alteration - Police Expansion/Renovation Project, and Ratifying and Confirming the Village Administrator's Prior Execution of Said Change Orders - Resolution No. 16-R-61 (ADOPT)
 - g. Resolution - A Resolution Authorizing the Mayor and Village Clerk to Accept a Proposal for Water Meter Testing Services - HBK Water Meter Service, Inc. - Resolution No. 16-R-62 (ADOPT)
 - h. Motion to Approve - 2016 Motor Fuel Tax (MFT) Roadway Maintenance Program: Payout #3 - Partial Payment - Crowley-Sheppard Asphalt, Inc. (APPROVE)
 - i. Motion to Approve - Police building Expansion/Renovation Project: Payout #1 - Partial Payment - L.J. Morse Construction (APPROVE)
 - j. Plan Commission Recommendation - Public Hearing 16-18: Consideration of a petition for a text amendment to add "Indoor Auto Sales" as a new Special Use in the M-1 Zoning District in Section 9-8-2 of the Zoning Ordinance (RECEIVE)
 - k. Plan Commission Recommendation - Public Hearing Case 16-19: Consideration of a petition for Special Use approval for an indoor auto sales use for an M-1 zoning district property (subject to a Text Amendment pursuant to PC 16-18) and associated variations - Highline Auto Sales, 555 Executive Drive (RECEIVE)

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 Davi to approve the Omnibus Vote Agenda as presented.

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

MOTION DECLARED CARRIED

NEW BUSINESS

6. ORDINANCE - AN ORDINANCE AMENDING THE VILLAGE CODE OF THE VILLAGE OF WILLOWBROOK, TITLE 9 ZONING ORDINANCE, TO ADD "INDOOR AUTO SALES" AS A NEW SPECIAL USE IN THE M-1 ZONING DISTRICT

Planning Consultant Franco stated that this item involves a text amendment for a special use permit and is also related to the following agenda item. If the text amendment is approved, the next item is for the approval of a special use permit.

Planning Consultant Franco advised that the applicant is an internet-based car dealership that currently operates the business in an unincorporated section of the Willowbrook/Burr Ridge area. The petitioner wishes to open a second location at 555 Executive Drive to expand the business. The main office will be relocated to Willowbrook.

The text amendment would restrict the sale and storage of vehicles to the interior of the building. The petitioner provided sales numbers for their business from January 2016 - August 2016. The report showed approximately \$7.8 million in sales, with approximately \$360,000 in sales tax revenue.

The Plan Commission recommended the approval of this special use permit with the understanding that all sales will be conducted at the Willowbrook location.

The Plan Commission also recommended a condition that at least 50% of all vehicle sales be considered luxury vehicles.

Highline Auto Sales will be the sole tenant of the building located at 555 Executive Drive. The petitioner advised that there would be approximately 10-12 test drives per week. The Plan Commission recommended a condition that no test drives should be conducted in residential areas.

The petitioner will be making landscape improvements and parking and loading area improvements.

The owners of Midwest Helicopter attended the public hearing on this case. They had comments expressing concerns about citizens standing too close to the heliport. The petitioner advised that they will keep it in mind.

Trustee Neal questioned if the petitioner will be installing a cautionary sign to alert customers from getting too close to the

heliport. Planning Consultant Franco advised that it will be suggested to the owners.

Trustee Kelly asked how the prohibition of test drives in residential areas will be enforced. Planning Consultant Franco advised that it is a condition in the ordinance and would have to trust that the owners will comply. Attorney Bastian stated that the special use permit could be revoked if this becomes an issue.

MOTION: Made by Trustee Davi and seconded by Trustee Neal to pass Ordinance No. 16-O-44 as presented.

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

MOTION DECLARED CARRIED

7. ORDINANCE - AN ORDINANCE APPROVING A SPECIAL USE PERMIT FOR AN INDOOR AUTO SALES USE IN THE M-1 ZONING DISTRICT - PC 16-19: 555 EXECUTIVE DRIVE, HIGHLINE AUTO SALES

Planning Consultant Franco had no further report.

MOTION: Made by Trustee Oggerino and seconded by Trustee Kelly to pass Ordinance No. 16-O-45 as presented.

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

MOTION DECLARED CARRIED

8. RESOLUTION - A RESOLUTION AUTHORIZING THE MAYOR AND VILLAGE CLERK TO EXECUTE A CERTAIN INTERGOVERNMENTAL AGREEMENT WITH THE EMERGENCY TELEPHONE SYSTEM BOARD (ETSB) FOR THE PAYMENT OF CERTAIN EXPENSES RELATING TO THE VILLAGE'S MEMBERSHIP IN DUPAGE PUBLIC SAFETY COMMUNICATIONS (DU-COMM)

Chief Shelton related that as part of the transfer of dispatch services to DU-COMM, the Village was required to pay a reserve contribution fee in the amount of \$62,473.00 to DU-COMM. As an incentive to move services to DU-COMM, the ETSB has agreed to repay the Village the amount of the reserve fee once the Intergovernmental Agreement has been approved.

MOTION: Made by Trustee Mistele and seconded by Trustee Berglund to adopt Resolution No. 16-R-63 as presented.

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

MOTION DECLARED CARRIED

9. RESOLUTION - A RESOLUTION WAIVING THE COMPETITIVE BIDDING PROCESS AND AUTHORIZING THE MAYOR AND VILLAGE CLERK TO ACCEPT A PROPOSAL FOR THE PURCHASE AND INSTALLATION OF OFFICE FURNITURE, 7760 QUINCY STREET (POLICE BUILDING) - RIEKE OFFICE INTERIORS

Chief Shelton stated that this purchase is for new furniture to be placed in the renovated police station building. Rieke Office Interiors is the same company that manufactured the custom furniture for the new Village Hall.

Question was raised as to the cost of some of the fixtures, particularly chairs. Chief Shelton advised that heavy duty chairs are needed due to their extended/prolonged use and the size of officers including their equipment that they wear. Currently, cheaper chairs are having to be replaced frequently.

Chief Shelton advised that since receiving the quote from Rieke, there was an increase in costs for the furniture. Rieke is not forwarding the increase to the Village.

Trustee Kelly questioned if an RFP was issued for this purchase. Administrator Halik advised that an RFP was issued for the Village Hall renovations and Rieke was subsequently picked as the furniture provider. Since their product is custom made, staff is requesting that the competitive bidding process be waived.

MOTION: Made by Trustee Davi and seconded by Trustee Mistele to adopt Resolution No. 16-R-64 as presented.

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

MOTION DECLARED CARRIED

PRIOR BUSINESS

10. COMMITTEE REPORTS

Trustee Neal had no report.

Trustee Kelly had no report.

Trustee Mistele had no report.

Trustee Berglund had no report.

Trustee Davi had no report.

Trustee Oggerino had no report.

11. ATTORNEY'S REPORT

Attorney Bastian had no report.

12. CLERK'S REPORT

Clerk Hansen had no report.

13. ADMINISTRATOR'S REPORT

Administrator Halik had no report.

14. MAYOR'S REPORT

Mayor Trilla advised that he had attended a Veterans Day event at the Lake Hinsdale Village clubhouse over the weekend.

15. CLOSED SESSION

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

16. ADJOURNMENT

MOTION: Made by Trustee Mistele and seconded by Trustee Berglund, to adjourn the Regular Meeting at the hour of 7:07 p.m.

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

MOTION DECLARED CARRIED

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Village Board Minutes
November 14, 2016

PRESENTED, READ and APPROVED.

November 28, 2016.

Mayor

Minutes transcribed by Deputy Clerk Cindy Stuchl.

WARRANTS

November 28, 2016

GENERAL CORPORATE FUND	-----	\$145,215.52
WATER FUND	-----	152,458.59
HOTEL/MOTEL TAX FUND	-----	3,000.00
POLICE PENSION FUND	-----	795.00
WATER CAPITAL IMPORVEMNTS FUND	-----	4,785.80
DEBT SERVICE FUND	-----	262,872.00
L.A.F.E.R FUND	-----	9,382.35
TOTAL WARRANTS	-----	\$578,509.26

 Carrie Dittman, Director of Finance

APPROVED:

 Frank A. Trilla, Mayor

CHECK DISBURSEMENT REPORT FOR WILLOWBROOK
 CHECK DATE FROM 11/16/2016 - 11/29/2016

Check Date	Bank	Check #	Invoice	Payee	Description	Account	Dept	Amount
Fund: 01 GENERAL FUND								
11/29/2016	APCHK	89681	9939888931	AIRGAS USA LLC	EQUIPMENT RENTAL	750-290	35	68.20
11/29/2016	APCHK	89682#	43433 43429	AMERICAN FIRST AID SERVICE I	BUILDING MAINTENANCE SUPPLIES	466-351	10	75.20
				CHECK APCHK 89682 TOTAL FOR	OPERATING EQUIPMENT	630-401	30	20.75
								95.95
11/29/2016	APCHK	89683	233285/OCT 16 233285/OCT 16	AMERICAN TRAFFIC SOLUTIONS	RED LIGHT - CAMERA FEES	630-247	30	13,485.00
				CHECK APCHK 89683 TOTAL FOR	RED LIGHT -- MISC FEE	630-249	30	1,536.00
								15,021.00
11/29/2016	APCHK	89684	17110906 17116059 17106277 17106278	ARAMARK UNIFORMS SERVICES	UNIFORMS	710-345	35	298.13
				CHECK APCHK 89684 TOTAL FOR	UNIFORMS	710-345	35	111.98
					UNIFORMS	710-345	35	281.29
					UNIFORMS	710-345	35	525.05
								1,216.45
11/29/2016	APCHK	89686	109807	BSA CUB SCOUT PACK 216	EDP SOFTWARE			** VOIDED **
11/29/2016	APCHK	89687*#	12144321139753 NOV 12144321139753 NOV	CALL ONE INC	PHONE - TELEPHONES	455-201	10	1,257.10
				CHECK APCHK 89687 TOTAL FOR	PHONE - TELEPHONES	630-201	30	1,132.11
								2,389.21
11/29/2016	APCHK	89688#	313473 313473	CHICAGO SUN-TIMES, INC	PRINTING & PUBLISHING			** VOIDED **
					PRINTING & PUBLISHING			** VOIDED **
11/29/2016	APCHK	89689*#	132619 132618 132624 132612 132617 132616 132615 132626 132625 132623 132622	CHRISTOPHER B. BURKE	PLAN REVIEW - ENGINEERING	520-254	15	55.00
					PLAN REVIEW - ENGINEERING	520-254	15	55.00
					FEES - ENGINEERING	720-245	35	954.35
					FEES - ENGINEERING	720-245	35	2,124.25
					FEES - DRAINAGE ENGINEER	820-246	40	144.50
					FEES - DRAINAGE ENGINEER	820-246	40	220.00
					FEES - DRAINAGE ENGINEER	820-246	40	220.00
					PLAN REVIEW - DRAINAGE ENGINEER	820-259	40	300.68
					PLAN REVIEW - DRAINAGE ENGINEER	820-259	40	839.00
					PLAN REVIEW - DRAINAGE ENGINEER	820-259	40	364.50
					PLAN REVIEW - DRAINAGE ENGINEER	820-259	40	2,532.00

Check Date	Bank	Check #	Invoice	Payee	Description	Account	Dept	Amount
Fund: 01 GENERAL FUND								
CHECK APCHK 89689 TOTAL FOR								
11/29/2016	APCHK	89690#	132611	CHRISTOPHER B. BURKE	FEES - ENGINEERING	720-245	35	7,809.28
			132614		FEES - ENGINEERING	720-245	35	4,282.72
			132627		PLAN REVIEW - DRAINAGE ENGINEER -	820-259	40	12,822.60
CHECK APCHK 89690 TOTAL FOR								
11/29/2016	APCHK	89691	INV002774 NOV 16	CITY WIDE OF ILLINOIS	MAINTENANCE - BUILDING	466-228	10	249.13
CHECK APCHK 89692 TOTAL FOR								
11/29/2016	APCHK	89692*#	7494249014 NOV16	COMMONWEALTH EDISON	ENERGY/COMED (835 MIDWAY)	466-240	10	17,354.45
			0791026027 NOV16		RED LIGHT - COM ED	630-248	30	257.50
			0423085170 NOV 16		RED LIGHT - COM ED	630-248	30	35.60
			6863089003 NOV16		RED LIGHT - COM ED	630-248	30	41.06
			4403140110 NOV16		ENERGY - STREET LIGHTS	745-207	35	29.94
			4215105154 NOV16		ENERGY - STREET LIGHTS	745-207	35	48.74
			7432089030 NOV16		ENERGY - STREET LIGHTS	745-207	35	495.34
CHECK APCHK 89692 TOTAL FOR								
11/29/2016	APCHK	89693	8067	COMPASS PLUMBING LLC	MAINTENANCE SUPPLIES	570-331	20	461.73
11/29/2016	APCHK	89694	HOLIDAY DECOR	CYNTHIA STUHL	BUILDING MAINTENANCE SUPPLIES	466-351	10	1,369.91
CHECK APCHK 89695 TOTAL FOR								
11/29/2016	APCHK	89695#	95782 OCT 16	DISCOVERY BENEFITS SIMPLIFY	EMP DED PAY - FSA FEE	210-221	00	1,835.00
			95782 OCT 16		EMPLOYEE BENEFIT - MEDICAL INSURAN	455-141	10	46.20
CHECK APCHK 89695 TOTAL FOR								
11/29/2016	APCHK	89697	9684	DUPAGE MAYORS AND MGRS. CONF	SCHOOLS/CONFERENCES/TRAVEL	410-304	05	3.80
11/29/2016	APCHK	89698	250465	FIRESTONE TIRE & SERVICE	MAINTENANCE - VEHICLES	630-409	30	50.00
11/29/2016	APCHK	89699	9268353498	GRAINGER	OPERATING EQUIPMENT	755-401	35	40.00
11/29/2016	APCHK	89701	49153	HR SIMPLIFIED	EMPLOYEE BENEFIT - MEDICAL INSURAN	455-141	10	680.00
11/29/2016	APCHK	89703	2017 DUES	ILL. MUNICIPAL LEAGUE	FEES/DUES/SUBSCRIPTIONS	410-307	05	346.71
11/29/2016	APCHK	89704	EISENBRIS	ILL. NOTARY DISCOUNT BONDING	FEES/DUES/SUBSCRIPTIONS	630-307	30	100.00
11/29/2016	APCHK	89706	323234	KARA CO. INC.	OPERATING SUPPLIES & EQUIPMENT	715-401	35	995.00
11/29/2016	APCHK	89707	OCT 2016	KING CAR WASH	FUEL/MILEAGE/WASH	630-303	30	53.95
CHECK APCHK 89708 TOTAL FOR								
11/29/2016	APCHK	89708#	9002884913	KONICA MINOLTA BUSINESS SOLU	COPY SERVICE	455-315	10	158.00
			1152072		COPY SERVICE	455-315	10	325.00

Check Date	Bank	Check #	Invoice	Payee	Description	Account	Dept	Amount
Fund: 01 GENERAL FUND								
			9002884913		COPY SERVICE	630-315	30	273.38
CHECK APCHK 89708 TOTAL FOR								
11/29/2016	APCHK	89709	1-111898	LA FASTENERS INC	OPERATING SUPPLIES & EQUIPMENT	715-401	35	41.01
11/29/2016	APCHK	89710	116111301	LAHO TRUCK SERVICE INC	MAINTENANCE - VEHICLES	735-409	35	935.00
11/29/2016	APCHK	89712	OCTOBER 2016	LAW OFFICES STORINO RAMELLO&	FEES - VILLAGE ATTORNEY	470-239	10	11,553.44
11/29/2016	APCHK	89713*#	309946	MIDCO	PHONE - TELEPHONES	455-201	10	187.50
11/29/2016	APCHK	89714	260589302016 NOV16	MOTOROLA SOLUTIONS INC	FEES/DUES/SUBSCRIPTIONS	630-307	30	68.00
11/29/2016	APCHK	89715	DEC 16 MTG	MUNICIPAL CLERKS OF DUPAGE C	SCHOOLS/CONFERENCES/TRAVEL	410-304	05	60.00
11/29/2016	APCHK	89716	17 DUES	MUNICIPAL CLERKS OF ILLINOIS	FEES/DUES/SUBSCRIPTIONS	410-307	05	110.00
11/29/2016	APCHK	89717	110-0423=026078	OCCUPATIONAL HEALTH CENTERS	OPERATING EQUIPMENT	630-401	30	121.64
11/29/2016	APCHK	89718	680522735-01	ORIENTAL TRADING	CHILDRENS SPECIAL EVENTS - OTHER	585-150	20	116.91
11/29/2016	APCHK	89719	NOV 2016	ORKIN EXTERMINATING	MAINTENANCE - BUILDING	466-228	10	89.86
11/29/2016	APCHK	89720#	11/22/16	PETTY CASH C/O TIM HALIK	SCHOOLS/CONFERENCES/TRAVEL	435-304	07	9.40
			11/22/16		CASH - OVER OR SHORT	455-505	10	10.00
			11/22/16		SCHOOLS/CONFERENCES/TRAVEL	630-304	30	150.00
			11/22/16		OPERATING EQUIPMENT	630-401	30	7.20
			11/22/16		SCHOOLS/CONFERENCES/TRAVEL	810-304	40	40.00
CHECK APCHK 89720 TOTAL FOR								
								216.60
11/29/2016	APCHK	89721	15211	RAGS ELECTRIC, INC	MAINTENANCE - STREET LIGHTS	745-223	35	374.50
11/29/2016	APCHK	89722	03.4000	RAY O'HERRON CO., INC.	AMMUNITION	630-346	30	1,007.10
11/29/2016	APCHK	89723	3004367262	RUSH TRUCK CENTER -CHICAGO	MAINTENANCE - VEHICLES	735-409	35	362.03
11/29/2016	APCHK	89724#	7863-59138	SATELLITE PHONE STORE	PHONE - TELEPHONES	455-201	10	65.76
			7863-59138		PHONE - TELEPHONES	630-201	30	65.76
CHECK APCHK 89724 TOTAL FOR								
								131.52
11/29/2016	APCHK	89725	CHRISTMAS CRAFTS	SCURANEC GEORGE	CHILDRENS SPECIAL EVENTS - OTHER	585-150	20	64.74
11/29/2016	APCHK	89726	272491 SUI TAXES	SIKICH LLP	FINANCIAL SERVICES	620-252	25	800.00
11/29/2016	APCHK	89727	216817	SPORTSFIELD, INC.	LANDSCAPE MAINTENANCE SERVICES	565-342	20	2,437.29

Check Date	Bank	Check #	Invoice	Payee	Description	Account	Dept	Amount
Fund: 01 GENERAL FUND								
11/29/2016	APCHK	89728	379628270-061	SPRINT	PHONE - TELEPHONES	630-201	30	50.03
11/29/2016	APCHK	89729*	8041694902	STAPLES	OFFICE SUPPLIES	455-301	10	161.12
			8041694902		OFFICE SUPPLIES	610-301	25	11.08
			8041694902		OFFICE SUPPLIES	810-301	40	9.13
				CHECK APCHK 89729 TOTAL FOR				181.33
11/29/2016	APCHK	89730*	IN480591	SUBURBAN DOOR CHECK & LOCK S	PARK LANDSCAPE SUPPLIES	565-341	20	12.00
11/29/2016	APCHK	89732*	TG5 / OCT 16	TAMELING GRADING	LANDSCAPE MAINTENANCE SERVICES	565-342	20	1,170.00
			TG5 / OCT 16		STREET & ROW MAINTENANCE	750-328	35	880.00
			TG5 / OCT 16		MAINTENANCE - SAW MILL CREEK	750-329	35	1,900.51
			TG5 / OCT 16		TREE MAINTENANCE	750-338	35	360.00
			TG5 / OCT 16		STREET & ROW MAINTENANCE OTHER	755-328	35	3,914.00
				CHECK APCHK 89732 TOTAL FOR				8,224.51
11/29/2016	APCHK	89733	13143	TAMELING INDUSTRIES	STREET & ROW MAINTENANCE	750-328	35	81.00
11/29/2016	APCHK	89734	11/22/2016	TCF National Bank	Vending fee paid by vending provid	210-101	00	30.00
11/29/2016	APCHK	89736	16-3718	THOMPSON ELEV. INSPECT. SERV	ELEVATOR INSPECTION - RIEMB.	830-117	40	272.00
11/29/2016	APCHK	89737	88260	TRAFFIC CONTROL & PROTECTION	ROAD SIGNS	755-333	35	213.10
11/29/2016	APCHK	89739	0611006104	UNIFIRST	MAINTENANCE - BUILDING	466-228	10	228.30
11/29/2016	APCHK	89740*	9774600930 NOV 16	VERIZON WIRELESS	PHONE - TELEPHONES	410-201	05	62.62
			9774600930 NOV 16		PHONE - TELEPHONES	455-201	10	24.21
			9774600930 NOV 16		PHONE - TELEPHONES	630-201	30	835.36
			9774600930 NOV 16		TELEPHONES	710-201	35	132.35
			9774600930 NOV 16		TELEPHONES	810-201	40	102.12
				CHECK APCHK 89740 TOTAL FOR				1,156.66
11/29/2016	APCHK	89741	3252342-0	WAREHOUSE DIRECT	OFFICE SUPPLIES	630-301	30	21.15
			3258462-0		OFFICE SUPPLIES	630-301	30	20.75
			3254247-0		OFFICE SUPPLIES	630-301	30	56.90
			3253518-0		OPERATING EQUIPMENT	630-401	30	104.14
				CHECK APCHK 89741 TOTAL FOR				202.94
11/29/2016	APCHK	89742	70969	WESTOWN AUTO SUPPLY COMPANY	MAINTENANCE - VEHICLES	735-409	35	48.04

