

## A G E N D A

REGULAR MEETING OF THE PRESIDENT AND BOARD OF TRUSTEES OF THE VILLAGE OF WILLOWBROOK TO BE HELD ON MONDAY, SEPTEMBER 28, 2009, AT 7:30 P.M. AT THE VILLAGE HALL, 7760 QUINCY STREET, IN THE VILLAGE OF WILLOWBROOK, DUPAGE COUNTY, ILLINOIS

1. CALL TO ORDER
2. ROLL CALL
3. PLEDGE OF ALLEGIANCE
4. OMNIBUS VOTE AGENDA
  - a. Waive Reading of Minutes (APPROVE)
  - b. Minutes - Regular Board Meeting - September 14, 2009 (APPROVE)
  - c. Warrants - September 28, 2009 - \$140,747.42 (APPROVE)
  - d. MOTION TO APPROVE - EXPENDITURE FOR REPLACEMENT OF ONE IN-CAR VIDEO CAMERA - \$4,912.00 (APPROVE)
  - e. MOTION TO APPROVE - FISCAL YEAR 2010-11 BUDGET SCHEDULE (APPROVE)
  - f. PROCLAMATION - PROCLAIMING OCTOBER 2009 AS FIRE PREVENTION MONTH IN THE VILLAGE OF WILLOWBROOK (APPROVE)
  - g. PROCLAMATION - PROCLAIMING OCTOBER 2009 AS NATIONAL BREAST CANCER AWARENESS MONTH IN THE VILLAGE OF WILLOWBROOK (APPROVE)

### NEW BUSINESS

5. VISITOR'S BUSINESS (Public comment is limited to three minutes per person on agenda items only)
6. DELINQUENT WATER BILLS
7. ORDINANCE - AN ORDINANCE REZONING CERTAIN TERRITORY TO THE M-1 DISTRICT - 7904 JOLIET ROAD
8. RESOLUTION - A RESOLUTION AUTHORIZING THE VILLAGE PRESIDENT AND VILLAGE CLERK TO ACCEPT A PROPOSAL FOR THE 2009 FALL BRUSH COLLECTION PROGRAM - KRAMER TREE SPECIALISTS, INC.

9. MOTION TO APPROVE FISCAL YEAR 2008-09  
COMPREHENSIVE ANNUAL FINANCIAL REPORT, TIF  
COMPLIANCE REPORT AND MANAGEMENT LETTER

OLD BUSINESS

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

MINUTES OF THE REGULAR MEETING OF THE PRESIDENT AND BOARD OF TRUSTEES OF THE VILLAGE OF WILLOWBROOK HELD ON MONDAY, SEPTEMBER 14, 2009, AT THE VILLAGE HALL, 7760 QUINCY STREET, IN THE VILLAGE OF WILLOWBROOK, DUPAGE COUNTY, ILLINOIS.

1. CALL TO ORDER

The meeting was called to order at the hour of 7:30 p.m. by Village President Robert Napoli.

2. ROLL CALL

Those present at roll call were Trustees Terrence Kelly, Michael Mistele, Paul Schoenbeck, Sandra O'Connor, Timothy McMahon and President Napoli. ABSENT: Trustee Dennis Baker. Also present were Village Clerk Leroy Hansen, Village Attorney William Hennessy, Chief of Police Edward Konstanty, Director of Municipal Services Timothy Halik, Director of Finance Sue Stanish, Planner Sara Hage and Administrative Intern Garrett Hummel.

A QUORUM WAS DECLARED

3. PLEDGE OF ALLEGIANCE

President Napoli asked everyone to join him in saying the Pledge of Allegiance.

4. OMNIBUS VOTE AGENDA

- a. Waive Reading of Minutes (APPROVE)
- b. Minutes - Regular Board Meeting - August 24, 2009 (APPROVE)
- c. Warrants - September 14, 2009 - \$477,588.54 (APPROVE)
- d. Monthly Financial Report - August 31, 2009 - \$14,564,884.19 (ACCEPT)
- e. MOTION TO APPROVE - SALT STORAGE DOME CONSTRUCTION CONTRACT: PAYOUT #1 - PARTIAL PAYMENT, DOME CORPORATION OF NORTH AMERICA (APPROVE)
- f. MOTION TO APPROVE - PUBLIC WORKS FACILITY CONSTRUCTION CONTRACT: PAYOUT #10 - PARTIAL PAYMENT, FBG CONSTRUCTION CORPORATION (APPROVE)
- g. ORDINANCE NO. 09-0-19 - AN ORDINANCE AUTHORIZING THE SALE OF PERSONAL PROPERTY OWNED BY THE VILLAGE OF WILLOWBROOK (PASS)
- h. ORDINANCE NO. 09-0-20 - AN ORDINANCE AUTHORIZING THE DISPOSAL OF PERSONAL PROPERTY OWNED BY THE VILLAGE OF WILLOWBROOK (PASS)

- i. RESOLUTION NO. 09-R-48 - A RESOLUTION AUTHORIZING THE EXECUTION OF CHANGE ORDER NUMBERS 31, 32, AND 33 - PUBLIC WORKS FACILITY CONTRACT - FBG CORPORATION (ADOPT)

President Napoli asked if any Board member wanted any item(s) removed from the Omnibus Vote Agenda for discussion. No Board member wanted any item(s) removed from the Omnibus Vote Agenda.

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

ROLL CALL VOTE: AYES: Trustees Kelly, Mistele, Schoenbeck, O'Connor and McMahon; NAYS: None; ABSENT: Trustee Baker.

MOTION DECLARED CARRIED

NEW BUSINESS

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

There was no visitors business.

6. DISCUSSION AND MOTION - PLAN COMMISSION RECOMMENDATION TO APPROVE A PETITION TO REZONE TO THE M-1 DISTRICT THE VIS-O-GRAPHICS PROPERTY - ROBERT