Check Date	Bank	Check #	Invoice	Payee	Description	Account	Dept	Amount
Fund: 02 WATER FUND								
11/29/2016	APCHK	89689*#	132621	CHRISTOPHER B. BURKE	FEES - ENGINEERING	405-245	50	983.25
11/29/2016	APCHK	89692*#	4651111049 NOV16	COMMONWEALTH EDISON	ENERGY - ELECTRIC PUMP	420-206	50	204.32
11/29/2016	APCHK	89700	16+875	H-B-K WATER METER SERVICE	METERS FLOW TESTING	435-278	50	145.00
11/29/2016	APCHK	89711	11/22/2016	LAKE HINSDALE VILLAGE	WATER DEPOSIT REFUND	280-131	00	42.00
11/29/2016	APCHK	89729*#	8041694902	STAPLES	OFFICE SUPPLIES	401-301	50	10.29
11/29/2016	APCHK	89730*#	IN480591	SUBURBAN DOOR CHECK & LOCK S	OPERATING EQUIPMENT	430-401	50	4.60
11/29/2016	APCHK	89731	2016-297	SUNSET SEWER & WATER	WATER DISTRIBUTION REPAIRS/MAINTEN	430-277	50	3,119.06
			2016-290	CHECK APCHK 89731 TOTAL FOR	WATER DISTRIBUTION REPAIRS/MAINTEN	430-277	50	1,417.76
								<u>4,536.82</u>
11/29/2016	APCHK	89732*#	TG5 / OCT 16	TAMELING GRADING	WATER DISTRIBUTION REPAIRS/MAINTEN	430-277	50	290.00
11/29/2016	APCHK	89738*#	12/30/16 PYMNT	UMB BANK N.A.	INTEREST EXPENSE	449-102	50	5,017.00
			12/30/16 PYMNT	CHECK APCHK 89738 TOTAL FOR	BOND PRINCIPAL EXPENSE	449-104	50	10,286.00
								<u>15,303.00</u>
11/29/2016	APCHK	89740*#	9774600930 NOV 16	VERIZON WIRELESS	PHONE - TELEPHONES	401-201	50	132.35
Fund: 03 HOTEL/MOTEL TAX FUND								
					Total for fund 02 WATER FUND			152,458.59
11/29/2016	APCHK	89696	3159 AUG16	DUPAGE CONVENTION	FEES/DUES/SUBSCRIPTIONS	401-307	53	1,000.00
			3160 SEP 16		FEES/DUES/SUBSCRIPTIONS	401-307	53	1,000.00
			3161 OCT 16		FEES/DUES/SUBSCRIPTIONS	401-307	53	1,000.00
				CHECK APCHK 89696 TOTAL FOR				<u>3,000.00</u>
Fund: 07 POLICE PENSION FUND								
11/29/2016	APCHK	89702	17 DUES	I.P.P.F.A.	FEES/DUES/SUBSCRIPTIONS	401-307	62	795.00
Fund: 09 WATER CAPITAL IMPROVEMENTS FUND								
					Total for fund 07 POLICE PENSION FUND			795.00

Check Date	Bank	Check #	Invoice	Payee	Description	Account	Dept	Amount
Fund: 09 WATER CAPITAL IMPROVEMENTS FUND								
11/29/2016	APCHK	89689*	132613	CHRISTOPHER B. BURKE	WATER TANK REPAIRS	440-604	65	4,785.80
Fund: 11 DEBT SERVICE FUND								
11/29/2016	APCHK	89735	WILLOWG08 11-16	THE BANK OF NEW YORK MELLON	BOND PRINCIPAL EXPENSE	550-401	70	95,000.00
			WILLOWG08 11-16	CHECK APCHK 89735 TOTAL FOR	BOND INTEREST EXPENSE	550-402	70	1,900.00
<hr/>								
11/29/2016	APCHK	89738*	12/30/16 PYMNT	UMB BANK N.A.	BOND PRINCIPAL EXPENSE	550-401	70	104,714.00
			12/30/16 PYMNT	CHECK APCHK 89738 TOTAL FOR	BOND INTEREST EXPENSE	550-402	70	61,258.00
<hr/>								
Fund: 14 LAND ACQUISITION, FACILITY, EXPANSION &								
Total for fund 11 DEBT SERVICE FUND								
11/29/2016	APCHK	89689*	132620	CHRISTOPHER B. BURKE	POLICE DEPT REMODEL (7760 QUINCY)	930-411	75	697.50
11/29/2016	APCHK	89705	48341	INTERGRAATED PROJECT MANAGMEN	POLICE DEPT REMODEL (7760 QUINCY)	930-411	75	487.50
<hr/>								
11/29/2016	APCHK	89713*	310114	MIDCO	POLICE DEPT REMODEL (7760 QUINCY)	930-411	75	247.50
11/29/2016	APCHK	89743	0017399	WILLIAMS ARCHITECTS	POLICE DEPT REMODEL (7760 QUINCY)	930-411	75	7,949.85
<hr/>								
Total for fund 14 LAND ACQUISITION, FACILITY,								
TOTAL - ALL FUNDS								
***-INDICATES CHECK DISTRIBUTED TO MORE THAN ONE FUND								
#'-INDICATES CHECK DISTRIBUTED TO MORE THAN ONE DEPARTMENT								
								9,382.35
								578,509.26

VILLAGE OF WILLOWBROOK

BOARD MEETING AGENDA ITEM - HISTORY/COMMENTARY

ITEM TITLE:

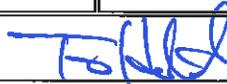
A RESOLUTION ACKNOWLEDGING REQUIREMENTS OF THE ILLINOIS DEPARTMENT OF TRANSPORTATION (IDOT) AS THEY PERTAIN TO THE MAINTENANCE OF VILLAGE OWNED UTILITIES LOCATED WITHIN STATE RIGHTS-OF-WAYS.

AGENDA NO.

5d

AGENDA DATE: 11/28/16

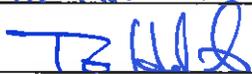
STAFF REVIEW: Tim Halik, Village Administrator

SIGNATURE: 

LEGAL REVIEW: Thomas Bastian, Village Attorney

SIGNATURE: THOMAS BASTIAN TH.

RECOMMENDED BY: Tim Halik, Village Administrator

SIGNATURE: 

REVIEWED & APPROVED BY COMMITTEE:

YES

NO

N/A

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

Every two years, the Village is requested to adopt a resolution acknowledging requirements of the Illinois Department of Transportation (IDOT) as they pertain to the maintenance of Village owned utilities (e.g., water mains, storm sewers, street lights, etc.) located within state owned rights-of-ways.

Typically, IDOT requires that a surety bond is submitted along with each permit application received to perform work upon a state right-of-way. However, for municipal work, a resolution is acceptable in lieu of a surety bond. The resolution will be applicable for a two-year period.

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

The attached resolution was drafted by staff and reviewed and approved by the Village Attorney. Once adopted by the Village Board, a signed and certified copy will be forwarded to IDOT.

ACTION PROPOSED:

Adopt Resolution.



Illinois Department of Transportation

Office of Highways Project Implementation / Region 1 / District 1
201 West Center Court / Schaumburg, Illinois 60196-1096

RECEIVED

NOV - 7 2016

VILLAGE OF
WILLOWBROOK

PERMITS

Resolution for Construction on State Highway

November 3, 2016

The Honorable Frank A. Trilla
Village President
Village of Willowbrook
835 Midway Drive
Willowbrook, IL 60527

Dear Village President Trilla:

Chapter 121 of the Illinois revised statutes requires that any person, firm or corporation desiring to do work on state maintained rights of way must first obtain a written permit from the Illinois department of transportation. This includes any emergency work on broken watermains or sewers.

A surety bond is required with each permit application to insure that all work is completed in accordance with state specifications and that the right of way is properly restored.

For permit work to be performed by employees of a municipality a resolution is acceptable in lieu of the surety bond. This resolution does not relieve contractors hired by the municipality from conforming with the normal bonding requirements nor from obtaining permits.

The resolution should be enacted for a period of two years. This procedure will save time and effort as well as reduce the annual paperwork associated with an annual resolution.

In order to expedite the issuance of permits to your municipality during the next two calendar years the attached sample resolution should be adopted and a signed and certified copy thereof returned to this office. This resolution does not constitute a blanket permit for work in the State system. A separate application must be made in each instance. In the case of an emergency, verbal authority may be given prior to receipt of the written application. After normal working hours or weekends, this authority can be obtained from our Communications Center at (847)705-4612.

November 3, 2016
Page two

We would appreciate the cooperation of your community in withholding the issuance of building permits along State highways until the builder shows evidence of a State highway permit having been obtained. Our permit staff would be willing to answer any questions you may have regarding current policies or practices and to work with your planning commission on any new developments within your municipality.

Do not hesitate to contact Ms. Beverly Hawley, Office Coordinator at (847) 705-4142.

Very truly yours,

John Fortmann, P.E.
Region One Engineer

By: 
Thomas G. Gallenbach, P.E.
Traffic Permits Engineer

RESOLUTION

Village of
Whereas, the Willowbrook, hereinafter referred to as MUNICIPALITY, located in the County of DuPage, State of Illinois, desires to undertake, in the years 2017 and 2018, the location, construction, operation and maintenance of driveways and street returns, watermain, sanitary and storm sewers, street light, traffic signals, sidewalk, landscaping, etc., on State highways, within said MUNICIPALITY, which by law and/or agreement come under the jurisdiction and control of the Department of Transportation of the State of Illinois hereinafter referred to as Department, and,

Whereas, an individual working permit must be obtained from the Department prior to any of the aforesaid installations being constructed either by the MUNICIPALITY or by a private person or firm under contract and supervision of the MUNICIPALITY.

NOW, THEREFORE, be it resolved by the MUNICIPALITY:

FIRST: That MUNICIPALITY hereby pledges its good faith and guarantees that all work shall be performed in accordance with conditions of the permit to be granted by the Department, and to hold State of Illinois harmless during the prosecution of such work, and assume all liability for damages to person or property due to accidents or otherwise by reason of the work which it to be performed under the provision of said permit.

SECOND: That all authorized officials of the MUNICIPALITY are hereby instructed and authorized to sign said working permit on behalf of the MUNICIPALITY.

I, Leroy R. Hansen, hereby certify the

above to be true copy of the resolution passed by the

MUNICIPALITY. Dated this 28th day

Of November A.D. 2016

Corporate Seal

By: _____

RESOLUTION NO. 16-R-_____

A RESOLUTION ACKNOWLEDGING REQUIREMENTS OF THE
ILLINOIS DEPARTMENT OF TRANSPORTATION (IDOT) AS THEY
PERTAIN TO THE MAINTENANCE OF VILLAGE OWNED UTILITIES
LOCATED WITHIN STATE RIGHTS-OF-WAYS.

Whereas, the Village of Willowbrook, hereinafter referred to as MUNICIPALITY, located in the County of DuPage, State of Illinois, desires to undertake, in the years 2017 and 2018, the location, construction, operation and maintenance of watermains, storm sewers, streetlights, sidewalks, landscaping, etc., on State highways, within said MUNICIPALITY, which by law and/or agreement come under the jurisdiction and control of the Department of Transportation of the State of Illinois, hereinafter referred to as DEPARTMENT, and,

Whereas, an individual working permit must be obtained from the DEPARTMENT prior to any of the aforesaid installations being constructed either by the MUNICIPALITY or by a private person or firm under contract and supervision of the MUNICIPALITY.

NOW, THEREFORE, BE IT RESOLVED by the Mayor and Board of Trustees of the Village of Willowbrook, DuPage County, Illinois, that,

FIRST: The MUNICIPALITY hereby pledges its good faith and guarantees that all work shall be performed in accordance with conditions of the permit to be granted by the DEPARTMENT, and to hold the State of Illinois harmless during the performance of such work, and assume all liability for damages to person or property due to accidents or otherwise by reason of the work which it to performed under the provision of said permit.

SECOND: That all authorized officials of the MUNICIPALITY are hereby instructed and authorized to sign said working permit on behalf of the MUNICIPALITY.

ADOPTED and APPROVED this 28th day of November, 2016

APPROVED:

Mayor

ATTEST:

Village Clerk

ROLL CALL VOTE:

AYES: _____

NAYS: _____

ABSTENTIONS: _____

ABSENT: _____

VILLAGE OF WILLOWBROOK

BOARD MEETING AGENDA ITEM - HISTORY/COMMENTARY

ITEM TITLE:

A RESOLUTION AUTHORIZING THE VILLAGE ADMINISTRATOR'S ACCEPTANCE OF PROJECT CHANGE ORDER NUMBER 5 – BUILDING CANOPY RE-CONSTRUCTION - POLICE EXPANSION/RENOVATION PROJECT, AND RATIFYING AND CONFIRMING THE VILLAGE ADMINISTRATOR'S PRIOR EXECUTION OF SAID CHANGE ORDER

AGENDA NO. **5e**

AGENDA DATE: 11/28/16

STAFF REVIEW: Tim Halik, Village Administrator

SIGNATURE: Tim Halik

LEGAL REVIEW: Thomas Bastian, Village Attorney

SIGNATURE: THOMAS BASTIAN TH.

RECOMMENDED BY: Tim Halik, Village Administrator

SIGNATURE: Tim Halik

REVIEWED BY MUNI. SERVICES COMMITTEE: YES via telephone/e-mail/meeting NO N/A

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

At its regular meeting on October 10, 2016, the Village Board awarded a construction contract in the amount of \$3,152,000 to L.J. Morse Construction Company to complete the expansion/renovation of the Village Police Building located at 7760 Quincy Street. Construction work began on October 19, 2016 and since that time various work has occurred including demolition, excavation for the addition, underground plumbing, ordering of materials and equipment, exterior façade construction, and the start of roof replacement.

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

The following change order represent a total addition in the construction contract in the amount of \$13,562.00. The following is a summary of the nature of the required change order:

C.O. #	TYPE	AMOUNT (+ OR -)	EXPLANATION
5	Addition	\$13,562.00	On the south side of the building, there are two (2) projecting canopies over exterior doors. The accepted alternate façade plan calls for the existing standing seam metal panels to be removed from these canopies and new metal fascia to be installed. It was assumed that there was a plywood substrate behind these areas to anchor the new metal fascia panels to. Once the existing standing seam was removed, it was discovered that the substrate is actually plaster installed over wire mesh. The plaster is not in good maintenance condition such that the new panels can be attached to it. Therefore, the plaster and mesh needs to be removed, and a plywood substrate installed in its place. However, the underlying framing that holds the plaster and mesh in place is deteriorated and cannot adequately support the new plywood substrate. In addition, these light gauge steel studs are only 25 gauge, and a minimum 20 gauge studs are required to support the new plywood substrate. As a result, both these canopy areas must be removed and re-constructed. The \$13,562 addition includes the materials and labor needed to demolish and re-construct both canopies.

Staff recommends that the resolution authorizing the above change orders as presented be adopted. Since the contractor is currently constructing the remainder of the building façade fascia, they requested an expedited response to the canopy work issue. Both Trustee Mistele and Mayor Trilla were consulted, and it was agreed that the change order be accepted and ratified by the Village Board after-the-fact. Therefore, change orders #5 was accepted on November 22, 2016 by Administrator Halik.

ACTION PROPOSED:

Adopt resolution, which will serve to accept the change order and ratify and confirm the Administrator's prior acceptance of the change order.

**Police Renovation Project
Summary of Change Orders (as of 11/22/16)**

Status	Change Order Proposal No.	Change Order Issue No.	Change Order Description	Cost	Board Approved?
Accepted	1	1	Alternate Vehicle Carport Manufacturer	(\$7,453.00)	Yes
Accepted	2	2	Reconstruct Interior Office Walls from Demo.	\$6,901.00	Yes
Rejected	3		Manhole Removal	\$3,378.00	N/A
	4		Exterior Police Logo Revision	\$2,015.00	
Accepted	5	3	Demo & Re-Construct Existing Exterior Soffits	\$13,562.00	Yes

Original Contract Sum:	\$3,152,000.00
Net Change by Change Orders To Date:	\$13,010.00
% of Net Change Orders to Original Contract Sum:	0.41%
New Contract Sum:	\$3,165,010.00

RESOLUTION NO. 16-R-_____

A RESOLUTION AUTHORIZING THE VILLAGE ADMINISTRATOR'S ACCEPTANCE OF PROJECT CHANGE ORDER NUMBER 5 – BUILDING CANOPY RE-CONSTRUCTION - POLICE EXPANSION/RENOVATION PROJECT, AND RATIFYING AND CONFIRMING THE VILLAGE ADMINISTRATOR'S PRIOR EXECUTION OF SAID CHANGE ORDER

BE IT RESOLVED by the Mayor and Board of Trustees of the Village of Willowbrook, DuPage County, Illinois, that the Village Administrator is hereby authorized to execute project change order number 5, attached hereto as Exhibit "A" and made a part hereof, in the additional amount of \$13,562.00 for building canopy re-construction. This change order being part of the police building expansion/renovation project. In addition, it is hereby authorized that the Village Administrator's prior execution of said change order be and the same is hereby ratified and confirmed.

ADOPTED and APPROVED this 28th day of November, 2016.

APPROVED:

Mayor

ATTEST:

Village Clerk

ROLL CALL VOTE:

AYES: _____

NAYS: _____

ABSTENTIONS: _____

ABSENT: _____

L.J. Morse Construction Company

128 South Broadway

Aurora, IL 60505

PROPOSED CHANGE ORDER

No.00005

Phone: 630.896.2696

Fax: 630.896.2697



TITLE: Plaster Soffit Reconstruction
PROJECT: Willowbrook Police Facility Renovatn
TO: Attn: Tim Halik
Village of Willowbrook
835 Midway Drive
Willowbrook, IL 60527
Phone: 630.920.2261 Fax: 630.920.2427

DATE: 11/07/2016
JOB: 2014-052
CONTRACT NO: 1

RE: **To:** **From:** **Number:** CO - 003

DESCRIPTION OF PROPOSAL

Item	Description	Stock#	Quantity	Units	Unit Price	Tax Rate	Tax Amount	Net Amount
00001	Demo existing soffits		35		\$107.59	0.00%	\$0.00	\$3,765.65
00002	Lift Rental		1		\$535.00	0.00%	\$0.00	\$535.00
00003	Dumpster		1		\$375.00	0.00%	\$0.00	\$375.00
00004	Carpenter Labor for Framing, Insulation & Plywood		47	Hrs	\$107.59	0.00%	\$0.00	\$5,056.73
00005	Stock & Clean Laborer for Rework		4	Hrs	\$94.82	0.00%	\$0.00	\$426.69
00006	Materials - Track, Studs, Z-Furring, Insulation and Plywood		1		\$1,929.00	0.00%	\$0.00	\$1,929.00
00008	LJM - OH&P		1		\$1,208.81	0.00%	\$0.00	\$1,208.81
00009	Bonds		1		\$265.12	0.00%	\$0.00	\$265.12

Unit Cost: \$13,562.00
Unit Tax: \$0.00
Total: \$13,562.00

APPROVAL:

By: Tim Halik
Tim Halik

By: Louis J. Morse
Louis J. Morse

Date: 11.22.16

Date: _____



CHRISTOPHER B. BURKE ENGINEERING, LTD.

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

November 23, 2016

Village of Willowbrook
835 Midway Drive
Willowbrook, Illinois 60527



Attention: Tim Halik

Subject: 67th Street Widening Project – Pay Estimate No. 3 - Final
(CBBEL Project No. 160197)

Dear Tim:

As requested we have reviewed Pay Estimate No. 3 and Final, dated November 7, 2016 (Invoice No. 53087) from Crowley-Sheppard Asphalt, Inc. for the work performed. Work included widening and resurfacing.

Work Completed to Date	\$108,818.00
Less Previous Payments	<u>\$85,252.50</u>
Total Pay Request No. 2	\$23,565.50

We have verified the invoiced quantities and quality of work and therefore, it is our opinion that it would be appropriate for the Village to pay the invoice in the amount of \$23,565.50

If you have any questions or would like to further discuss this letter, please do not hesitate to contact me.

Sincerely,

Martin Bojovic PE, CFM
Municipal Engineer

CROWLEY-SHEPPARD ASPHALT, INC.

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

INVOICE

INVOICE DATE	CUSTOMER NO.	INVOICE NUMBER
November 7, 2016	16-029	53087
P.O. NUMBER	WORK ORDER NO.	SHIP DATE

TO: Village of Willowbrook
 835 Midway Drive
 Willowbrook, IL 60527

JOB SITE: Village of Willowbrook
 67th Street Turn Lane Project
 67th Street & Clarendon Hills Road



ESTIMATE No. 3

SALES PERSON		TERMS	SHIP VIA		F.O.B.
ITEM	DESCRIPTION	QUANTITY	UNIT	UNIT PRICE	AMOUNT
	Please see attached for itemized invoice detail.				
				Estimate No. 3 TOTAL	\$ 108,818.00
				Less 0% Retention	\$ -
				Subtotal	\$ 108,818.00
				Amount Received	\$ 85,252.50
				Estimate No. 3 Amount Due	\$ 23,565.50

CROWLEY-SHEPPARD ASPHALT INC.

CONTRACTOR

PLANT OFFICE
 6525 WEST 99th STREET
 P.O. BOX 157
 CHICAGO RIDGE, ILLINOIS 60415-0157
 OFFICE: (708) 499-2900 FAX: (708) 499-3106

Village of Willowbrook
 67th Street Turn Lane Project
 67th Street & Clarendon Hills Road
 November 7, 2016

Estimate # 3

ITEM	QUANTITY	UNIT PRICE	AMOUNT
20100110 Tree Removal (6 to 15 Units Diameter)	0.00 Unit		By Others
20201200 Removal and Disposal of Unsuitable Material	245.00 C.Y.	72.00	\$ 17,640.00
20700220 Porous Granular Embankment	95.00 C.Y.	45.00	\$ 4,275.00
*25200110 Sodding, Salt Tolerant	250.00 S.Y.	18.00	\$ 4,500.00
*25200200 Supplemental Watering	0.00 Unit	175.00	\$ -
28000510 Inlet Filters	1.00 Each	150.00	\$ 150.00
31101200 Subbase Granular Material, Type B 4"	220.00 S.Y.	9.50	\$ 2,090.00
35600714 Hot-Mix Asphalt Base Course Widening, 9 1/2"	124.00 S.Y.	67.25	\$ 8,339.00
40600275 Bituminous Materials (Prime Coat)	200.00 lbs.	0.01	\$ 2.00
40600625 Leveling Binder (Machine Method), N50	83.00 Ton	125.00	\$ 10,375.00
40603335 Hot-Mix Asphalt Surface Course, Mix "D", N50	148.00 Ton	125.00	\$ 18,500.00
42400800 Detectable Warnings	10.00 S.F.	35.00	\$ 350.00
44000160 Hot-Mix Asphalt Surface Removal, 2 3/4"	1,131.00 S.Y.	6.50	\$ 7,351.50
44000500 Combination Curb and Gutter Removal	291.00 Foot	7.00	\$ 2,037.00
44000600 Sidewalk Removal	120.00 S.F.	3.00	\$ 360.00
44300200 Strip Reflective Crack Control Treatment	300.00 Foot	3.00	\$ 900.00
60207905 Catch Basins, Type C, Type 11 Frame and Grate	1.00 Each	5,500.00	\$ 5,500.00
60603800 Combination Concrete Curb and Gutter, Type B- 6.12	291.00 Foot	35.00	\$ 10,185.00
*78000100 Thermoplastic Pavement Marking-Letters and Symbols	235.60 S.F.	5.00	\$ 1,178.00
*78000200 Thermoplastic Pavement Marking-Line 4"	1,100.00 Foot	2.10	\$ 2,310.00
*78000400 Thermoplastic Pavement Marking-Line 6"	479.00 Foot	3.00	\$ 1,437.00
*78000600 Thermoplastic Pavement Marking-Line 12"	25.00 Foot	6.00	\$ 150.00
*78000650 Thermoplastic Pavement Marking-Line 24"	22.00 Foot	9.00	\$ 198.00
A2004824 Tree, Gleditsia Triacanthos Inermis Skyline (Skyline Thornless Common Honey Locust), 3" Caliper, Balled and Burlapped	5.00 Each	900.00	\$ 4,500.00
X0326862 Structures to be Adjusted	2.00 Each	850.00	\$ 1,700.00
X4240430 Portland Cement Concrete Sidewalk 5 Inch, Special	77.00 S.F.	14.00	\$ 1,078.00
NA Relocated Existing Solar Powered Sign Panel and Post	1.00 Each	800.00	\$ 800.00
A1 PCC Widening	18.00 S.Y.	65.00	\$ 1,170.00
A2 9" Patch (Sewer Collapse)	13.00 S.Y.	82.50	\$ 1,072.50
A3 Bond Costs	1.00 L.S.	670.00	\$ 670.00
Estimate # 3 TOTAL			\$ 108,818.00
Less 0% Retention			\$ -
Subtotal			\$ 108,818.00
Amount Received			\$ 85,252.50
Amount Due Estimate # 3			\$ 23,565.50



STATE OF ILLINOIS

COUNTY OF COOK

FINAL WAIVER OF LIEN

Gty #

Escrow #

TO WHOM IT MAY CONCERN:

WHEREAS the undersigned has been employed by THE VILLAGE OF WILLOWBROOK to furnish ASPHALT PAVING for the premises known as 67TH STREET TURN LANE PROJECT of which THE VILLAGE OF WILLOWBROOK is the owner.

THE undersigned, for and in consideration of TWENTY THREE THOUSAND, FIVE HUNDRED SIXTY FIVE DOLLAR AND 50/100 CENTS

(\$23,565.50) Dollars, and other good and valuable considerations, the receipt whereof is hereby acknowledged, do(es) hereby waive and release any and all lien or claim of, or right to, lien, under the statutes of the State of Illinois, relating to mechanics' liens, with respect to and on said above-described premises, and the improvements thereon, and on the material, fixtures, apparatus or machinery furnished, and on the moneys, funds or other considerations due or to become due from the owner, on account of all labor, services, material, fixtures, apparatus or machinery, heretofore furnished, or which may be furnished at any time hereafter, by the undersigned for the above-described premises, INCLUDING EXTRAS *

DATE 11/7/2016 COMPANY NAME CROWLEY-SHEPPARD ASPHALT, INC. ADDRESS 6525 W. 99TH STREET; CHICAGO RIDGE, ILLINOIS 60415

SIGNATURE AND TITLE [Signature] President

*EXTRAS INCLUDE BUT ARE NOT LIMITED TO CHANGE ORDERS, BOTH ORAL AND WRITTEN, TO THE CONTRACT

CONTRACTOR'S AFFIDAVIT

STATE OF ILLINOIS

COUNTY OF COOK

TO WHOM IT MAY CONCERN:

THE UNDERSIGNED, (NAME) R.A. SHEPPARD BEING DULY SWORN, DEPOSES AND SAYS THAT HE OR SHE IS (POSITION) PRESIDENT OF (COMPANY NAME) CROWLEY-SHEPPARD ASPHALT, INC. WHO IS THE CONTRACTOR FURNISHING ASPHALT PAVING WORK ON THE BUILDING LOCATED AT 67TH STREET TURN LANE PROJECT OWNED BY THE VILLAGE OF WILLOWBROOK

That the total amount of the contract including extras* is \$108,818.00 on which he or she has received payment of \$85,252.50 prior to this payment. That all waivers are true, correct and genuine and delivered unconditionally and that there is no claim either legal or equitable to defeat the validity of said waivers. That the following are the names and addresses of all parties who have furnished material or labor, or both, for said work and all parties having contracts or sub contracts for specific portions of said work or for material entering into the construction thereof and the amount due or to become due to each, and that the items mentioned include all labor and material required to complete said work according to plans and specifications:

NAMES AND ADDRESSES	WHAT FOR	CONTRACT PRICE INCLUDING EXTRAS*	AMOUNT PAID	THIS PAYMENT	BALANCE DUE
GALAXY UNDERGROUND, INC.	SEWER WORK	5,000.00	4,500.00	500.00	0.00
DAVIS CONCRETE	CONCRETE	12,302.00	11,071.80	1,230.20	0.00
REID LANDSCAPE	LANDSCAPING	8,250.00	0.00	8,250.00	0.00
A.C. PAVEMENT	STRIPING	5,273.00	0.00	5,273.00	0.00
CROWLEY-SHEPPARD ASPHALT, INC.	Labor, Overhead & Profit	77,993.00	69,680.70	8,312.30	0.00
TOTAL LABOR AND MATERIAL INCLUDING EXTRAS* TO COMPLETE		108,818.00	85,252.50	23,565.50	0.00

That there are no other contracts for said work outstanding, and that there is nothing due or to become due to any person for material, labor or other work of any kind done or to be done upon or in connection with said work other than above stated.

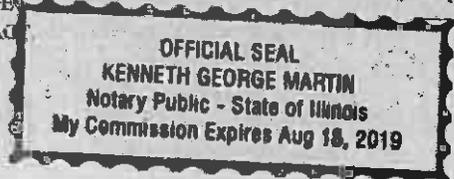
DATE 11/7/16 SIGNATURE: [Signature]

SUBSCRIBED AND SWORN TO BEFORE ME THIS 7th DAY OF November, 2016

*EXTRAS INCLUDE BUT ARE NOT LIMITED TO CHANGE ORDERS, BOTH ORAL AND WRITTEN, TO THE CONTRACT

[Signature]

NOTARY PUBLIC



STATE OF ILLINOIS }
COUNTY OF COOK } SS

FINAL WAIVER OF LIEN

Cty # _____

Escrow # _____

TO WHOM IT MAY CONCERN:

WHEREAS the undersigned has been employed by Crowley-Sheppard Asphalt Inc.
to furnish storm sewer installation
for the premises known as 67th Street Turn Lane Project, 67th Street & Clarendon Hills Rd.
of which Village of Willowbrook is the owner.

THE undersigned, for and in consideration of five hundred and no cents
(\$ 500.00) Dollars, and other good and valuable considerations, the receipt whereof is hereby acknowledged, do(es) hereby waive and release any and all lien or claim of, or right to, lien, under the statutes of the State of Illinois, relating to mechanics' liens, with respect to and on said above-described premises, and the improvements thereon, and on the material, fixtures, apparatus or machinery furnished, and on the moneys, funds or other considerations due or to become due from the owner, on account of all labor services, material, fixtures, apparatus or machinery, heretofore furnished, or which may be furnished at any time hereafter, by the undersigned for the above-described premises, INCLUDING EXTRAS.*

DATE 11/7/2016 COMPANY NAME Galaxy Underground, Inc.
ADDRESS 9233 W. Cherry Avenue, Franklin Park, IL 60131

SIGNATURE AND TITLE [Signature] President

* Extras include but are not limited to change orders, both oral and written, to the contract.

STATE OF ILLINOIS }
COUNTY OF COOK } SS

CONTRACTOR'S AFFIDAVIT

TO WHOM IT MAY CONCERN:

The undersigned Domenica Ruggieri being duly sworn, deposes
and says that he or she is president
of Galaxy Underground, Inc. who is the
contractor furnishing storm sewer installation work on the building
located at 67th Street Turn Lane Project, 67th Street & Clarendon Hills Rd.
owned by Village of Willowbrook

That the total amount of the contract including extras* is \$ 5,000.00 on which he has received payment of
\$ 4,500.00 prior to this payment. That all waivers are true, correct and genuine and delivered unconditionally and that there is no claim either legal or equitable to defeat the validity of said waivers. That the following are the names and addresses of all parties who have furnished materials or labor, or both, for said work and all parties having contracts or sub contracts for specific portions of said work or for material entering into the construction thereof and the amount due or to become due to each, and that the items mentioned include all labor and materials required to complete said work according to plans and specifications:

NAME AND ADDRESSES	WHAT FOR	CONTRACT PRICE INCLDNG EXTRAS*	AMOUNT PAID	THIS PAYMENT	TOTAL DUE
Galaxy Underground, Inc.	Labor & Equipment	5,000.00	4,500.00	500.00	0.00
Total Labor And Material Including Extras* To Complete		5,000.00	4,500.00	500.00	0.00

That there are no other contracts for said work outstanding, and that there is nothing due or to become due to any person for material, labor or other work of any kind done upon or in connection with said work other than above stated.

DATE 11/7/2016 Signature: [Signature]
Subscribed and sworn before me this 7th day of November, 2016

*EXTRAS INCLUDE BUT ARE NOT LIMITED TO CHANGE ORDERS, BOTH ORAL AND WRITTEN TO THE CONTRACT.



[Signature]
Notary

FINAL WAIVER OF LIEN

State of Illinois, }
COOK COUNTY } ss.

November 7, 2016

TO ALL WHOM IT MAY CONCERN;

Whereas, the undersigned, DAVIS CONCRETE CONSTRUCTION CO., has been employed by
Crowley-Sheppard Asphalt, Inc.
to furnish Concrete Work
for the premises known as Village of Willowbrook 67th Street Turn Lane

Now, Therefore, Know Ye, That DAVIS CONCRETE CONSTRUCTION CO., the undersigned, for and
in consideration of 1,230.20 DOLLARS, and other good and valuable
considerations, the receipt whereof is hereby acknowledged, do (es) hereby waive and release any and all lien or claim or right
of lien under the Statutes of the State of Illinois, relating to Mechanic's liens, on the above described premises and improve-
ments thereon, and on the monies or other considerations due or to become due from the owner, on account of labor or
services, material, fixtures or apparatus heretofore furnished or which may be furnished at any time hereafter by the under-
signed for the above described premises.

Given Under hand and seal this 7th day
of November 2016

DAVIS CONCRETE CONSTRUCTION CO.

[Handwritten Signature]

(Seal)

[Handwritten Signature]

(Seal)





STATE OF ILLINOIS }
 COUNTY OF Cook } SS

FINAL WAIVER OF LIEN

City # _____

Escrow # _____

TO WHOM IT MAY CONCERN:

WHEREAS the undersigned has been employed by Crowley Sheppard Asphalt Inc.
 to furnish landscape restoration
 for the premises known as 67th Street Turnkey Project
 of which The Village of Willowbrook Ill. is the owner.

THE undersigned, for and in consideration of Eight thousand two hundred and fifty dollars
 (\$ 8250.00) Dollars, and other good and valuable considerations, the receipt whereof is hereby acknowledged, do(es)
 hereby waive and release any and all lien or claim of, or right to, lien, under the statutes of the State of Illinois, relating to mechanics' liens,
 with respect to and on said above-described premises, and the improvements thereon, and on the material, fixtures, apparatus or machinery
 furnished, and on the moneys, funds or other considerations due or to become due from the owner, on account of all labor, services, material,
 fixtures, apparatus or machinery, heretofore furnished, or which may be furnished at any time hereafter, by the undersigned for the above-
 described premises, INCLUDING EXTRAS.*

DATE 11/9/16 COMPANY NAME Reid Landscape Inc.

ADDRESS 8124 W 188th Street
 SIGNATURE AND TITLE [Signature] / President

*EXTRAS INCLUDE BUT ARE NOT LIMITED TO CHANGE ORDERS, BOTH ORAL AND WRITTEN, TO THE CONTRACT.

CONTRACTOR'S AFFIDAVIT

STATE OF ILLINOIS }
 COUNTY OF Cook } SS

TO WHOM IT MAY CONCERN:

THE UNDERSIGNED, (NAME) Jeffrey P Reid BEING DULY SWORN, DEPOSES
 AND SAYS THAT HE OR SHE IS (POSITION) President OF
 (COMPANY NAME) Reid Landscape Inc. WHO IS THE
 CONTRACTOR FURNISHING landscape restoration WORK ON THE BUILDING
 LOCATED AT 67th Street and Charlevoix Hill Road
 OWNED BY The Village of Willowbrook Illinois

That the total amount of the contract including extras* is \$ 8250.00 on which he or she has received payment of
 \$ -0- prior to this payment. That all waivers are true, correct and genuine and delivered unconditionally and that
 there is no claim either legal or equitable to defeat the validity of said waivers. That the following are the names and addresses of all parties
 who have furnished material or labor, or both, for said work and all parties having contracts or sub contracts for specific portions of said work
 or for material entering into the construction thereof and the amount due or to become due to each, and that the items mentioned include all
 labor and material required to complete said work according to plans and specifications:

NAMES AND ADDRESSES	WHAT FOR	CONTRACT PRICE INCLUDES EXTRAS*	AMOUNT PAID	THIS PAYMENT	BALANCE DUE
<u>All materials taken from Trucks</u>	<u>Fully paid for stock and shipped in our own</u>				
TOTAL LABOR AND MATERIAL INCLUDING EXTRAS* TO COMPLETE.					

That there are no other contracts for said work outstanding, and that there is nothing due or to become due to any person for material, labor
 or other work of any kind done or to be done upon or in connection with said work other than above stated.

DATE 11/9/16 SIGNATURE: [Signature] / President
 SUBSCRIBED AND SWORN TO BEFORE ME THIS 9th DAY OF November 2016.

*EXTRAS INCLUDE BUT ARE NOT LIMITED TO CHANGE ORDERS, BOTH ORAL AND WRITTEN, TO THE CONTRACT.

"OFFICIAL SEAL"
 Carrie Stornis
 Notary Public, State of Illinois
 My Commission Expires 10/22/2016
 NOTARY PUBLIC



FINAL

Payroll

Job ID 51-16:67th Street Turn Lane

(1) Name and Individual Identification Number	(2)	(3)	(4)	(5) Hours and Days Worked							(6) Total Hours	(7) Rate of Pay	(8) Amount Earned	(9) Total Earned	(10) Deductions			(11) Wages Paid for Week		
				08/28 08/29 08/30 08/31 09/01 09/02 09/03											Federal WH Tax	FICA	State WH Tax		Other	Total Deduction
				S O D	J	LA	CM	J	J	J										
[REDACTED]	H	LA	J						7.00		40.20	281.40	1,788.90	204.53	136.85	63.95	67.08	472.41	1,316.49	
[REDACTED]	W	CM	J						7.00		44.25	309.75	2,301.00	254.67	176.03	76.88	400.06	907.64	1,393.36	
[REDACTED]	H	LA	J						7.00		40.20	281.40	1,879.35	192.67	143.77	64.20	70.48	471.12	1,408.23	
[REDACTED]	H	CM	J						7.00		42.00	294.00	1,890.00	210.34	144.59	66.17	346.61	767.71	1,122.29	

Contractor or Subcontractor & No. _____
 Davis Concrete Construction Co
 Address 11633 S. Mayfield Avenue
 Alsip, IL 60803

Route _____ Section _____
 County _____ Project No. _____
 For Week Ending 09/03/2016
 Payroll No. 1
 Contract No. _____

Reviewed by: _____ Signature of State Official
 No Work Suspended Completed

NOTE: A Certified copy of each weekly payroll must be submitted by the prime contractor within seven (7) days of the regular payment date.
 * See instruction page for codes to be entered

Date 09/06/2016

I, James R. Grutzlus, Controller, do hereby state: (Name of signatory party) (Title)

(1) That I pay or supervise the payment of the persons employed by Davis Concrete Construction Co on the 67th Street Turn Lane (Contractor or Subcontractor) (Building or Work) 08/28/2016; that during the payroll period commencing on 09/03/2016 and ending on 09/03/2016 all persons employed on said project have been paid the full weekly wages earned, that no rebates have been or will be made either directly or indirectly to or on behalf of said Davis Concrete Construction Co (Contractor or Subcontractor) from the full weekly wages earned by any person and that no deductions have been made either directly or indirectly from the full wages earned by any person, other than permissible deductions as defined in Regulations, Part 3 (29 CFR Subtitle A), issued by the Secretary of Labor under the Copeland Act, as amended (48 Stat. 948, 63 Stat. 108, 72 Stat. 967, 76 Stat. 357, 40 U.S.C. 3145), and described below.

(2) That any payrolls otherwise under the contract required to be submitted for the above period are correct and complete; that the wage rates for laborers or mechanics contained therein are not less than the applicable wage rates contained in any wage determination incorporated into the contract, that the classifications set forth therein for each laborer or mechanic conform with the work he performed.

(3) That any apprentices employed in the above period are registered with the Bureau of Apprenticeship and Training, United States Department of Labor.

(4) That: (a) WHERE FRINGE BENEFITS ARE PAID TO APPROVED PLANS, FUNDS OR PROGRAMS

[X] In addition to the basic hourly wage rates paid to each laborer or mechanic listed in the above referenced payroll, payments of fringe benefits are listed in the contract have been or will be made to appropriate programs for the benefits of such employees, except as noted in Section 4 (c) below.

(b) WHERE FRINGE BENEFITS ARE PAID IN CASH

[] Each laborer or mechanic listed in the above referenced payroll has been paid, as indicated on the payroll, an amount not less than the sum of the applicable basic hourly wage rate plus the amount of the required fringe benefits as listed in the contract, except as noted in Section 4(c) below.

(c) EXCEPTIONS

Table with 2 columns: EXCEPTION (CRAFT), EXPLANATION. Includes a REMARKS section at the bottom.

Signature block containing NAME AND TITLE (James R. Grutzlus, Controller), SIGNATURE, and a disclaimer: THE WILLFUL FALSIFICATION OF ANY OF THE ABOVE STATEMENTS MAY SUBJECT THE CONTRACTOR OR SUBCONTRACTOR TO CIVIL OR CRIMINAL PROSECUTION. SEE SECTION 1001 OF TITLE 18 AND SECTION 231 OF TITLE 31 OF THE UNITED STATE CODE.



Payroll

Job ID 14193:67th St. Turn Ln Proj.

<input type="checkbox"/> Contractor or <input checked="" type="checkbox"/> Subcontractor & No. _____ AC Pavement Striping Co.		Route _____ Section _____ Payroll No. 1																		
Address 695 Church Road Elgin, IL 60123		Project No. 67th Street Turn Lane Proj. For Week Ending 10/08/2016																		
Contract No. _____ Village of Willowbrook																				
(1) Name and Individual Identification Number	(2)	(3)	(4) St or OT	(5) Hours and Days Worked							(6) Total Hours	(7) Rate of Pay	(8) Amount Earned	(9) Total Earned	(10) Deductions			(11) Wages Paid for Week		
				10/02	10/03	10/04	10/05	10/06	10/07	10/08					Federal WH Tax	FICA	State WH Tax		Other	Total Deduction
[REDACTED]	W	TSW2	J		5.50	1.00					8.50	35.25	299.13	1,271.23	167.25	97.24	42.97	0.00	307.46	963.77
[REDACTED]	H	TSW2F	J		7.00	1.00					8.00	36.85	294.80	1,759.59	236.15	134.61	65.98	0.00	436.74	1,322.85
[REDACTED]	W	TSW2	J		7.00	1.00					8.00	35.25	282.00	1,683.19	325.66	128.77	63.12	0.00	520.55	1,162.64
[REDACTED]	W	TSW2	J		5.50	1.00					6.50	35.25	229.13	1,456.35	252.48	111.41	54.61	32.00	450.50	1,005.85

Reviewed by: _____ Signature of State Official _____
 No Work Suspended Completed

NOTE: A Certified copy of each weekly payroll must be submitted by the prime contractor within seven (7) days of the regular payment date.
 * See instruction page for codes to be entered



Illinois Department of Transportation

Payroll

Contractor or Subcontractor & No.

Reid Landscape Inc.

Address: 8124 W 188th Street Suite B
Mokena, IL 60458

Route: Various

County: DuPage

Section: For Week Ending 10/15/16

Project No:

Contract No:

(1) Name and Individual Identification Number	(2)*	(3)*	(4) OT or St	(5) Hours and Days Worked							(6) Total Hours	(7) Rate of Pay	(8) Amount Earned	(9) Total Payment	(10) Deductions				(11) Gross Pay Per Week
				S	M	T	W	T	F	S					FICA	State	City	Other	
[Redacted]	W	EO	S	-	8	-	-	-	-	-	41.10	595.60	595.60	42.00	45.50	17.63	110.19	485.41	
[Redacted]	H	LA	S	-	8	-	-	-	-	-	39.20	515.20	515.20	26.68	39.41	14.58	80.67	434.53	
[Redacted]	W	LA	S	-	8	-	-	-	-	-	39.20	515.20	515.20	35.00	39.41	25.76	100.17	415.03	
[Redacted]	H	LA	S	-	8	-	-	-	-	-	39.20	515.20	515.20	26.68	39.41	14.58	80.67	434.53	

Reviewed by: _____

Signature of State Official

No Work Suspended Completed

NOTE: A certified copy of each weekly payroll must be submitted by the prime contractor within seven (7) days of the regular payment date.

* See instruction page for codes to be entered

Printed 2/2/10

VILLAGE OF WILLOWBROOK

BOARD MEETING AGENDA ITEM - HISTORY/COMMENTARY

ITEM TITLE: MOTION TO APPROVE – POLICE RENOVATION PROJECT: PAYOUT #2 – PARTIAL PAYMENT, L.J. MORSE CONSTRUCTION COMPANY	AGENDA NO. 5g AGENDA DATE: <u>11/28/16</u>
--	--

STAFF REVIEW: Tim Halik, Village Administrator	SIGNATURE: <u>Tim Halik</u>
LEGAL REVIEW: Thomas Bastain, Village Attorney	SIGNATURE: <u>THOMAS BASTIAN TH</u>
RECOMMENDED BY: Tim Halik, Village Administrator	SIGNATURE: <u>Tim Halik</u>
REVIEWED & APPROVED BY COMMITTEE: YES <input type="checkbox"/> NO <input checked="" type="checkbox"/> N/A <input type="checkbox"/>	

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

At its regular meeting on October 10, 2016, the Village Board awarded a construction contract to L.J. Morse Construction Company to complete the expansion/renovation of the Village Police Building located at 7760 Quincy Street. Construction work began on October 19, 2016 and, since that time, various work has occurred including demolition, pouring of the addition foundation, underground plumbing, electrical and plumbing rough-in, erection of CMU walls, roofing and HVAC demo, and interior floor demo.

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

Given this portion of work is now completed and paid by the contractor, a request for partial payment was received. The request was forwarded to the Architect of Record to review. Williams Architects has reviewed the request and has provided their approval of a partial payout in the amount of \$288,409.77. We have also received a new partial waiver of lien from the general contractor. Copies of certified payroll accounting from each of the sub-contractors and trailing lien waivers from the last payout will be obtained prior to the release of the payment check. A complete copy of the Application and Certification for Payment for Payment #2 – Partial Payment Request is attached.

Staff would recommend that the Mayor and Board of Trustees authorize Payout #2 – Partial Payment to L.J. Morse Construction Company in the amount of \$288,409.77. The authorized payment amount would be expended from the following fund:

<u>FUND</u>	<u>ACCOUNT</u>	<u>DESCRIPTION</u>	<u>UNEXPENDED</u>
L.A.F.E.R.	14-75-930-411	Police Dept. Remodel	\$2,634,768

ACTION PROPOSED:

Approve motion.

Application and Certificate for Payment

To Owner: Village of Willowbrook
835 Midway Drive
Willowbrook, IL 60527

Project: Willowbrook Police Facility
Renovation/Expansion
7760 Quincy Street
Willowbrook, IL 60527

Application No: 2
Period To: 11/30/2016
Contract For: General Construction

Contract Date: 9/26/2016
Project Nos: 2014-052

From Contractor: L.J. Morse Construction Co.
128 S. Broadway
Aurora, IL 60505

Via Architect: Williams Architects
500 Park Boulevard
Suite 800
Itasca, IL 60143

CONTRACTOR'S APPLICATION FOR PAYMENT

- 1) ORIGINAL CONTRACT SUM.....\$3,152,000.00
- 2) Net change by Change Orders.....\$13,010.00
- 3) CONTRACT SUM TO DATE.....\$3,165,010.00
- 4) TOTAL COMPLETED & STORED TO DATE.....\$473,424.30
- 5) Retainage:
 - a. Completed Work.....\$47,342.43
 - b. Stored Material.....\$0.00
- Total Retainage.....\$47,342.43
- 6) Total Earned less Retainage.....\$426,081.87
- 7) Less Previous Certificates for Payment.....\$137,672.10
- 8) CURRENT PAYMENT DUE.....\$288,409.77
- 9) Balance to Finish, including Retainage.....\$2,738,928.13

The undersigned Contractor certifies that to the best of the Contractor's knowledge, information and belief the Work covered by this Application for Payment has been completed in accordance with the Contract Documents, that all amounts have been paid by the Contractor for Work for which previous Certificates for Payment were issued and payments received from the Owner, and that current payment shown herein is now due.

CONTRACTOR

By:  Date: 11/30/16

State of: Illinois

County of: DeKalb

Subscribed and sworn to before me this 30th day of November 2016.

Notary Public:  AMANDA J GILLETTE

My Commission expires: 3/24/2020
NOTARY PUBLIC STATE OF ILLINOIS
MY COMMISSION EXPIRES: 03/24/20

OFFICIAL SEAL

ARCHITECT'S CERTIFICATE FOR PAYMENT

In accordance with the Contract Documents, based on on-site observations and the data comprising this application, the Architect certifies to the Owner that to the best of the Architect's knowledge, information and belief the Work has progressed as indicated, the quality of the Work is in accordance with the Contract Documents, and the Contractor is entitled to payment of the AMOUNT CERTIFIED.

AMOUNT CERTIFIED \$
(Attach explanation if amount certified differs from the amount applied. Initial all figures on this Application and on the Continuation Sheet that are changed to conform with the amount certified.)

ARCHITECT:

By: _____ Date: _____

This Certificate is not negotiable. The AMOUNT CERTIFIED is payable only to the Contractor named herein. Issuance, payment and acceptance of payment are without prejudice to any rights of the Owner or Contractor under this Contract.

CHANGE ORDER SUMMARY	ADDITIONS	DEDUCTIONS
Total changes approved in previous months by Owner	0.00	0.00
Total approved this Month	20,463.00	7,453.00
TOTALS	20,463.00	7,453.00
NET CHANGES by Change Order	13,010.00	



CONTINUATION SHEET

AIA DOCUMENT G703

AIA Document G702, APPLICATION AND CERTIFICATE FOR PAYMENT, Containing Contractor's signed Certification, is attached. In tabulations below, amounts are stated to the nearest dollar. Use Column I on Contracts where variable retainage for line items may apply.

Application No: 2
 Application Date: 11/22/2016
 Period To: 11/30/2016
 Architect's Project No: 2014-052

A ITEM NO.	B DESCRIPTION	C SCHEDULED VALUE	D WORK COMPLETED		E THIS PERIOD	F STORED MATERIALS	G TOTAL	H BALANCE	I RETAINAGE
			PREVIOUS	%					
1	General Conditions	98,405.00	24,601.00	8,000.00	0.00	32,601.00	33	65,804.00	3,260.10
2	Site Layout/DLZ	6,850.00	0.00	2,300.00	0.00	2,300.00	34	4,550.00	230.00
3	Demolition/LJM	97,000.00	63,050.00	33,950.00	0.00	97,000.00	100	0.00	9,700.00
4	Excavating/Schwartz	72,000.00	0.00	18,040.00	0.00	18,040.00	25	53,960.00	1,804.00
5	Asphalt/Beverly	61,000.00	0.00	0.00	0.00	0.00	0	61,000.00	0.00
6	Site Utilities/Kane County	13,030.00	0.00	8,650.00	0.00	8,650.00	66	4,380.00	865.00
7	Concrete/Mid Valley	122,800.00	0.00	40,000.00	0.00	40,000.00	33	82,800.00	4,000.00
8	Masonry/Piazza	168,500.00	0.00	38,500.00	0.00	38,500.00	23	130,000.00	3,850.00
9	Brick Staining/NawKaw	33,257.00	0.00	0.00	0.00	0.00	0	33,257.00	0.00
10	Steel/Hillstone	84,000.00	0.00	6,500.00	0.00	6,500.00	8	77,500.00	650.00
11	Alum Carport/TBD	77,250.00	0.00	0.00	0.00	0.00	0	77,250.00	0.00
12	Carpentry/LJM	133,103.00	0.00	40,000.00	0.00	40,000.00	30	93,103.00	4,000.00
13	Casework/Hearthland	55,070.00	0.00	0.00	0.00	0.00	0	55,070.00	0.00
14	Waterproofing/Kremer	6,400.00	0.00	0.00	0.00	0.00	0	6,400.00	0.00

CONTINUATION SHEET

AIA DOCUMENT G703

AIA Document G702, APPLICATION AND CERTIFICATE FOR PAYMENT, Containing Contractor's signed Certification, is attached. In tabulations below, amounts are stated to the nearest dollar. Use Column I on Contracts where variable retainage for line items may apply.

Application No: 2
 Application Date: 11/22/2016
 Period To: 11/30/2016
 Architect's Project No: 2014-052

A ITEM NO.	B DESCRIPTION	C SCHEDULED VALUE	D WORK COMPLETED		E THIS PERIOD	F STORED MATERIALS	G TOTAL	H BALANCE	I RETAINAGE
			PREVIOUS	%					
15	Metal Wall Panels/Weisbrook	162,000.00	0.00	0.00	0.00	0.00	0	162,000.00	0.00
16	Roofing/JL Adler	242,200.00	0.00	0.00	0.00	0.00	0	242,200.00	0.00
17	Doors/Frames/Hdwr/LaForce	65,000.00	0.00	0.00	0.00	0.00	0	65,000.00	0.00
18	OH Coiling Doors/Amer Door&Dock	20,000.00	0.00	0.00	0.00	0.00	0	20,000.00	0.00
19	Glass/Glazing/Mark Ind	65,724.00	1,000.00	0.00	0.00	0.00	2	64,724.00	100.00
20	Drywall & ACT/LJM	203,859.00	0.00	40,000.00	0.00	0.00	20	163,859.00	4,000.00
21	Flooring/Douglas	147,500.00	0.00	0.00	0.00	0.00	0	147,500.00	0.00
22	Resinous Flooring/CCS	25,000.00	0.00	0.00	0.00	0.00	0	25,000.00	0.00
23	Painting/McGinness	28,500.00	0.00	0.00	0.00	0.00	0	28,500.00	0.00
24	Signage/Corpro	21,613.00	0.00	0.00	0.00	0.00	0	21,613.00	0.00
25	Toilet Part/Access/FEC/Comm Spec	12,500.00	0.00	0.00	0.00	0.00	0	12,500.00	0.00
26	Lockers/Bradford Systems	79,000.00	0.00	0.00	0.00	0.00	0	79,000.00	0.00
27	Window Treatments/Insolar	2,016.00	0.00	0.00	0.00	0.00	0	2,016.00	0.00
28	Sprinklers/Fire Control	20,000.00	0.00	0.00	0.00	0.00	0	20,000.00	0.00
29	Plumbing/Cryer & Olsen	125,000.00	0.00	38,000.00	0.00	0.00	30	87,000.00	3,800.00
30	HVAC/Design Mech	92,800.00	0.00	5,400.00	0.00	0.00	6	87,400.00	540.00

CONTINUATION SHEET

AIA DOCUMENT G703

AIA Document G702, APPLICATION AND CERTIFICATE FOR PAYMENT, Containing Contractor's signed Certification, is attached. In tabulations below, amounts are stated to the nearest dollar. Use Column I on Contracts where variable retainage for line items may apply.

Application No: 2
 Application Date: 11/22/2016
 Period To: 11/30/2016
 Architect's Project No: 2014-052

A ITEM NO.	B DESCRIPTION	C SCHEDULED VALUE	D WORK COMPLETED		E THIS PERIOD	F STORED MATERIALS	G TOTAL	H BALANCE	I RETAINAGE
			PREVIOUS	PERCENT					
31	Electrical/Valley Elec	619,760.00	0.00	22,635.30	0.00	22,635.30	4	597,124.70	2,263.53
32	LJM Insurance	21,500.00	21,500.00	0.00	0.00	21,500.00	100	0.00	2,150.00
33	LJM Bonds	36,118.00	36,118.00	0.00	0.00	36,118.00	100	0.00	3,611.80
34	LJM OH/P	133,245.00	6,700.00	13,300.00	0.00	20,000.00	15	113,245.00	2,000.00
35	-----	0.00	0.00	0.00	0.00	0.00	***	0.00	0.00
36	CO# 1 PCO# 1 Rework due to demo	6,901.00	0.00	0.00	0.00	0.00	0	6,901.00	0.00
37	CO# 2 PCO# Carport Change	-7,453.00	0.00	0.00	0.00	0.00	0	-7,453.00	0.00
38	CO# 3 PCO# 5 Plaster Reconist	13,562.00	0.00	5,180.00	0.00	5,180.00	38	8,382.00	518.00
		\$ 3,165,010.00	\$ 152,969.00	\$ 320,455.30	\$ 0.00	\$ 473,424.30	15%	\$ 2,691,585.70	\$ 47,342.43



EST. 1960

Willowbrook

835 Midway Drive
Willowbrook, IL 60527-5549

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

Mayor

Frank A. Trilla

Village Clerk

Leroy R. Hansen

Village Trustees

Sue Berglund

Umberto Davi

Terrence Kelly

Michael Mistele

Gayle Neal

Paul Oggerino

Village Administrator

Tim Halik

Chief of Police

Mark Shelton



Proud Member of the
Illinois Route 66 Scenic Byway

November 01, 2016

DIAMOND BASEBALL ACADEMY
C/O:
7850 QUINCY
WILLOWBROOK, IL 60527

Re: Account 410195.002
Delinquent Water Bill

Dear Sir or Madam,

Please be advised that your water bill is now delinquent in the amount of \$ 1,772.77. 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 November 28, 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



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**Village
Administrator**

Tim Halik

Chief of Police

Mark Shelton



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November 01, 2016

DICOSOLA GROUP DEV
637 W 58TH ST
HINSDALE, IL 60521

Re: Account 350460.004
Delinquent Water Bill

Dear Sir or Madam,

Please be advised that your water bill is now delinquent in the amount of \$ 140.21. 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 November 28, 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.

Sincerely,

Timothy J. Halik
Director of Municipal Services



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November 01, 2016

Mayor

Frank A. Trilla

O'MALLEY, WILLIAM
330 61ST ST
WILLOWBROOK, IL 60527

Village Clerk

Leroy R. Hansen

Re: Account 351685.000
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 \$ 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 November 28, 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 Administrator

Tim Halik

Chief of Police

Mark Shelton



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Umberto Davi

Terrence Kelly

Michael Mistele

Gayle Neal

Paul Oggerino

Village Administrator

Tim Halik

Chief of Police

Mark Shelton

November 01, 2016

SOTO, FRANCISCO
25 HIGHRIDGE RD
WILLOWBROOK, IL 60527

Re: Account 350120.002
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 November 28, 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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November 01, 2016

Mayor

Frank A. Trilla

TOTARO, JOHN
218 59TH ST
WILLOWBROOK, IL 60527

Village Clerk

Leroy R. Hansen

Re: Account 351975.001
Delinquent Water Bill

Village Trustees

Sue Berglund

Dear Sir or Madam,

Umberto Davi

Please be advised that your water bill is now delinquent in the amount of \$ 197.87
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 November 28, 2016,
will result in the immediate termination of your water service.

Terrence Kelly

Michael Mistele

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

Gayle Neal

Paul Oggerino

If you have any questions concerning your water bill, or if you wish to arrange a hearing before
the 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.

**Village
Administrator**

Tim Halik

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

Chief of Police

Mark Shelton

Sincerely,

Timothy J. Halik
Director of Municipal Services



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Chief of Police

Mark Shelton



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November 01, 2016

VAYALIL, JACOB
351 WILLOWOOD LN
WILLOWBROOK, IL 60527

Re: Account 352585.004
Delinquent Water Bill

Dear Sir or Madam,

Please be advised that your water bill is now delinquent in the amount of \$ 572.79. 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 November 28, 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.

Sincerely,

Timothy J. Halik
Director of Municipal Services



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Terrence Kelly

Michael Mistele

Gayle Neal

Paul Oggerino

Village Administrator

Tim Halik

Chief of Police

Mark Shelton

November 01, 2016

WALLACE, PHILIP & NICOLE
368 65TH ST
WILLOWBROOK, IL 60527

Re: Account 352710.001
Delinquent Water Bill

Dear Sir or Madam,

Please be advised that your water bill is now delinquent in the amount of \$ 184.02. 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 November 28, 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.

Sincerely,

Timothy J. Halik
Director of Municipal Services



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Paul Oggerino

Village Administrator

Tim Halik

Chief of Police

Mark Shelton

November 01, 2016

WUEST, RONALD
347 WILLOWOOD LN
WILLOWBROOK, IL 60527

Re: Account 352290.003
Delinquent Water Bill

Dear Sir or Madam,

Please be advised that your water bill is now delinquent in the amount of \$ 478.54. 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 November 28, 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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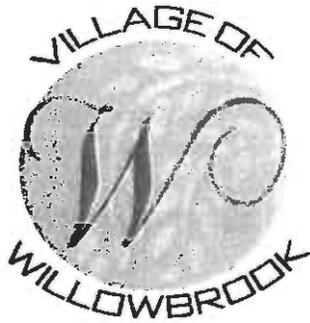
If you do not satisfy the bill or contact me, your water service will be automatically terminated.

Sincerely,

Timothy J. Halik
Director of Municipal Services



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

November 01, 2016

Mayor

Frank A. Trilla

Village Clerk

Leroy R. Hansen

Village Trustees

Sue Berglund

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Michael Mistele

Gayle Neal

Paul Oggerino

Village Administrator

Tim Halik

Chief of Police

Mark Shelton

YILDIZ, MUHAMET
215 58TH PL
CLARENDON HILLS, IL 60514

Re: Account 351935.016
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 November 28, 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



Proud Member of the
Illinois Route 66 Scenic Byway

VILLAGE OF WILLOWBROOK

BOARD MEETING

AGENDA ITEM - HISTORY/COMMENTARY

ITEM TITLE:

A PROCLAMATION RECOGNIZING WILLOWBROOK RESIDENT HELENE COX FOR HER EFFORTS TO OBTAIN A PEDESTRIAN CROSSING AT ILLINOIS ROUTE 83 AND 67TH STREET FOR THE SAFETY OF ALL PEDESTRIANS

AGENDA NO.

7

AGENDA DATE: 11/28/16**STAFF REVIEW:** Cindy Stuchl**SIGNATURE:** Cindy Stuchl**LEGAL REVIEW:** Thomas Bastian**SIGNATURE:** THOMAS BASTIAN TH**RECOMMENDED BY VILLAGE ADMIN.:****SIGNATURE:** T. Held**REVIEWED & APPROVED BY COMMITTEE:** YES N/A **ITEM HISTORY (PREVIOUS VILLAGE BOARD REVIEWS, ACTIONS RELATED TO THIS ITEM, OTHER PERTINENT HISTORY)**

The Mayor and Board of Trustees wish to recognize the efforts of Willowbrook resident Helene Cox, who through her concern for the safety of residents within the Village and through her due diligence, was able to have a pedestrian crosswalk installed at the intersection of Kingery Highway and 67th Street through a cooperative effort from the Village of Willowbrook and the Illinois Department of Transportation.

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

A grand opening ceremony was held on November 16, 2016. Ms. Cox had the honor of being the first person to use the new pedestrian crosswalk.

ACTION PROPOSED: ADOPT THE PROCLAMATION

Village of Willowbrook

Proclamation

WHEREAS, Ms. Helene Cox is a resident of Lake Hinsdale Tower in the Village of Willowbrook; and

WHEREAS, Ms. Cox saw a potential safety hazard at the intersection of Kingery Highway and 67th Street where there was no pedestrian crossing; and

WHEREAS, Ms. Cox contacted Village staff to request that the Village and the Illinois Department of Transportation (IDOT) develop a plan to install a pedestrian crossing at the location; and

WHEREAS, Ms. Cox was persistent in following up routinely to ensure that her request for a crosswalk was being duly considered; and

WHEREAS, Ms. Cox also solicited the assistance of various state elected officials to ensure the project would be funded; and

WHEREAS, in a joint effort between the Village and IDOT, a new pedestrian crossing was designed, installed and opened on November 16, 2016 at the intersection of Kingery Highway and 67th Street providing a safe crossing location for all pedestrians.

NOW, THEREFORE, I, FRANK A. TRILLA, MAYOR of the Village of Willowbrook, do hereby congratulate Ms. Helene Cox for her due diligence and concern for the safety of all residents of Willowbrook.

Prociained this 28th day of November, 2016.

Attest:

Mayor

Village Clerk



VILLAGE OF WILLOWBROOK

BOARD MEETING

AGENDA ITEM - HISTORY/COMMENTARY

ITEM TITLE:

AN ORDINANCE PROVIDING FOR THE LEVY OF TAXES FOR THE FISCAL YEAR COMMENCING ON MAY 1, 2016 AND ENDING APRIL 30, 2017, OF THE VILLAGE OF WILLOWBROOK, DUPAGE COUNTY, ILLINOIS

AGENDA NO. **8**

AGENDA DATE: 11/28/16

STAFF REVIEW: Carrie Dittman

SIGNATURE Carrie Ditt

LEGAL REVIEW: Thomas Bastian, Village Attorney

SIGNATURE: THOMAS BASTIAN ATT.

RECOMMENDED BY: Tim Halik, Village Administrator

SIGNATURE: THALIK

REVIEWED BY COMMITTEE: YES on November 14, 2016 NO N/A

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

One component in the Parks and Recreation Department budget process is how the Special Recreation Tax Levy funds certain Department expenses. Attached you will find a summary of the Special Recreation projects for the 2016 Tax Levy.

Since FY 2006, the Board levied the tax as an alternative to using other funds from the General Fund. Currently, the tax impact for a homeowner with a market value of \$300,000 is approximately \$18.93. The Village Board determined that the effect of funding the following items through the Special Recreation Tax is preferable to funding them from the General Fund:

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

In addition to Gateway membership, staff costs and ADA accommodations, the tax has funded park accessibility improvements as recommended by the accessibility evaluation completed in 2006. Funds from this tax levy as well as amounts restricted for special recreation from prior levies are planned to be used in the Willow Pond Park project. Staff presented the proposed tax levy at the Finance and Administration Committee meeting on 11/14/16.

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

For the 2016 proposed tax levy of \$74,620, the tax impact for a home owner with a home market value of \$300,000 would be approximately \$18.32. This represents **no increase** over the prior levy. All tax collected is restricted to special recreation activities. Below is comparison of the requested 2016 and prior year tax levies:

	<u>Tax Levy Year 2016</u>	<u>Tax Levy Year 2015</u>
Gateway membership	\$ 37,785	\$ 37,045
Staff costs	5,400	5,400
ADA Accommodations	6,575	6,575
Park Landscape Supplies	4,600	4,600
Park Improvements	104,035	<u>21,000</u>
Less: Reserve at 4/30/2016	(79,959)	
Less: Est. add'l reserve at 4/30/17	<u>(3,816)</u>	
Total	\$ 74,620	\$ 74,620

ACTION PROPOSED: PASS THE ORDINANCE

Notes for 2016 Special Recreation Tax Levy

	<u>2016</u>
A. Gateway SRA membership. Based on 2% dues increase. (Account 01-20-590-518)	\$37,785.27
B. Staff Costs. Estimate for Gateway SRA representation and Communicating with residents on special recreation issues and Representation at Gateway meetings. (Account 01-20-550-101)	\$ 5,400
C. ADA Accommodations.	
1. Projections based on previous years to provide assistance for 1:1 aides. We are anticipating costs for FY 16-17 to be approximately \$5000. Allocate \$5,000 for FY 17-18 (Account 01-20-590-520)	
2. Special Recreation Fishing Day at Willow Pond = \$400 (Account 01-20-590-520)	
3. Contingency for ADA assistance for participants in Parks and Recreation Department activities = \$1000 (Account 01-20-590-520)	
4. Approved playground mulch (4 loads x \$1500/load) x .5 = \$3000 (Account 01-20-590-520)	
5. Labor for spreading 4 loads of mulch x \$800 X .5 = \$1600 (Account 01-20-590-520)	
6. Handicapped toilet upgrade at Willow Pond (\$25/month x 7 months) = \$175.00 (Account 01-20-590-520)	
	\$ 11,175 TOTAL Items C1 – C6
D. ADA Park Improvements.	
1. Contribution towards ADA accessibility at Willow Pond (Account 01-20-590-521)	\$104,035.00
Total Expense	\$158,395.27
Less: Estimated Amount of Restricted SRA Funds as of 4/30/17	- \$83,775.00
Total for 2016 Special Recreation Tax Levy	\$74,620.00

ORDINANCE NO. 16-O-_____

AN ORDINANCE PROVIDING FOR THE LEVY OF TAXES FOR THE FISCAL YEAR COMMENCING ON MAY 1, 2016 AND ENDING APRIL 30, 2017, OF THE VILLAGE OF WILLOWBROOK, DU PAGE COUNTY, ILLINOIS

WHEREAS, on or about June 13, 2016, the corporate authorities of the Village of Willowbrook passed Ordinance No. 16-O-22, entitled "Annual Appropriation Ordinance Village of Willowbrook, DuPage County, Illinois for the Fiscal Year Beginning May 1, 2016 and Ending April 30, 2017"; and

WHEREAS, the corporate authorities of the Village of Willowbrook, by this Ordinance, desire to levy such taxes as are necessary to defray all expenses and liabilities for the fiscal year commencing May 1, 2016 and ending April 30, 2017.

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

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

taxes for the fiscal year commencing May 1, 2016 and ending April 30, 2017, as follows:

ACCOUNT NUMBER	OBJECT AND PURPOSE FOR WHICH APPROPRIATIONS ARE MADE	AMOUNT APPROPRIATED FOR EACH OBJECT OR PURPOSE IN DOLLARS	AMOUNT LEVIED IN DOLLARS
	GENERAL FUND EXPENDITURES		
	CORPORATE		
01-20-550-101	Salaries-Permanent Employees	\$54,050	\$5,400
01-20-565-341	Park & Landscape Supplies	\$31,000	\$4,600
01-20-590-518	ADA - Gateway Due	\$74,090	\$37,785
01-20-590-520	ADA Accommodations	\$22,350	\$6,575
01-20-590-521	ADA Park Improvements	\$132,984	\$20,260

SECTION TWO: That there be and hereby is levied a tax, pursuant to 65 ILCS 5/11-95-14, for the fiscal year commencing on May 1, 2016 and ending April 30, 2017, upon all property subject to taxation within the Village of Willowbrook, DuPage County, as such property is assessed and equalized for State and County purposes for the current year, the sum of \$74,620 for the purposes and the funds set forth in Section One of this Ordinance.

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

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

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

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

PASSED and APPROVED this 28th day of November, 2016.

APPROVED: _____
Mayor

ATTEST: _____
Village Clerk

ROLL CALL VOTE: AYES: _____

NAYS: _____

ABSTENTIONS: _____

ABSENT: _____

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

I, Frank A. Trilla, do hereby certify that I am the duly qualified Mayor of the Village of Willowbrook, DuPage County, Illinois. I do further certify that the provisions of Sections 18-60 through 18-85 of the "Truth in Taxation Act" (35 ILCS 200/18-55 et seq.) are inapplicable to its 2016-2017 Tax Levy Ordinance, passed this 28th day of November, 2016.

IN WITNESS WHEREOF, I hereunto affix my official signature at Willowbrook, Illinois, this 28th day of November, 2016.

Frank A. Trilla
Mayor

(SEAL)

ATTEST:

Village Clerk

VILLAGE OF WILLOWBROOK

BOARD MEETING

AGENDA ITEM - HISTORY/COMMENTARY

ITEM TITLE:

AN ORDINANCE AMENDING THE VILLAGE OF WILLOWBROOK PERSONNEL POLICY MANUAL BY ADDING THERETO THE VILLAGE OF WILLOWBROOK TRAVEL AND BUSINESS EXPENSE REIMBURSEMENT POLICY

AGENDA NO.

9

AGENDA DATE: 11/28/16

STAFF REVIEW: Carrie Dittman

SIGNATURE Carrie Dittman

LEGAL REVIEW: Thomas Bastian, Village Attorney

SIGNATURE: THOMAS BASTIAN TA

RECOMMENDED BY: Tim Halik, Village Administrator

SIGNATURE: T Halik

REVIEWED BY COMMITTEE:

YES on November 14, 2016

NO

N/A

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

On July 22, 2016, Governor Rauner signed the Local Government Travel Expense Control Act (Public Act 99-604) into law. The Act requires school districts, community college districts, and all non-home rule units of local government adopt by ordinance or resolution a local expense reimbursement policy and approve by roll call vote of the corporate authorities any expenses of the Village that exceed the maximum allowable reimbursement established by the local policy. The Act also prohibits the reimbursement of entertainment expenses, which includes shows, amusements, theaters, circuses or sporting events.

The Act takes effect on January 1, 2017. The Village must adopt a local expense reimbursement policy before then, which should include the types of official business for which travel, meal and lodging expenses are allowed, the maximum allowable reimbursement, and a standard form for submission of expenses.

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

Staff presented the draft policy at the Finance and Administration Committee meeting on 11/14/16, and staff has subsequently edited the draft based on the recommendations of the Committee as well as recommendations of the Village attorney.

ACTION PROPOSED: PASS THE ORDINANCE

**AN ORDINANCE AMENDING THE VILLAGE OF WILLOWBROOK
PERSONNEL POLICY MANUAL BY ADDING
THERETO THE VILLAGE OF WILLOWBROOK TRAVEL
AND BUSINESS EXPENSE REIMBURSEMENT POLICY**

WHEREAS, Section 10 of the Local Government Travel Expense Control Act (50 ILCS 150/1) (the "Act") mandates that the Village of Willowbrook (the Village") regulate the reimbursement of all travel, meal, and lodging expenses of officers and employees, including, but not limited to: (1) the types of official business for which travel, meal, and lodging expenses are allowed; (2) maximum allowable reimbursement for travel, meal, and lodging expenses; and (3) a standardized form for submission of travel, meal, and lodging expenses supported by the minimum documentation required under Section 20 of the Act;

WHEREAS, the Act permits that the regulations may allow for approval of expenses that exceed the maximum allowable travel, meal, or lodging expenses because of emergency or other extraordinary circumstances;

WHEREAS, the Act prohibits the approval or payment of travel, meal, or lodging expenses on and after 180 days after the effective date of the Act unless regulations have been adopted as set forth under Section 10 of the Act; and

WHEREAS, the corporate authorities of the Village have determined that it is advisable, necessary and in the best interests of the Village to amend the Village of Willowbrook Personnel Policy Manual to regulate the reimbursement of travel, business, meal and lodging expenses;

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

Section 1. Recitals. The facts and statements contained in the preambles to this Ordinance are found to be true and correct and are hereby adopted as part of this ordinance.

Section 2. The Village of Willowbrook Personnel Policy Manual, as amended, is hereby further amended by approving and adding thereto the Village of Willowbrook Travel and Business Expense Policies and Procedures, a copy of said Policy is attached hereto as Exhibit "A" and made a part hereof.

Section 3. This Travel and Business Expense Policy of the Village supersedes any prior policy or past practice of the Village with respect to reimbursement of travel and business expenses.

Section 4. If any section, subsection, sentence, clause, phrase or portion of this Ordinance is for any reason held invalid or unconstitutional by any court of competent

jurisdiction, such portion shall be deemed a separate, distinct, and independent provision, and such holding shall not affect the validity of the remaining portions hereof.

Section 5. All ordinances or parts of ordinances in conflict with this ordinance are repealed, insofar as a conflict may exist.

PASSED and APPROVED this 28th day of November, 2016, by a roll call vote as follows:

ROLL CALL VOTE: AYES: _____
 NAYS: _____
 ABSTENTIONS: _____
 ABSENT: _____

APPROVED:

Mayor

ATTEST:

Village Clerk

EXHIBIT "A"

**VILLAGE OF WILLOWBROOK
TRAVEL AND BUSINESS EXPENSE POLICIES AND PROCEDURES**

VILLAGE OF WILLOWBROOK

TRAVEL AND BUSINESS EXPENSE POLICIES AND PROCEDURES

Section 1. Purpose

The purpose of the Village of Willowbrook Travel and Business Expense Policies and Procedures (“Expense Policy”) is to effectively regulate reimbursement of all travel, meal and lodging expenses of the Village’s Officials and employees. The Expense Policy is established pursuant to the Local Government Travel Expense Control Act, Public Act 99-604. Each Public Official and Employee is responsible for assuring that expenditures are prudent and necessary to effectively fulfill their duties to the Village.

Section 2. Applicability/Effective Date

This Expense Policy shall apply to all Elected Officials, Appointed Officials and Employees of the Village of Willowbrook.

This Expense Policy shall become effective: January 1, 2017.

Section 3. Definitions

“Act” means the Local Government Travel Expense Control Act, Public Act 99-604.

“Authorized Individual” means any full-time or part-time public Official or Employee, whether elected, appointed or employed, who is authorized to incur travel and travel related or business expenses in the performance or as related to the performance of his or her duties.

“Corporate Authorities” means the Mayor and Board of Trustees of the Village.

“Elected Officials” means the Mayor, Village Trustees and Village Clerk of the Village of Willowbrook.

“Entertainment” includes, but is not limited to, shows, amusements, theaters, circuses, sporting events, or any other place of public or private entertainment or amusement, unless ancillary to the purpose or program or event.

“Travel” means any expenditure directly incident to official travel by Employees and Officials of the Village, involving reimbursement to travelers or direct payment to private agencies providing transportation or related services.

“Village” means the Village of Willowbrook.

Section 4. Authority to Incur Travel and/or Business Expenses For Which Expense Reimbursement is Permitted

A. The Village hereby recognizes that certain travel and business expenses are necessary and proper for the efficient conduct of public business and necessary and proper for the performance of the duties of Public Officials and Village employees. Such travel and business expenses are properly incurred for performing mandated, job-required duties (such as investigating usefulness of equipment or services to a particular government requirement) and/or are related to attendance at schooling, conferences, seminars, meetings and workshops, where such attendance is necessary for continuing education, or is deemed worthwhile for reasons including but not limited to, networking, marketing and/or facilitating the duties of the office or business of the Village.

(1) Village officials and employees are permitted to be reimbursed for the travel, meal and lodging expenses in the following instances:

(a) Official Business Travel – Travel that takes the Village official or employee outside of the Village relating to official business of the Village that is designed to further development, legislation, governance and administration of the Village.

(b) Training and Professional/Educational Travel - Travel that takes the Village official or employee outside of the Village related to the attendance at seminars, conferences, workshops, conventions and the like designed to further training, education and professional development of Village officials or employees, directly related to their duties.

B. The Village, through its budget system, shall maintain control of travel and business expenses for Officials and Employees, which shall provide for the efficient and economical conduct of official business.

C. Subject to budgetary constraints, prior authorization for travel planned by an Employee during a budget year shall be obtained as part of the approved budget for each department. All travel and business expenses by an Employee must be authorized by the Village Administrator.

D. If an elected official of the Village finds it necessary to incur travel and/or business expenses, and when the expenses are within the intent of the annual adopted budget, the expenditures will be authorized by a roll call vote of the Corporate Authorities of the Village.

E. Travel, Meal and Lodging Expense Advance. Prior to incurring a travel, meal or lodging expense for which advance payment is requested, Village officials and employees are required to complete the Travel Expense Advance Request Form. Travel, meal or lodging expenses by employees (including department heads) must be authorized in advance by the Village Administrator. Travel, meal or lodging expenses by the elected officials and the Village Administrator must be authorized in advance by the Corporate Authorities of the Village by a roll call vote at an open meeting of the Corporate Authorities.

F. Summary reports of travel to conferences, conventions, seminars and/or meetings may be reported, if required, to the Corporate Authorities, Village Administrator or Department Head.

G. Travel, Meal and Lodging Expense Reimbursement Approval. Within thirty (30) days after the return from travel, or in the absence of travel within thirty (30) days after incurring the expense, the Village official or employee must complete a Travel Expense Reimbursement Form attached to this policy supported by the required documentation and submit the form to the Village Administrator. Any travel reimbursement submitted after thirty (30) days must include an explanation of the delay. Only delays caused by reasonable circumstances will be approved for reimbursement. Travel, meal and lodging expenses of Village officials (except for the Corporate Authorities) and employees that do not exceed the maximum allowable reimbursement amounts established in Section 5A shall be approved by the Village Administrator. In the case of emergency or other extraordinary circumstances, travel, meal and lodging expenses that exceed the maximum allowable reimbursement amounts established by this Section 5A may be approved. All travel, meal and lodging expenses of the elected officials and travel, meal and lodging expenses of the Village officials or employees that exceed the maximum allowable reimbursement amounts established in this Section 5A shall be approved by the Corporate Authorities by a roll call vote at an open meeting of the Corporate Authorities.

Section 5. Allowable Expenses

A. Travel and/or business expenses shall be limited to those expenses necessarily incurred by the Official/Employee in the performance of duties related to the functions and responsibilities of the Official/Employee as set forth in Section 4(A)(1).

Subject to budgeting constraints and without securing additional approval of the Corporate Authorities, the maximum allowable expense to be incurred by any Official or Employee in any budget year for travel and business expenses shall be a total of \$2,500.00 for that year.

B. Business expenses shall apply to those expenditures which are incurred in the performance of a public purpose, including attending meetings with government officials, seminars and training programs, pick-up and delivery of parts and/or equipment, community programs and any other related purposes.

Section 6. Funding

A. All travel requires prior written authorization.

B. Except as hereinafter set forth, all travel requires the completion and submittal to the Village Administrator of the Travel Expense Reimbursement Request Form, as attached hereto and incorporated herein as Exhibit 1. All expenses incurred for which reimbursement is sought must be accompanied by the original receipt for such expenditures.

C. Travel advances may be issued to an Authorized Individual prior to departure on an authorized trip. The advance payment will be predicated on the amount estimated as set forth in the Travel Expense Advance Request Form, attached hereto as Exhibit 2. If an authorized travel advance is less than the approved actual expense, the difference will be paid to the Authorized Individual following travel, and upon completion of the proper Travel Expense Reimbursement Form and submission of proper receipts being provided. If the travel advance is greater than the actual or allowed travel expense, then the difference shall be reimbursed to the Village within thirty (30) days after return of the Authorized Individual.

D. All Authorized Individuals are required to ensure that vendors are made aware of and provided with the Village's tax exemption information whenever applicable.

Section 7. Travel Expense Reimbursement Request Form

The Finance Department shall provide a Travel Expense Reimbursement Request Form, attached hereto as Exhibit 1, to be used by each Authorized Individual for travel requests, expenses and reimbursements and mileage allowances, for use for all expenditures and reimbursements sought.

No Travel Expense Reimbursement Request Form shall be required to be submitted for expenses, in connection with travel, that are billed directly to the Village.

The Director of Finance shall cause requests for travel expense and reimbursement to be verified before payment is made therefore.

Section 8. Meal Allowances and Accommodations

A. Meals

For the purpose of reimbursements, the allowances for meals shall be based on the schedule set forth by the Internal Revenue Service for all cities within the continental United States in effect at the time the meal expense is incurred.

If meals are provided as a part of the registration fee for the authorized travel, no additional meal allowances will be paid or reimbursed.

Employees not covered by the Village's collective bargaining agreement shall be entitled to reimbursement for lunch when the training encompasses one (1) full business day. Partial day training shall not be entitled to lunch reimbursement. If a non-covered Employee is required to stay overnight, the non-covered Employee may submit for meal expense reimbursement for breakfast, lunch and dinner on the required form.

Meals for Business Associates, which are paid for by the Authorized Individual as part of appropriate conduct of public business, shall be deemed a legitimate expenditure for Village Officials and Employees, and reimbursement may properly be sought therefore. The Authorized Individual must disclose the name, title and organization of the Business Associate and the

business purpose of the meal. In such circumstances, the Business Associate's meal is not subject to authorized Internal Revenue Service allowances.

In accordance with the police sergeants and police officers collective bargaining agreement, Section 11.2 On-Duty Training, "when a covered member is required to attend training which lasts three (3) or more days, covered member may submit for lunch meal expenses on the required form, not to exceed the state allowance. If a covered member is required to stay overnight, covered member may submit for meal expenses for breakfast, lunch and dinner on the required form, not to exceed the state allowance."

B. Accommodations

Hotel or accommodations allowances will be made when travel extends overnight and requires lodging, at the single occupancy rate (unless an Authorized Individual determines to share accommodation with another Authorized Individual). An Authorized Individual taking a guest shall pay any cost differences for double occupancy. The Government Room Rate shall be sought in all circumstances, unless not available. Room service, and additional room expenses (movie rental, laundry, dry cleaning, valet, minibar, etc.) will not be paid and/or reimbursed.

- (1) It is the responsibility of each Village official and employee to request the lowest available lodging rate at the time of making reservations. However, a person who due to a disability may require special lodging consideration may be reimbursed for the actual cost of the least costly lodging that is substantially accessible. Special seminar, conference or government rates shall be sought.
- (2) Lodging reimbursement shall be at actual cost consistent with facilities available and proximity to the location of a conference, seminar or business meeting. Where multiple occupancy involving a spouse and/or other family members has occurred, the Village official or employee may only claim the actual and necessary cost of his or her single occupancy at a single rate. If no single rate exists, the lowest double occupancy rate shall be reimbursed.
- (3) Lodging provided by a friend, relative or non-invoicing organization is not reimbursable.
- (4) The number of nights for which an employee may obtain reimbursement will be limited to the number necessary to conduct Village business. For those conferences or meetings that begin in the morning, arrival the night before shall be reimbursable. For conferences or meetings that end after 5:00 p.m., lodging expenses for that night will also be reimbursed. Employees are encouraged to return home on the final day of the conference whenever possible.
- (5) If weather conditions make a return trip unsafe, then an overnight stay may be reimbursable.

C. Exclusions

1. Alcoholic beverages are excluded from reimbursement for any meal and/or accommodation.

2. Expenses related to entertainment are excluded from reimbursement, unless such entertainment is ancillary to the purpose or program or event. For example, "ancillary" means those entertainment events which are included in the registration cost of a convention or seminar.

D. Exceptions

Any exceptions to this Policy must be approved in writing by the Village Administrator or the Corporate Authorities of the Village as the case may be.

E. General Requirements

(1) Village officials and employees are required to utilize all reasonable forms of technology, including, but not limited to, internet, teleconferencing and webinars, to lessen travel expenses incurred.

(2) The Village shall reimburse allowable, authorized travel expenses for official business incurred in the performance of Village duties, conditioned on the financial ability of the Village and within the budgetary constraints established by the Corporate Authorities.

(3) Village officials and employees shall exercise good judgment and proper regard for public funds when incurring travel expenses and when representing the Village, by only authorizing the minimum number of staff necessary when travel is required. Personal items and other non-business/non-professional related expenses are not reimbursable. Village personnel policies apply when conducting Village business, regardless of location.

Section 9. Transportation

A. All travel must be on a convenient and mainly traveled route. If an Authorized Individual travels by an indirect route for his/her convenience, any extra costs shall be borne by the Authorized Individual. Air travel shall be at the coach/economy fare.

B. If a privately-owned automobile is used for travel, the Authorized Individual shall be entitled to a mileage reimbursement at a cents-per-mile rate equal to the Internal Revenue Service allowable rate then in effect. When two or more Officials or Employees are attending the same travel related event, carpooling should be practiced whenever possible. The actual odometer reading from the Village Hall, located at 835 Midway Drive, Willowbrook, IL to destination and return to the Village Hall shall be used for mileage calculation purposes.

C. Transportation by common carrier which has not been prepaid, and for which the Authorized Individual seeks reimbursement, must be substantiated by the **original** receipt from the common carrier.

D. Transportation by charter vehicle may be authorized when deemed to be the most economical method of travel considering the nature of the business, the number of people making the trip and the most efficient and economical means of travel.

Section 10. Reimbursable Incidental Expenses

An Authorized Individual may be reimbursed for incidental travel expenses incurred during the course of travel. Such incidental travel expenses include, but are not limited to, the following:

1. Registration fees, convention, conference, seminars and/or training fees.
2. Taxi/Rideshare, and airport or hotel limousine fares.
3. Car rentals.
4. Storage or baggage fees.
5. Tolls.
6. Parking fees.
7. Telephone and facsimile charges relating to official business.
8. Tips, at the usual and customary rate, for ground transportation, parking attendants and baggage handling.
9. Public Transportation.

Any incidental expense for which reimbursement is being sought shall be accompanied by the original receipt.

Section 11. Special Expenses

A. Registration Fees and Materials Related to Professional/Educational Activities

(1) Actual registration fee expenditure and reimbursement is allowed for authorized attendance of professional/educational activities, with prior approval by the Village Administrator or Corporate Authorities of the Village as the case may be. Advance registration should be used where the amount of the registration fee increases as the date of the event approaches.

(2) Books and related materials such as conference tapes are reimbursable costs. The items purchased shall become the property of the Village.

B. Service Tips. Tips for services provided during travel, including meals (or requested elsewhere) shall be included for reimbursement on the Travel Expense

Reimbursement Form. An official or employee may request reimbursement up to 20% for documented tips and up to \$5.00 for undocumented tips.

- C. Village Business Meetings. The cost of Village business related to special expenses incurred while hosting a meeting shall be reimbursable, when authorized by the Village Administrator in advance and if reasonable, well-documented and budgeted.

- (1) All special expenses shall be itemized and fully documented to include the actual Village business transacted and the individuals and their affiliation. The actual cost of meals for other persons incurred in connection with official Village business shall be allowed.

- (2) To be eligible for meal reimbursement of a guest, Village business must have been discussed during the meal or immediately preceding or following the meal.

- (3) Two or more Village officials or employees dining together and discussing business will not constitute a reimbursable business meal.

- (4) Receipts are required to document reimbursements.

Section 12. Emergencies

In the event of an emergency necessitating travel or the incurrence of a business expense, the requirements of this Expense Policy shall be waived prior to travel or incurring the expense. However, within thirty (30) days of any emergency expenditure, the Expense Request Form shall be completed and filed with the appropriate office for reimbursement and to document the emergency. Report of any emergency expenditure shall be provided to the Corporate Authorities of the Village in an open meeting.

Section 13. Auditing

All Expense Request Forms shall be submitted to the Finance Department no later than thirty (30) days before travel or the business expense is expected to be incurred for estimated expenses, or within thirty (30) days after the travel or business expense has been incurred for auditing by the Director of Finance.

Section 14. Official Documents

In compliance with the Act, all documents and information submitted in regard to travel and/or business expenses in accordance with these Policies and Procedures are declared to be “public records” and subject to disclosure under the Illinois Freedom of Information Act, 5 ILCS 140/1 *et seq.*

Section 15. Fraudulent Claims

Claims submitted pursuant to these Policies and Procedures must be signed by the Authorized Individual, which signature shall serve as verification of the true and correct nature of the funds being sought therein. Any individual who makes or aids in the making of a false or fraudulent claim shall be guilty of a violation against the Village and, if found guilty of same, shall be punished as provided in the Village's Personnel Manual. In addition, any individual who receives an advance or reimbursement by use of a false claim, shall be liable for repayment of the amount.

Section 16. Spouse/Guest/Personal Travel Combined with Business

Travel expenses for family members or guests are not reimbursable. However, a guest may share accommodations as long as there is no additional cost to the Village as a result.

Section 17. Supersede/Conflict in Policies and/or Procedures

These Policies and Procedures supersede any other policy or procedure currently in effect to the extent such policy or procedure is in conflict with that provided herein.



EST. 1960

Willowbrook

835 Midway Drive
Willowbrook, IL 60527-5549

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

TRAVEL EXPENSE REIMBURSEMENT REQUEST

TO: VILLAGE ADMINISTRATOR

FROM: _____ DATE: _____

TITLE: _____

MEETING/TRAINING ATTENDED: _____

DATES OF ATTENDANCE: _____

IN ACCORDANCE WITH THE VILLAGE'S TRAVEL AND BUSINESS EXPENSE POLICIES AND PROCEDURES, I REQUEST REIMBURSEMENT OF THE FOLLOWING EXPENSES I INCURRED WHILE ATTENDING MEETING/TRAINING:

MILEAGE*: MILES: _____ X .54 = \$ _____

*per current IRS mileage rate in effect

MEALS:

BREAKFAST: \$ _____

LUNCH: \$ _____

DINNER: \$ _____

TUITION FEES: \$ _____

AIRFARE: \$ _____

HOTEL: \$ _____

TOLLS: \$ _____

PARKING: \$ _____

MISC. EXPENSES (itemized): \$ _____

\$ _____

ORIGINAL RECEIPTS FOR EACH EXPENSE MUST BE ATTACHED BEFORE REIMBURSEMENT WILL BE PROCESSED

TOTAL REIMBURSEMENT REQUEST: \$ _____

Acct. Number _____

APPROVED _____
Village Administrator

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



Proud Member of the
Illinois Route 66 Scenic Byway



EST. 1960

Willowbrook

835 Midway Drive
Willowbrook, IL 60527-5549

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

Mayor

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Michael Mistele

Gayle Neal

Paul Oggerino

Village Administrator

Tim Halik

Chief of Police

Mark Shelton

Director of Finance

Carrie Dittman

TRAVEL EXPENSE ADVANCE REQUEST

TO: VILLAGE ADMINISTRATOR

FROM: _____ DATE: _____

TITLE: _____

MEETING/TRAINING TO BE ATTENDED: _____

DATES OF PLANNED ATTENDANCE: _____

IN ACCORDANCE WITH THE VILLAGE'S TRAVEL AND BUSINESS EXPENSE POLICIES AND PROCEDURES, I REQUEST AN ADVANCE OF THE FOLLOWING EXPENSES I PLAN TO INCUR WHILE ATTENDING MEETING/TRAINING:

TUITION FEES: \$ _____

AIRFARE: \$ _____

HOTEL: \$ _____

MISC. EXPENSES (itemized): \$ _____

\$ _____

REASON WHY ADVANCE IS NECESSARY: _____

ORIGINAL RECEIPTS FOR EACH EXPENSE MUST BE SUBMITTED UPON RETURN FROM MEETING/TRAINING AND ANY UNUSED ADVANCE MUST BE REMITTED BACK TO THE VILLAGE WITHIN 30 DAYS OF RETURN

TOTAL ADVANCE REQUEST: \$ _____

Acct. Number _____

APPROVED _____
Village Administrator



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Illinois Route 66 Scenic Byway

VILLAGE OF WILLOWBROOK

BOARD MEETING

AGENDA ITEM - HISTORY/COMMENTARY

ITEM TITLE:

MOTION TO APPROVE THE CALENDAR YEAR 2017 PAYMENT TO THE INTERGOVERNMENTAL RISK MANAGEMENT AGENCY (IRMA) AND DISTRIBUTION OF THE CREDIT AMOUNT TO ELIGIBLE EMPLOYEES

AGENDA NO.**10****AGENDA DATE:** 11/28/2016**STAFF REVIEW:** Garrett Hummel, Ast. to the Vil Admin**SIGNATURE:****LEGAL REVIEW:** Tom Bastian, Village Attorney**SIGNATURE:****RECOMMENDED BY:** Tim Halik, Village Administrator**SIGNATURE:****REVIEWED & APPROVED BY COMMITTEE:** YES NO N/A **ITEM HISTORY (PREVIOUS VILLAGE BOARD REVIEWS, ACTIONS RELATED TO THIS ITEM, OTHER PERTINENT HISTORY)**

Willowbrook is a member of the Intergovernmental Risk Management Agency (IRMA) which provides liability insurance to 69 municipal members. An annual premium notice is issued each year in December based upon each member's revenues and claims experience. In accordance with the Village's Personnel Manual, any premium credit amount earned is intended to be distributed to employees as a safety incentive upon approval by the Board of Trustees (The Safety Incentive Program is detailed in the attached Personnel Manual Addendum). The program was altered in 2008 by eliminating the award of a safety day.

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

The Board also annually considers approval of the annual premium to IRMA for continued liability insurance coverage. Staff is recommending payment of the 2017 calendar year premium of **\$223,499** from the Village's budget line item. The 2017 premium amount of \$223,499 is \$20,535 under the budgeted amount of \$244,034. The payment of the annual IRMA premium typically comes out of the Village's General Fund. Another option available to the Village is payment out of the Excess Surplus Fund (reserve fund held by IRMA). Currently, there is \$460,070 in the Excess Surplus Fund.

Of the 5 years used in the premium calculation (2011-2015), the Village experienced an excellent loss history during calendar years 2012, 2013, and 2014 which enabled the Village to earn a credit on the premium for the 2017 calendar year. The estimated credit is in the amount of **\$30,482**. Prior to disbursement to eligible employees, and in accordance with the Safety Incentive Program (See attached document), the Mayor and Board of Trustees must approve the credit being divided amongst the eligible employees. Based on the 31.5 eligible employees, each eligible employee full share would be \$968, before applicable taxes.

A summary of the premium, surplus fund and total payments is attached. A table showing the history of the Safety Incentive Program is also attached.

ACTION PROPOSED: DISCUSSION AND MOTION



November 21, 2016

Village of Willowbrook

PRELIMINARY STATEMENT OF 2017 ANNUAL CONTRIBUTION

Contribution computed at a rate of \$2.205 per \$100 of five-year average Revenue Base	\$223,499
Excluded services Adjustment	
Plus or Minus the Experience Modifier	\$-30,482
Optional Deductible Credit	\$0
2017 Annual Contribution	\$193,017
Members Reserve	0
2017 CONTRIBUTION DUE	\$193,017
Excess Surplus Credit Available	\$460,070

Please make checks payable to Intergovernmental Risk Management Agency and enclose the completed and signed Statement of Payment. If you prefer to pay by wire transfer or ACH, contact us and we'll send the instructions. As part of our internal controls, we need the signed Statement of Payment either returned with the check, faxed to 708-236-6336, or emailed to ritab@irmarisk.org

Payment is due on or before February 1, 2016. According to Bylaw Article IV Section 4.01, any payments which are more than fifteen days late shall incur an interest penalty fee equal to 1% per month or portion thereof. Please do not make your payment prior to January 1st.

Members may enter into an Installment Payment Agreement, per Bylaws Section 3.02. Please contact Rita for additional information.

Rita Boserup
Director, Financial Services & Administration
(708) 236-6335



PRELIMINARY STATEMENT OF PAYMENT
2017 CONTRIBUTION

Member: Village of Willowbrook

Invoice # xxxx

Member's 2017 Contribution Due: \$193,017

Excess Surplus Credit Available: \$ 460,070

Amount of Excess Surplus Credit Applied to Payment: _____

Net Payment for 2017 Contribution: _____

Method of payment ACH Wire transfer Check

We would like to set up a payment agreement

SIGNATURE

DATE

PRINTED NAME

TITLE

Members can choose to receive a combination of a credit/check up to a maximum of their Excess Surplus Credit Available. Any remaining funds will be carried over for future years and earn investment income at the same rate as IRMA's investment portfolio. Please send a separate request for any excess surplus refunds to be paid out by check.

If you have any questions, please contact Rita Boserup at (708) 236-6335 or ritab@irmarisk.org

Please return this copy with your payment for proper credit, or if paying electronically, scan and either fax to 708-236-6336 or email to ritab@irmarisk.org

Village of Willowbrook
2017 Estimated IRMA Contribution

Revenue Base (5-Year Average):	\$ 10,136,011
Rate per \$100 of Revenue:	\$ 2.205
Premium Amount:	\$ 223,499
Credit (Safety Incentive Dividend):	\$ (30,482)
Available Excess Surplus Fund:	\$ 460,070
Amount of Excess Surplus Fund applied toward the 2017 IRMA contribution:	\$ 0
Payment to IRMA:	<u>\$ 223,499</u>

If approved, safety dividend to Employees:	\$30,482 (about \$968 each)
If not approved, the Village would keep:	\$30,482



L: EMPLOYEE SAFETY INCENTIVE PROGRAM

APPENDIX L

VILLAGE OF WILLOWBROOK

EMPLOYEE SAFETY INCENTIVE PROGRAM



I. GOALS AND OBJECTIVES

The Goals and Objectives of the Employee Safety Incentive Program are:

- A. To instill in the minds of each and every employee a concept that the safe way to perform a task is the most efficient and the only acceptable way.
- B. To compensate the employees when they collectively demonstrate a concern for their safety and the safety of others.

II. JURISDICTION

This Employee Safety Incentive Program shall apply to all Regular Full-Time Employees, as defined in the Personnel Manual, employed during the entire most recent claim year used in the calculation of the Debit/Credit to be applied in the forthcoming premium year. Further, this plan shall apply only to employees who are employed by the Village at the time of the approval by the Board of any and all distributions under this plan.

The Village recognizes the value of the Community of long-term part-time employees. For the purpose of this plan, part-time employees working in excess of 1,000 hours per year for each of the three claim years used in the calculation of the Debit/Credit shall be eligible for a full share.

The inclusion of long-term part-time employees in the Safety Incentive Program shall allow part-time employees with five years or more of service to receive, without petitioning, a 50% share of the Safety Incentive Dividend. In addition, these same part-time employees may petition for a 100% share of the Safety Incentive Dividend with a written request. The distribution of the dividends to these same part-time employees shall be approved by the affirmative vote of a majority of the Eligible Employees.

III. METHODOLOGY

The Village of Willowbrook is a member of the Intergovernmental Risk Management Agency (IRMA). IRMA calculates the annual premium to be paid by the Village of Willowbrook based on two criteria:

- A. Total Revenues of Willowbrook for the fiscal year ending April 30, twenty months preceding the upcoming Premium Year.
- B. Loss experience of Willowbrook as compared with similar IRMA member's loss history in accordance with IRMA rules and regulations as amended from time to time. IRMA refers to this factor as the Debit/Credit Computation.



On or about December 15 of each year, IRMA will have notified the Village of Willowbrook of the premium to be paid by the Village for the upcoming Premium Year beginning on the following January 1.

Additional compensation shall be awarded to each eligible employee as described in II above, as follows:

<u>Debit/Credit Computation</u>	<u>Safety Incentive Dividend</u>
FROM: Maximum Debit	
TO: Premium based on Revenue with no debit	\$0
FROM: Premium based on Revenue with no debit	
TO: Maximum Credit	Total Credit Divided Amongst Eligible Employees

IV. DISTRIBUTION OF SAFETY INCENTIVE DIVIDENDS TO NON-ELIGIBLE EMPLOYEES

Upon the written request by any non-eligible employee who is not eligible as described in Section II (a "Non-eligible employee), such non-eligible employee may be considered for a full-share or partial-share (50%) of Safety Incentive Dividends. The distribution of the dividends to Non-Eligible Employees shall be approved by the affirmative vote of a majority of the eligible employees who vote.

The written request as mentioned above shall further contain a statement by the Non-Eligible Employee as to how he/she has demonstrated an acute sense of Safety Awareness leading to the accomplishment of the Village's Loss Prevention Goals and Objectives.



V. GENERAL RULES OF APPLICATION

- A. The IRMA Debit/Credit Formula as modified from time to time shall be the sole governing factor in determining the Debit/Credit Calculation as described in III, above.**
- B. The position, job classification, or compensation of Eligible Employees shall not affect the allocation of the Safety Incentive Dividend.**
- C. There shall be no additional consideration of loss issues, such as at-fault accidents, no-fault accidents, subrogated claims or non-subrogated claims above and beyond the IRMA Debit/Credit Computation.**
- D. Every effort will be made by the Village of Willowbrook to distribute any dividends due employees herein prior to December 24 of each calendar year.**
- E. Prior to the allocation of a Safety Incentive Dividend, the approval of the Mayor and Board of Trustees must be obtained by the Village Administrator.**
- F. All Eligible employees shall receive compensation of the Safety Incentive Dividends in the same manner as routine payroll is distributed.**

History of Willowbrook Safety Incentive Program

Year	\$ Amount	# of Employees	Per Employee
1985	\$2,208	21.0	\$105
1986	\$22,691	19.0	\$1,194
1987	\$19,773	24.0	\$824
1988	\$4,115	25.0	\$165
1989	\$0		\$0
1990	\$0		\$0
1991	\$0		\$0
1992	\$0		\$0
1993	\$0		\$0
1994	\$0		\$0
1995	\$0		\$0
1996	\$16,254	37.0	\$439
1997	\$22,183	39.0	\$569
1998	\$3,174	38.0	\$84
1999	\$58,561	38.0	\$1,541
2000	\$3,534	39.0	\$91
2001	\$27,463	38.0	\$723
2002	\$8,588	39.0	\$220
2003	\$5,150	39.0	\$132
2004	\$0		\$0
2005	\$11,578	41.0	\$282
2006	\$2,904	42.0	\$69
2007	\$33,888	39.0	\$869
¹ 2008	\$37,969	39.0	\$974
2009	\$37,538	40.0	\$938
2010	\$9,168	41.0	\$224
2011	\$2,705	38.0	\$71
2012	\$5,646	32.5	\$174
2013	\$0		\$0
2014	\$7,346	29.5	\$249
2015	\$34,957	29.5	\$1,185
2016	\$55,968	29.5	\$1,897
2017 (Estimated)	\$30,482	31.5	\$968

² Total \$463,843 34.52 \$407

¹ Elimination of the safety day

² Breaking down the total of \$463,843 on an annual basis for 33 years the average payout per year would be \$14,055. With the number of employees averaging roughly 35 over the 33 year existence of this program, the average annual payout has been about \$407 per employee.

MINUTES OF THE REGULAR MEETING OF THE BOARD OF POLICE COMMISSIONERS
HELD ON OCTOBER 21, 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 and
Commissioner Joseph Heery.

ABSENT: At time of Roll Call - Secretary Stephen Landsman

Also present were Chief of Police Mark Shelton and Executive
Secretary Cindy Stuchl.

A QUORUM WAS DECLARED

3. VISITORS' BUSINESS

None presented.

4. OMNIBUS VOTE AGENDA

- a. Review and Approve Minutes - Regular BOPC Meeting -
September 16, 2016
- b. Review and Approve Minutes - Closed Session Meeting -
September 16, 2016
- c. Review and Approve Minutes - Special BOPC Meeting -
October 15, 2016
- d. Review and Approve Minutes - Closed Session Meeting -
October 15, 2016

The Commission reviewed the Omnibus Vote Agenda.

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

UNANIMOUS VOICE VOTE

MOTION DECLARED CARRIED

5. COMMUNICATIONS

None presented.

6. UNFINISHED BUSINESS

None presented.

***NOTE: Secretary Landsman arrived at 7:05 a.m.

7. NEW BUSINESS

- a. DISCUSSION AND APPROVAL - 2017 Patrol Officer Eligibility Testing

As requested by the commission at its previous meeting, Chief Shelton proposed a timeline listing key events and dates for the patrol officer application, testing and interview process. Chief Shelton asked that the commission consider and approve accepting active military experience consistent with state statute in lieu of the four-year college requirement for new officer applicants.

Chief Shelton also asked the commissioners to formally approve hiring I/O Solutions to conduct the application and testing process as they did two years ago. The motion and contract to hire I/O Solutions will go before the Village Board for approval on November 14, 2016.

Chairman Schuler asked Chief Shelton to obtain the oral interview questions from I/O Solutions for the Commission to review well in advance of the scheduled interview day. Chief Shelton stated that he will have the questions available for review at the next meeting of the BOPC in November.

The Commission concurred with conducting the oral interviews for only the 25 highest scoring applicants on the written examination, and to schedule individual oral interviews in 20-minute time blocks on one single day.

Chief Shelton reminded the commissioners that previously the village authorized I/O Solutions to assess and collect a \$25 application fee to help offset the cost of the testing and application process; and that with the \$25 application fee last time, 168 applications were purchased. All three commissioners support doing the same this year.

Chief Shelton advised that he has reserved Ashton Place for the morning of Saturday, January 28, 2017 for the written exams.

MOTION: Made by Secretary Landsman, seconded by Commissioner Heery, to approve the applicant testing timeline, having I/O Solutions conduct the application and testing process, and accept active military experience in lieu of a four-year college degree for patrol officer applicants.

UNANIMOUS VOICE VOTE

MOTION DECLARED CARRIED

b. UPDATE – Probationary Patrol Officer

Chief Shelton advised that Officer Vanderjack is doing well. Officer Lavalley is entering the second phase of his FTO program. There have been no issues reported from his FTO officer.

8. CLOSED SESSION

- a. Appointment, Employment, Compensation, Performance of a Specific Employee Pursuant to 5 ILCS 120/2(c)(1)

RECESS INTO CLOSED SESSION

MOTION: Made by Secretary Landsman and seconded by Commissioner Heery to recess into Closed Session at the hour of 7:22 a.m.

UNANIMOUS VOICE VOTE

MOTION DECLARED CARRIED

The Commission reconvened the Regular Meeting at the hour of 7:56 a.m.

9. APPROVAL – FINAL SERGEANT PROMOTIONAL LIST

MOTION: Made by Secretary Landsman and seconded by Commissioner Heery to approve the Final Promotional Eligible Register for Police Sergeant with an effective date of October 24, 2016. This Register will expire on October 24, 2019.

UNANIMOUS VOICE VOTE

MOTION DECLARED CARRIED

10. ADJOURNMENT

MOTION: Made by Commissioner Heery, seconded by Secretary Landsman, to adjourn the meeting at the hour of 7:59 a.m.

UNANIMOUS VOICE VOTE

MOTION DECLARED CARRIED

PRESENTED, READ and APPROVED,

November 18 , 2016

Chairman

Minutes transcribed by Executive Secretary Cindy Stuchl.

MINUTES OF THE REGULAR MEETING OF THE FINANCE AND ADMINISTRATION COMMITTEE OF THE VILLAGE OF WILLOWBROOK HELD ON MONDAY, AUGUST 8, 2016 AT 5:30 P.M. AT THE VILLAGE HALL, 835 MIDWAY DRIVE, WILLOWBROOK, ILLINOIS.

1. CALL TO ORDER

The meeting was called to order by Trustee Neal at 5:30 p.m.

2. ROLL CALL

Those present at roll call were Trustee Gayle Neal, Director of Finance Carrie Dittman and guest Debbie Crabtree of Sikich LLP. Chairman Umberto Davi was absent.

3. APPROVAL OF MINUTES

Minutes of the Regular Finance/Administration Committee held on Monday, July 11, 2016 were reviewed.

Motion to approve made by Trustee Neal. Motion carried.

4. PRESENTATION – Payroll Tax & Benefit Compliance Assessment Overview (Draft) by Sikich LLP

Director Dittman noted that earlier this year the Village hired Sikich LLP to perform an assessment of the Village's payroll tax and benefit compliance. As the Village just converted to a new financial software, the timing was right to take a look at our procedures to ensure that the Village was complying with the IRS regulations on payroll so that we could make any necessary changes to our new software.

Debbie Crabtree from Sikich worked on the assessment and made a brief presentation to go over what work had been performed so far; Sikich's draft report is included in the packet. Sikich has made various recommendations along the way, which the Village has already been incorporating into its procedures in advance of receiving the final report. Debbie reported that new IRS changes regarding travel have just been released, and these will be incorporated into the final report. A few typographical errors were noted by Trustee Neal which will also be corrected before final report issuance.

5. REPORT – Monthly Disbursement Reports – July 2016

The Committee reviewed and accepted the disbursement reports for the month of July and key items are highlighted below:

- Total cash outlay for all Village funds – \$1,128,892. Fiscal Year to Date is \$3,458,312.
- Payroll for active employees including all funds - \$314,983 (2 payrolls this month). The average payroll for the year was \$160,968.
- Average daily outlay of cash for all Village funds – \$36,416. Fiscal year to date daily average is \$37,595.
- Average daily expenditures for the General Fund - \$24,006. Fiscal year to date average is \$24,385.

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

All revenues are fiscal year to date collections through July 31, 2016 (unaudited):

- Sales tax receipts - \$850,143 up 3.45% from the prior year. Trending 8.9% over budget.

- Income Tax receipts - \$251,630 down 17.86% compared to the prior year, 1.0% over budget.
- Utility tax receipts - \$228,474 up 0.16% from the prior year, 2.7% under budget, consisting of:
 - Telecomm tax - \$105,312, down 2.04%.
 - Northern IL gas - \$23,113, down 3.34%
 - ComEd - \$101,195, up 4.05%
- Places of Eating Tax receipts - \$134,909 up 2.02% compared to the prior year, trending 11.3% over budget.
- Fines - \$32,612 down 19.34% compared with the prior year, 17.48% under budget. Fines come from County distributions and also local fine tickets written by Village police officers.
- Red Light Fines – \$189,734 up 79.83% from the prior year receipts, trending 31.3% above budget. The budget for the first 4 months of FY 2016/17 was reduced due to the Rt. 83/63rd St. intersection cameras being out of service due to the road construction project.
- Building Permit receipts - \$60,391 up 16.23% from the prior year.
- Water sales receipts - \$838,633 up 6.25% from the prior year, 1.12% below budget.
- Hotel/Motel Tax receipts - \$62,504 up 64.92% compared with the prior year, since May & June 2015 collections (from April & May 2015 tax receipts) were still taxed at 1%. The hotel/motel tax rate increased to 5% effective June 1, 2015. Three of the four hotels are open and active.
- Motor Fuel Tax receipts - \$50,910 up 0.58% compared with the prior year, 0.5% below budget.

The reports above were approved by Trustee Neal.

7. VISITOR'S BUSINESS

There were no visitors present at the meeting.

8. COMMUNICATIONS

There were no communications received.

9. ADJOURNMENT

Motion to adjourn at 6:01 p.m. was made by Trustee Neal. Motion carried.

(Minutes transcribed by: Carrie Dittman, 8/30/2016)

MINUTES OF THE SPECIAL MEETING OF THE HOTEL/MOTEL TAX ADVISORY COMMITTEE OF THE VILLAGE OF WILLOWBROOK HELD ON WEDNESDAY, MARCH 16, 2016, AT THE VILLAGE OF WILLOWBROOK, 835 MIDWAY DRIVE, WILLOWBROOK, ILLINOIS.

1. CALL TO ORDER

Trustee Gayle Neal called the meeting to order at 4:02 p.m.

2. ROLL CALL

Those present were Trustee Gayle Neal, Member Rashmi Patel (Econo Lodge), Member Frank Fishella (Chamber of Commerce), Member Roswitha Korpas (La Quinta) arrived at 4:08, Village Administrator Timothy Halik, Director of Finance Carrie Dittman, Administrative Intern Tiffany Kolodziej and Beth Marchetti, DuPage Convention and Visitors Bureau.

ABSENT: Member Alan Gagnon (Red Roof Inn Plus) and Member Jaimin Shah (Willowbrook Inn).

3. VISITOR'S BUSINESS

There were no visitors present.

4. APPROVAL OF MINUTES - January 28, 2016

Motion by Frank Fishella, second by Rashmi Patel, to approve the minutes as presented. Motion carried.

5. MONTHLY FINANCIAL REPORT - February 29, 2016

Director Dittman presented the fiscal year to date financials through February 29, 2016 to the Committee. Cash on hand is \$135,353, accounts receivable is \$4,724, prepaid expenditures is \$3,000, and opening fund balance at May 1, 2015 was \$496.

The fund has received \$182,810 in hotel/motel tax to date compared to budget of \$210,000 and interest income of \$40. Director Dittman noted each of the expenditure line items which total \$40,269 compared to budget of \$82,825; at February 29, fund balance of the fund is \$143,077.

6. UPDATE - New Businesses

Administrative Intern Tiffany Kolodziej gave an update on the new businesses that have opened in Willowbrook including Bates Water Solutions, Inc., Chishack, Diamond Edge Academy and European Wax Center. Pending projects include Compass Arena (opening unknown), Petco (opening mid-April), and Pete's Fresh Market (opening unknown).

7. PRESS RELEASE - DuPage CVB's Tourism Grant Program

Director Dittman shared a press release that was sent to the Village by the DuPage Convention & Visitor's Bureau on the newly developed Tourism Grant Program. The DCVB awarded its first grant to Eaglewood Resort & Spa in Itasca in February 2016.

The grant money comes from DuPage County and participating communities and is used to secure new business for the hotels. The Village has allocated \$5000 in the current fiscal year budget and \$5000 in next year's budget for this program.

Beth Marchetti added that the DCVB has just awarded its second grant for an event at Christmastime that will occur in Lombard. She noted that Roswitha may be able to use this program for the Rt. 66 motorcycle group that sometimes comes to town, or for different sports groups.

8. DISCUSSION - GENERAL COMMITTEE DIRECTION

Village Administrator Timothy Halik noted that he had been in contact with his counterpart at the City of Elmhurst that has a trolley program. He then introduced Administrative Intern Tiffany Kolodziej who has been researching the trolley company and she presented her findings and passed around a pamphlet. Elmhurst uses The Trolley Car & Bus Company, which employs a professional uniformed driver, and the trolley can play a CD over a PA system to give facts about the town and provides advertising. A bus is also available. Designated stops can be set in town at key locations. The owner offered to make a presentation to the H/M Committee at a future meeting and bring the trolley for the Committee to see.

The Committee discussed that the trolley sounded better than a bus, offering more flair, and that possible stops could be at the Town Center (where there are already benches), at the Whole Foods shopping center and possibly a village park like Willow Pond for picnics and recreational activities. The trolley would stop at the hotels and loop to these other stops. Construction/congestion around 63rd Street was discussed and possibly adding that area as a second phase once the construction was complete would be a good idea. It was mentioned that perhaps Harlem-Irving Co. who owns the Town Center development could be invited to the trolley presentation meeting to see if they would like to participate.

The Committee discussed the promotion of the trolley, such as pamphlets placed in the hotels, signs at the stops, advertising in the Village's newsletter and on the mobile phone app, and the Mayor could perform a ribbon-cutting on the first run.

The Committee agreed to invite the trolley company owner to present at a future meeting, date TBD.

Beth Marchetti discussed collaboration between DCVB, Mayor Trilla and Willowbrook area schools to bring international travel camps called Steam Discovery Tours to the area. The tours consist of gifted students interested in science, technology, engineering, arts and mathematics with stops at locations like the Museum of Science and Industry, Argonne National Laboratory and Fermilab.

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Hotel/Motel Minutes
March 16, 2016

Beth also noted that an ad will go on Choose Chicago's website geared towards McCormick Place visitors and ads will be placed at Midway Airport. There was discussion about use of a taxi company such as American Taxi to shuttle between the Village and Midway, and perhaps ride packages could be purchased. A link could be placed on the WB mobile phone app. Beth will reach out to American Taxi.

Additionally, a billboard will be going up on I-55 by Lemont Rd. around April 15th. Beth is looking into a billboard ad closer to Midway airport as well but believes these are sold out until May or June.

Finally, Trustee Neal discussed adding flower pot displays at each of the hotel entrances and has been in contact with Hinsdale Nurseries. This could be funded with the landscape beautification line item funds. The Willowbrook Inn has been progressing on their remodeling but no opening date has been specified. They will be going back to the Holiday Inn branding.

9. ADJOURNMENT

Motion to adjourn the meeting made by Frank Fishella, seconded by Rashmi Patel at 4:45 p.m.

The next special meeting of the Hotel/Motel Tax Advisory Committee will be determined when the schedule of the trolley company owner permits.

Minutes transcribed by Carrie Dittman, 3/18/2016

MINUTES OF THE SPECIAL MEETING OF THE HOTEL/MOTEL TAX ADVISORY COMMITTEE OF THE VILLAGE OF WILLOWBROOK HELD ON TUESDAY, MAY 24, 2016, AT THE VILLAGE OF WILLOWBROOK, 835 MIDWAY DRIVE, WILLOWBROOK, ILLINOIS.

1. CALL TO ORDER

Trustee Gayle Neal called the meeting to order at 4:10 p.m.

2. ROLL CALL

Those present were Trustee Gayle Neal, Member Frank Fishella (Chamber of Commerce), Member Roswitha Korpas (La Quinta), Mayor Frank Trilla, Director of Finance Carrie Dittman, Administrative Intern Tiffany Kolodziej and Miriam Blumenthal, DuPage Convention and Visitors Bureau (DCVB). Also present: Damien Hudson, driver/owner, of The Trolley Car & Bus Company.

ABSENT: Member Rashmi Patel (Econo Lodge), Member Alan Gagnon (Red Roof Inn Plus) and Member Jaimin Shah (Willowbrook Inn – hotel is closed).

3. TROLLEY TOUR

The purpose of the meeting was to take a “dry run” tour on the proposed trolley that would shuttle hotel guests on summer weekends to certain stops within the Village to enjoy shopping and dining options locally. Damien Hudson of the Trolley Car & Bus Company provided the trolley transportation today for the committee.

The members boarded the trolley at the Village Hall and proceeded along a proposed route, which began at La Quinta Inn and proceeded to the Econo Lodge. The route then travelled past the Kerry Piper and Chicken Basket, which may become a stop, and down Quincy Street to Midway Drive and into the Target parking lot, which may also be a stop. If added, these businesses must be contacted for permission to stop and to erect signage. The trolley then proceeded into the Red Roof Inn Plus parking lot, and out onto Rt. 83.

The trolley then entered the Town Center shopping center from Plainfield Rd. and drove behind the stores to a proposed stop alongside the Bed Bath & Beyond, which is out of the main flow of traffic through the center. Another stop at the Town Center may need to be added to more easily access the shops at the northern end. The trolley then exited the center onto Rt. 83 and proceeded to the Hinsdale Lake Commons shopping center at 63rd Street.

Two (2) stops are proposed at Hinsdale Lake Commons, the first in front of the Tomato Bar (opening soon) at the northwest side, and the second in front of the “Tangerine” sculpture near Charter Fitness. A brief discussion ensued about the hotels partnering with Charter Fitness to offer day passes to the hotel guests. The trolley proceeded back to La Quinta, which would be the starting point of the loop. The run took approx. 35 minutes to complete.

The trolley then proceeded back to Village Hall where Frank Trilla left the meeting.

The committee discussed the next steps in the trolley project; Director Dittman noted that she had already been in touch with representatives from the Town Center and Hinsdale Lake Commons about placing stops there. She will contact them again to get agreements/permissions in place. Target, Kerry Piper & Del Rhea’s Chicken Basket will need to be contacted as well to get the proper permissions for stops at those locations.

Administrative Intern Kolodziej distributed some trolley sign designs she had created and noted that she had contacted one of the Village's sign vendors and requested some ballpark costs. The committee agreed that the decoratively curved green sign of the trolley, with white lettering, in a size of 18" x 18" was the preferred design, with as large a font as possible, and approximately 12 signs would be needed. If removable reflective numbers could be added to the signs, the Village could use those numbers to correspond to a location on a trolley map brochure.

Trustee Neal discussed preparing a brochure that would have the route stops/times listed, and there is potential for businesses to advertise in the brochure as well. The details in the brochure and the trolley route could also be added to the Willowbrook mobile app.

4. NEW BUSINESS

Trustee Neal reported that the manager of the Red Roof Inn Plus, Alan Gagnon, had just left his position at the hotel. An interim manager, Michael Smith, has been placed there 2-3 days per week starting this week.

Ms. Blumenthal distributed and briefly discussed a hotel marketing package that the DCVB has been working on.

5. COMMUNICATIONS

No communications were received.

6. VISITOR'S BUSINESS

There were no visitors present.

7. ADJOURNMENT

Motion to adjourn the meeting made by Roswitha Korpas, seconded by Frank Fishella at 5:26 p.m.

Minutes transcribed by Carrie Dittman, 5/27/2016

MINUTES OF THE SPECIAL MEETING OF THE HOTEL/MOTEL TAX ADVISORY COMMITTEE OF THE VILLAGE OF WILLOWBROOK HELD ON MONDAY, JULY 18, 2016, AT THE VILLAGE OF WILLOWBROOK, 835 MIDWAY DRIVE, WILLOWBROOK, ILLINOIS.

1. CALL TO ORDER

Trustee Gayle Neal called the meeting to order at 4:10 p.m.

2. ROLL CALL

Those present at roll call were Trustee Gayle Neal, Village Administrator Tim Halik, Director of Finance Carrie Dittman and Administrative Intern Tiffany Kolodziej. Miriam Blumenthal, DuPage Convention and Visitors Bureau (DCVB), arrived at 4:15.

ABSENT: Member Frank Fishella (Chamber of Commerce), Member Roswitha Korpas (La Quinta), Member Rashmi Patel (Econo Lodge), Member Red Roof Inn Plus and Member Willowbrook Inn (hotel is closed). There was no quorum.

3. APPROVAL OF MINUTES – March 16, 2016 & May 24, 2016

There was no quorum so the minutes could not be approved.

3.1. APPROVAL OF MONTHLY FINANCIAL REPORT – June 30, 2016

Director Dittman presented the financial report of the Hotel/Motel Tax Fund as of June 30, 2016. There was no quorum so the report could not be approved

4. DISCUSSION – Trolley Program

The trolley program that began July 1, 2016 was discussed, including dates the mini-bus has be substituted (included in the packet) due to previously scheduled events the Trolley Co had at the time the trolley contract was signed. The mini-bus now has a sign on the top of it that indicates it is for the Willowbrook hotel trolley program. Discussion ensued about modifying the front of the brochure to include pictures of both vehicles to make it clear to guests what they may be entering. The committee discussed the trolley company missing a day on Sunday, July 10, and the lack of communication with Village staff on whether a trolley or bus would be dispatched when it diverts from the pre-determined trolley schedule. The Village is keeping a log of these events. Administrative Intern Kolodziej will look into Chicago Trolley Co. out of Addison, IL as an alternative company.

Ridership this past weekend was extremely low, 10 riders over 3 days, likely due to the Chicago Open Air 2016 heavy metal 3-day concert that most of the hotel guests were attending. We are hoping the hotels can further promote this to their guests to spur ridership. The Village will track the usage by weekend based on the figures we receive from the Trolley Co – if the hotels can keep an independent count and provide that to the Village after each weekend as well that will help us to evaluate the success of the program and to determine the true cost per rider.

Trustee Neal also visited Target this past weekend and met with the local store manager, Mia, about adding them as a trolley stop. She was excited about the prospect, and if a written permission can be obtained as advised by the Village attorney, we will contact the trolley company and add this as a permanent stop on the route. Gayle will make a follow-up visit to Target with a permission letter.

5. DISCUSSION – Landscape Beautification

Administrator Halik reported on the poor condition of the “porkchop” turn-in at Midway Drive and Frontage Rd. that is on the main street leading to three (3) of the Village’s hotels. Pictures were distributed illustrating the deterioration this landscape triangle has experienced, which was put in when Target was constructed using developer contributions. Administrator Halik received two (2) proposals to completely tear down and rebuild the porkchop, from Falco’s Landscaping (\$16,010) and Benito’s Landscaping (\$15,700). The renovation includes all new curbs, new pavers and new landscaping to be installed. The Committee agreed that the enhancement was appropriate and would freshen the look for guests entering the Village. Mr. Halik will bring the lower of the two bids, Benito’s, to the Village Board at the next Village board meeting. If approved, the project would start about 2-3 weeks later.

Miriam inquired on the hotel directional signage that is in the porkchop, especially that LaQuinta is missing, and Mr. Halik noted that IDOT runs the program that dictates what signage can be placed there. The existing signage would be reinstalled in the porkchop when the project is complete, perhaps on a new pole to compliment the brick paver colors. Miriam offered to contact IDOT to inquire about adding LaQuinta to the signage.

6. COMMUNICATIONS

Director Dittman relayed the voicemail she had received from and following conversation with Mark of LaQuinta voicing his concerns about the trolley missing a day and the driver’s being off the schedule about 15 minutes. She noted that she had contacted Damien at the Trolley Co. and addressed these issues with him.

Miriam presented a sample map/brochure from the City of Elmhurst’s trolley program. While very professional looking, it should be noted the Elmhurst program has been in effect for at least 2 years and they have advertisements on the brochure that probably offset the cost of production. It also appeared they had partnered with their local chamber of commerce to produce it. This is something the Village staff have discussed with the local merchants, and along with coupon books, is something we may be able to add to the program in 2017. Miriam has provided “goodie bags” that can be passed out to trolley riders when they get on/off the trolley, which does include a discount booklet.

Miriam discussed the advertising program and incorporating AAA into it, however not every hotel is a member of AAA. She will reach out to EconoLodge, which is not a member, to see if they could be included. She also discussed the Midway Airport “Park, Sleep, Fly” program and the billboard that went up near the airport on Cicero Ave. DCVB is checking on possible billboard placement in downstate Illinois to encourage travelers coming to Chicago that cannot afford Chicago hotel prices to stay in Willowbrook. Digital campaigns will be a primary focus as millennials prefer this method over others. Also, DCVB plans to enhance the website to make it more vibrant. Trustee Neal and Miriam discussed getting updated pictures of the hotels for the website. Another campaign is the 90th anniversary of Rt. 66. Finally, the DVCB is hosting a strategic Town Hall Meeting next Monday at NIU in Naperville during the day and Wilder Mansion in Elmhurst Monday night, with another meeting on Tuesday at College of DuPage, for those interested in attending.

7. VISITOR’S BUSINESS

There were no visitors present.

8. ADJOURNMENT

The meeting was adjourned by Trustee Neal at 5:08 p.m.

Minutes transcribed by Carrie Dittman, 7/19/16

MINUTES OF THE REGULAR MEETING OF THE MUNICIPAL SERVICES COMMITTEE OF THE VILLAGE OF WILLOWBROOK HELD ON MONDAY, SEPTEMBER 12, 2016 AT THE VILLAGE HALL, 835 MIDWAY DRIVE, IN THE VILLAGE OF WILLOWBROOK, DUPAGE COUNTY, ILLINOIS

1. CALL TO ORDER

Chairman Mistele called the meeting to order at 5:30 PM.

2. ROLL CALL

Those present at roll call were Chairman Michael Mistele, Trustee Paul Oggerino, and Village Administrator Tim Halik. Absent: None.

3. APPROVAL OF MINUTES

- a) After review of the draft minutes from the August 8, 2016 regular meeting of the Municipal Services Committee, Trustee Oggerino made a motion to approve the minutes as presented. Chairman Mistele seconded the motion. Motion Carried

4. DISCUSSION – Proposal for Professional Engineering Services: Painting of the Village Hall Water Tank in 2017

Administrator Halik advised the Committee that the rehabilitation of the 3MG Standpipe is currently underway with a projected completion date of the end of October, 2016. Halik advised that the FY 2016/17 budget also includes funding to develop design specifications and bidding documents relating to the re-coating of the Village Hall tank to be completed in 2017 along with bidding assistance. Within the packet is a proposal for engineering services from CBBEL to perform this work at a cost of \$7,000. This cost is somewhat lower due to the fact that many of the specifications from the 67th Street tank bid can be used to generate the required documents for this bid. Halik advised that to receive the most competitive bid price for this project, the goal would be to go out to bid later this year or very early in 2017 with the project commencing after May 1, 2017. This project would be completed concurrent with the planned police station renovation, and should be completed prior to re-paving of the police building parking lot. Staff recommends acceptance of the proposal from CBBEL. If the Committee concurs, a Resolution will be placed on the agenda for the Village Board's next meeting on September 26th for consideration. The Committee concurred with staff's recommendation.

5. DISCUSSION -- Village-Wide Fall Brush Collection Program

Administrator Halik advised the Committee that this past Spring, the Village's EAB abatement tree contractor, NJ Ryan Tree & Landscape, LLC, completed the Village-wide brush collection program. The program included curb-side collection of piled brush throughout town with the resulting chipped hauled away, as we did not have a location in which to stockpile them, since the painting of the 3 MG standpipe was underway. The Fall program will also consist of a curb-side chipping program, with the resulting chips hauled away. Staff has attempted to solicit proposals from three local landscape maintenance contractors, however, two of them have been unresponsive so far. Despite our multiple reminders to the contractors, we have only

received one proposal to date – from NJ Ryan Tree & Landscape, LLC. In light of the unresponsive contractors, Chairman Mistele recommended that the proposal offered by NJ Ryan be accepted. Halik agreed. The Committee directed Halik to include this item on the Consent Agenda of the Board's September 26th meeting. Halik advised that the Fall Brush Collection Program is scheduled to occur the week of October 10, 2016.

6. REPORT – Municipal Services Department

- a. Administrator Halik reviewed the monthly permit activity report for the month of August 2016. Halik advised that the Village received about \$59,750 in permit revenue for the month. This amount represents about 52% of the total budgeted amount of revenue for fiscal year 2016/17.
- b. Administrator Halik shared the water system pumpage report for July 2016. The report indicates that the Village pumped 34,898,000 gallons of water in the month. The total amount of water pumped so far this fiscal year is about 10% more than was pumped in the same time period of FY 2015/16.
- c. Administrator Halik shared the July 2016 scavenger report, and advised that the report was for informational purposes only.
- d. Administrator Halik shared the July and August 2016 Clarke Environmental Mosquito Abatement Report, and advised that the report was for informational purposes only.

7. VISITOR'S BUSINESS

(None)

8. COMMUNICATIONS

(None)

9. ADJOURNMENT

Motion to adjourn was made by Trustee Oggerino. Seconded by Chairman Mistele. The meeting was adjourned at 6:00 PM.

(Minutes transcribed by: Tim Halik, 11/11/16)

MINUTES OF THE REGULAR MEETING OF THE PARKS AND RECREATION COMMISSION
HELD ON TUESDAY, OCTOBER 4, 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 7:00 p.m.

2. ROLL CALL

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

ABSENT: At time of Roll Call – Chairman Richard Cobb and Commissioner Rene Schuurman.

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

A QUORUM WAS DECLARED

3. APPROVAL OF MINUTES – SEPTEMBER 6, 2016

The Commission reviewed the September 6, 2016 minutes.

MOTION: A Motion was made by Commissioner Landsman and seconded by Commissioner Grimsby to approve the September 6, 2016 minutes as presented.

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

MOTION DECLARED CARRIED

***NOTE: Commissioner Schuurman arrived at 7:04 p.m.

4. DISCUSSION – PROPOSED LAKE HINSDALE PARK TRAIL DEMONSTRATION GARDEN

Interim Superintendent Fenske reviewed a letter received from Lake Hinsdale Tower residents on the proposed garden plots. Lake Hinsdale Tower resident, Barbara Bozek, spoke to the Commission and related what steps she and other residents of the building are wishing to do with the garden plots and forming a Garden Club. Ms. Bozek advised that they would like to create a demonstration garden and beautify the park. Ms. Bozek stated that she has numerous residents of the building that are committed to making and keeping the park nice. Commissioner Stetina advised that there has been Garden Clubs in the past that has disbanded due to lack of interest.

***NOTE: Chairman Cobb arrived at 7:13 p.m.

Commissioner Schuurman reminded the Commission that the garden plot proposal was voted down by the Village Board. There were issues related to parking and function of the plots. Commissioner Schuurman advised that the discussion needs to be how to put plots back into the renovation plan that will take into account what the Village Board's concerns were.

Interim Superintendent Fenske advised that the main issue was the rules and regulations of the garden plots. Interim Superintendent Fenske stated that he had received policy manuals from several communities and has narrow the guidelines down to approximately 25 categories.

Chairman Cobb thanked the numerous residents for attending tonight's meeting. Commissioner Landsman asked for a consensus from the Commission to approve the residents to spruce up the area around the park entrance sign since this would not require Village Board approval. Consensus was given.

Chairman Cobb requested that Interim Superintendent Fenske prepare an operation manual and bring to the next Commission meeting for review. Once it has been completed, manual can then be brought forward to the Village Board for approval.

The consensus of the Commission was for the residents to go ahead and fix up the area near the park sign. Village Board approval is not required for this work.

Members from the Lake Hinsdale Tower Homeowners Association (HOA) were also in attendance. The Commission advised that one of the main issues with the garden plots is parking. Posted signs show private property and would deter other residents from using the park. The Commission advised the HOA that there needs to be some accommodations made. The HOA members stated that they will discuss the issue with their full HOA board at their next meeting.

Interim Superintendent Fenske advised that the company that won the winning bid for the park renovations has not submitted the required paperwork per the signed contract. He stated that Administrator Halik has requested if the Commission had a consensus to move the contract to the second lowest bid. Consensus was if the current contractor cannot complete project when promised, then move to the next bidder.

5. DISCUSSION – SPECIAL EVENT UPDATES/PLANNING:

a. Halloween Party with Gower School

Interim Superintendent Fenske related that the Halloween Party will be held on October 28, 2016 from 6:00 p.m. – 8:00 p.m. Taffy apples and bags have been ordered. Gower PTO will be running games for the kids.

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

Interim Superintendent Fenske advised that as of today's date, he has received \$1,575.00 in donations. He has received gift certificates from Hinsdale Nurseries and LaVida Massage. Chicken Basket has again donated chicken drumsticks. Dance Duo will be donating ice cream.

6. VISITORS' BUSINESS

Residents of Lake Hinsdale Tower that were in attendance at tonight's meeting thanked the Commission for their commitment to the Village.

7. COMMUNICATIONS

Commissioner Stetina advised that an article will be sent to the Willowbrook Post for their November issue highlighting the Veterans' Memorial at Willow Pond.

8. ADJOURNMENT

MOTION: Made by Chairman Cobb, seconded by Commissioner Pionke to adjourn the meeting at the hour of 8:37 p.m.

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

UNANIMOUS VOICE VOTE

MOTION DECLARED CARRIED

PRESENTED, READ and APPROVED,

November 1, 2016

Chairman

Minutes transcribed by Executive Secretary Cindy Stuchl.

MINUTES OF THE SPECIAL MEETING OF THE PLAN COMMISSION HELD ON WEDNESDAY, AUGUST 17, 2016, AT THE LITTLE THEATER AT HINSDALE SOUTH HIGH SCHOOL, 7401 CLARENDON HILLS ROAD, DARIEN, ILLINOIS

1. CALL TO ORDER

Chairman Kopp called the meeting to order at the hour of 7:40 p.m.

2. ROLL CALL

Those present at roll call were Commissioners Remkus, Kaucky, Vice-Chairman Wagner and Chairman Kopp. Also present were Village Planner Anna Franco, Building Inspector Roy Giuntoli, Administrative Intern Tiffany Kolodziej and Plan Commission Secretary Joanne Prible.

Absent: Commissioners Lacayo, Soukup and Ruffolo.

3. OMNIBUS VOTE AGENDA

The items on the Omnibus Vote Agenda were as follows:

- A. Waive Reading of Minutes (APPROVE)
Minutes – Special Meeting July 20, 2016

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

MOTION DECLARED CARRIED

- 4. PLAN COMMISSION CONSIDERATION: Zoning Hearing Case 16-09: (10 Midway, Willowbrook, Illinois – Tony and Lisa Wong) Petition for a variance of an exterior side yard setback for a proposed single family residential unit, including such relief, exceptions and variations from Title 9 of the Village Code necessary to allow the reduction from the required 40' setback on the property.

- A. PUBLIC HEARING
- B. DISCUSSION/RECOMMENDATION

See Court Reporter Minutes

MOTION: Made by Commissioner Remkus seconded by Commission Kaucky that based on the submitted petition and testimony provided, I move that the Plan Commission forward its findings for variances referenced in the Staff Report for PC 16-09 prepared for the August 3rd, 2016 Plan Commission meeting and recommend approval of variances from Section 9-5B-3(D) and Section 9-3-7(A) of the Village Ordinance to

reduce the required exterior side yard setback to 22.5', subject to the following conditions:

1. Driveway placement for the proposed single family home to be placed as far west on the property per interior side yard easement allowance.
2. The petitioner shall add a driveway turn around to their primary driveway to aid in accessibility to Midway Drive.
3. The variances granted shall only apply to 10 Midway Drive.
4. The variances granted shall be null and void if construction of the proposed use is not commenced and a certificate of occupancy is not granted within eighteen (18) months of the date of any approval of the variance by the Village Board.

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

MOTION DECLARED CARRIED

5. **PLAN COMMISSION CONSIDERATION:** Zoning Hearing Case 16-16: (7501-7601 Quincy Street, Willowbrook, Illinois – ROC Willowbrook, LLC) Petition to amend a special use permit for a Planned Unit Development to allow the addition of a second story to storage facility Building A, and to consider alternate façade and building materials for both storage facility Building A and B, and other variations and zoning relief as may be required.

- A. PUBLIC HEARING
- B. DISCUSSION/RECOMMENDATION

See Court Reporter Minutes

MOTION: Made by Vice-Chairman Wagner seconded by Commission Remkus to continue Zoning Hearing Case 16-16 to the September 7, 2016 Plan Commission Meeting.

MOTION DECLARED CARRIED

6. VISITOR'S BUSINESS

None.

7. COMMUNICATIONS

Planner Franco mentioned that there is a Regular Meeting of the Plan Commission scheduled for September 7, 2016.

10. ADJOURNMENT

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

UNANIMOUS VOICE VOTE

MOTION DECLARED CARRIED

PRESENTED, READ AND APPROVED,

_____, 2016

Minutes transcribed by Joanne Prible.

Chairman

MINUTES OF THE REGULAR MEETING OF THE PLAN COMMISSION HELD ON WEDNESDAY, SEPTEMBER 7, 2016, AT THE LITTLE THEATER AT HINSDALE SOUTH HIGH SCHOOL, 7401 CLARENDON HILLS ROAD, DARIEN, ILLINOIS

1. CALL TO ORDER

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

2. ROLL CALL

Those present at roll call were Commissioners Remkus, Soukup, Kaucky, Ruffolo, Vice-Chairman Wagner and Chairman Kopp. Also present were Village Planner Anna Franco, Building Inspector Roy Giuntoli, Administrative Intern Tiffany Kolodziej and Plan Commission Secretary Joanne Prible.

Absent at roll call: Commissioner Lacayo

Commissioner Lacayo entered the meeting at 7:05.

3. OMNIBUS VOTE AGENDA

The items on the Omnibus Vote Agenda were as follows:

- A. Waive Reading of Minutes (APPROVE)
- B. Minutes – Regular Meeting August 3, 2016

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

MOTION DECLARED CARRIED

4. PLAN COMMISSION CONSIDERATION: Zoning Hearing Case 16-16: (7501-7601 Quincy Street, Willowbrook, Illinois – ROC Willowbrook, LLC) Petition to amend a special use permit for a Planned Unit Development to allow the addition of a second story to storage facility Building A, and to consider alternate façade and building materials for both storage facility Building A and B, and other variations and zoning relief as may be required.

- A. PUBLIC HEARING CONTINUED FROM AUGUST 17, 2016 MEETING
- B. DISCUSSION/RECOMMENDATION

See Court Reporter Minutes

MOTION: Made by Commissioner Remkus seconded by Commission Soukup that based on the submitted petition and testimony presented, I move that the Plan Commission forward its findings for a Special Use and Planned Unit Development referenced in the Staff Report for PC 16-16 prepared for the September 7, 2016 meeting and recommend approval of an amendment to the existing special use for a Planned Unit Development to allow the addition of a second story to storage facility Building "A", and alternate façade and building materials for both storage facility Building "A" and "B", subject to the following conditions:

1. That the approval be in substantial compliance with the list of "Documents Attached" for PC 16-16 included in the September 7, 2016 Staff Report for PC 16-16, except as may be required for compliance with the requirements of the Village Engineer or Building Inspector as part of the Building Permit review process.
2. Approved uses on Lot 1 (subject property) are restricted to self-storage uses only, except as may be further authorized by the Village Board pursuant to Section 9-13-4(C)6(a) regulating Major Changes to a PUD.
3. No building permits shall be issued unless final plan documents provide details that show building material colors in substantial compliance with the colors provided in the color rendering as determined by the Village Administrator.

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

MOTION DECLARED CARRIED

5. **PLAN COMMISSION CONSIDERATION:** Zoning Hearing Case 16-17: Administrative petition for a text amendment to amend the fence code in Section 9-12-4(D)(2)(d) of the Zoning Ordinance.
 - A. PUBLIC HEARING
 - B. DISCUSSION/RECOMMENDATION

See Court Reporter Minutes

MOTION: Made by Commissioner Kaucky seconded by Commissioner Remkus that based on the submitted petition and testimony presented, I move that the Plan Commission recommend to the Village Board approval of the text amendment presented on Page 1 of the Staff Report for PC Case Number 16-17 to amend the fence code of Section 9-12-4(D)(2)(d) of the Zoning Ordinance.

MOTION DECLARED CARRIED

6. **VISITOR'S BUSINESS**

None.

7. COMMUNICATIONS

None.

8. ADJOURNMENT

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

UNANIMOUS VOICE VOTE

MOTION DECLARED CARRIED

PRESENTED, READ AND APPROVED,

_____, 2016

Minutes transcribed by Joanne Prible.

Chairman

MINUTES OF THE MEETING OF THE BOARD OF TRUSTEES OF THE POLICE PENSION FUND OF THE VILLAGE OF WILLOWBROOK HELD ON JULY 21, 2016, AT 3:00 PM, AT THE VILLAGE HALL, 835 MIDWAY DRIVE, WILLOWBROOK, DUPAGE COUNTY, ILLINOIS

1. CALL TO ORDER

The meeting was called to order at the hour of 3:06 p.m. by President Davi.

2. ROLL CALL

Those present at roll call were President Umberto Davi, Trustee Joseph Pec, Trustee Scott Eisenbeis, and Trustee Carrie Dittman. Also present: Michael Stuart and Ted Kirpach of MB Financial.

Trustee Tim Kobler has not arrived to meeting and will be introduced upon arrival.

3. APPROVAL - MINUTES OF THE REGULAR MEETING - April 13, 2016

The Board reviewed the minutes from the April 13, 2016 meeting.

MOTION: Made by Trustee Pec, seconded by Trustee Eisenbeis to approve the minutes of the regular meeting of the Willowbrook Police Pension Fund Board of Trustees held on April 13, 2016.

UNANIMOUS VOICE VOTE

MOTION DECLARED CARRIED

- Trustee Tim Kobler arrived at 3:08 p.m.

4. ACCEPTANCE - NOTICE OF MAYORAL APPOINTMENT - CAROLINE DITTMAN

In accordance with Section 2-5-3 of the Village Code of Ordinances, Mayor Trilla recommended the re-appointment of Caroline Dittman to fill the second position on the police pension fund board with a term expiring in May 2018.

The Pension Board unanimously accepted the re-appointment of Caroline Dittman.

5. ELECTION OF OFFICERS OF THE WILLOWBROOK POLICE PENSION BOARD OF TRUSTEES

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

MOTION: Made by President Davi, seconded by Trustee Dittman, to re-elect Umberto Davi as President; Tim Kobler as Vice President; Scott Eisenbeis as Secretary; Carrie Dittman as Treasurer; and Joseph Pec as Assistant Secretary.

UNANIMOUS VOICE VOTE

MOTION DECLARED CARRIED

6. APPROVAL OF EXPENSES INCURRED APRIL THRU JUNE 2016

Trustee Dittman reviewed the financial report for the period April thru June 2016. The accrued interest receivable amount is adjusted as of April 30, 2016 and only changes annually. The item "due to/from general fund" of \$38,263.79 is the amount the pension fund currently owes back to the general fund for pension benefits. (This will be addressed in a later agenda item), and a prepaid expenditure of \$563.13 for the 2016 IPPFA conference hotel registration deposit in October.

The Village contributions fiscal year to date through June 2016 is \$123,970.76, police contribution is \$30,810.90, interest income to date is \$41,484.94 and an unrealized gain on investments of \$10,463.14.

Expenses include \$3,862.74 Department of Insurance annual filing fee and pension benefits. The pension benefits totaled \$77,427.55 in April. Mark Altobella retired May 2, 2016, which increased the amount in May to \$84,268.62. The June 2016 amount increased slightly to \$84,496.66 due to Mark Altobella's having a complete full month of retirement.

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

MOTION: Made by Trustee Pec, seconded by Trustee Eisenbeis, to approve the financial report for April thru June 2016.

AYES: DAVI, DITTMAN, KOBLER AND PEC NAYS: EISENBEIS

MOTION DECLARED CARRIED

7. APPROVAL - TRANSFER OF FUNDS FROM MB FINANCIAL TO COMMUNITY BANK OF WILLOWBROOK

Trustee Dittman advised that due to additional retirement benefits being paid and less pension fund contributions being received, there is a monthly deficit of \$8,428.00 or \$25,284.00/qtrly. Presently, the monthly village contribution is \$61,986; the police employee monthly contribution is about \$14,083.00 which equals \$76,069.00 per month in contributions, which are deposited into the Community Bank of Willowbrook Police Pension account. However, \$84,497.00 is currently being expended each month in benefits, paid out of the Village's general bank account. As of June 30, 2016, the Police Pension Fund owes the Village's General Fund \$38,264.00, and with the next 3-month expecting an additional shortfall of \$25,284.00, \$63,548.00 will be the total amount the Police Pension Fund owes to the Village General Fund before the next pension board meeting in October. Trustee Dittman is recommending that money market funds in the amount of

\$65,000 be transferred from MB Financial to the Community Bank of Willowbrook Police Pension Account, which will then be used to make up the current deficit of \$38,264 and cover the shortfalls expected over the next three months.

After a brief discussion, the following motion was made:

MOTION: Made by Trustee Kobler, seconded by Trustee Pec, to approve the transfer of money market funds in the amount of \$65,000.00 from MB Financial to Community Bank of Willowbrook Police Pension Account to offset the deficit in the police pension fund.

UNANIMOUS VOICE VOTE

MOTION DECLARED CARRIED

8. APPROVAL - APPLICATION FOR MEMBERSHIP INTO THE WILLOWBROOK POLICE PENSION FUND

The Board reviewed two applications for membership into the Willowbrook Police Pension Fund as Tier II employees by new officers Matthew Vanderjack and Joseph LaValle.

After a brief discussion, the following motion was made:

MOTION: Made by Trustee Kobler, seconded by Trustee Pec to approve membership into the Willowbrook Police Pension Fund as Tier II employees for Officers Matthew Vanderjack and Joseph LaValle.

UNANIMOUS VOICE VOTE

MOTION DECLARED CARRIED

9. APPROVAL OF INVESTMENTS MADE APRIL THRU JUNE 2016 - QUARTERLY INVESTMENT REPORT - MB FINANCIAL BANK

Michael Stuart, a representative of MB Financial Bank, summarized the quarterly investment report for the Police Pension Board.

Mr. Stuart reported that the total fund value on 06/30/2016 is at \$19,200,974.00. He summarized the portfolio allocations are targeted at 55% in equities, 45% in fixed income. The performance summary for the second quarter of 2016 are a little below benchmark at 1.10% vs. the benchmark of 1.99%. The five-year projection is slightly lower at 5.98% vs. the benchmark at 6.20%.

Equities for the quarter were down 0.43% vs. the benchmark at 1.72%. The last 5-year equities earned 9.19% vs. the benchmark of 9.00%.

The Account earnings summary for the quarter is up \$112,544.00.

Mr. Ted Kirpach advised that due to the referendum in England on June 23rd, US bonds are being purchased, putting more money into the bond market. Job market is steadily going up with 235,000 more jobs created. Quality stocks did not perform as well as lower quality stocks. The Federal Open Markets Committee will meet in the days ahead and could choose to raise the interest rates since they have stated that they will be raising the rate four times this year. So far they have not, due to lower inflation rates. Historically, they do not raise the rates once we get closer to the presidential election.

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

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

UNANIMOUS VOICE VOTE

MOTION DECLARED CARRIED

10. VISITOR BUSINESS

None presented.

11. NEW BUSINESS

A. Resignation of Officer Daniel Herrera

The committee reviewed Officer Herrera's resignation letter. He has accepted a position as a police officer in the Village of Lombard. On today's date, Officer Herrera has made notice to Trustee Dittman that he will be withdrawing his contribution funds as a Tier II employee.

Trustee Eisenbeis asked the Committee if due to the changeover of personnel at MB Financial, is it a good time to send out RFQ's to other financial management institution to investigate what they can provide to the village.

This item will be placed on the next meeting agenda for discussion since it was not an agenda item for this meeting and thus cannot be discussed at this time.

12. OLD BUSINESS

None presented.

13. COMMUNICATIONS

None presented.

14. ADJOURNMENT

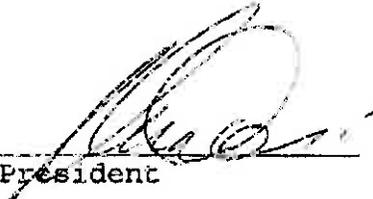
MOTION: Made by Trustee Kobler, seconded by Trustee Eisenbeis to adjourn the Board of Trustees meeting of the Police Pension Fund at the hour of 4:03 p.m.

UNANIMOUS VOICE VOTE

MOTION DECLARED CARRIED

PRESENTED, READ and APPROVED,

Date



President

Minutes transcribed by Debbie Hahn.

AGENDA

Minutes of the Public Safety Committee of the Village of Willowbrook that was held on October 10th, 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 5:30 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 September 12th, 2016 Public Safety Committee Meeting Minutes.
The Committee approved the September 12th, 2016 Public Safety Committee Meeting Minutes.
2. Reviewed the Weekly Press Releases – Information.
3. Reviewed the Overtime Report for 08/15/2016-09/11/2016 - Information.
4. Reviewed the Monthly Expenditure Report for September 2016 – Information.
5. Reviewed the Monthly Offense Summary Report for September 2016 - Information.
6. Reviewed the Letter(s) of Recognition and Appreciation – Information.
Deputy Chief Schaller informed the Committee that the new Guardian Tracking software has been implemented. He advised the Letter(s) of Recognition and Appreciation will be scanned and uploaded to this program.
 - Sergeant Chris Drake
 - Officer Tim Kobler
 - Officer James Martino
 - Officer Nick Volek
 - Officer Othello Rosal
7. DISCUSSION ITEMS
 - Red Ribbon Week
The Committee was advised “Red Ribbon Week” will be October 23rd – 31st, 2016.
 - Halloween Hours
The Committee was advised Halloween hours will be 3:00p.m. – 7:00p.m. on October 31st, 2016.

- **New Accreditation Manager**
Chief Shelton advised the Committee that Ben Kadolph accepted the position as the part-time Accreditation Manager. Ben is currently employed with the Oakbrook Police Department. He will oversee the Accreditation process for the department.
- **New Part-Time Records Clerk**
Chief Shelton advised the Committee that Claire Manley accepted the position as part-time Records Clerk. Claire was a former Willowbrook Police Cadet.
- **Recent Activities**
Chief Shelton provided the Committee with an update on the Sergeants' testing process and the upcoming Patrol eligibility testing schedule.

Deputy Chief Schaller advised the Committee that an exit interview was conducted with our part-time Records Clerk. She had very favorable comments for the department and its professionalism and willingness to work with scheduling. She stated she truly enjoyed working for the police department.

8. * VISITOR'S BUSINESS (Public comment is limited to three minutes per person).
None

9. **ADJOURNMENT**
The meeting was adjourned at 5:57 p.m.

Next Meeting Scheduled November 14th, 2016, At 5:30 P.M.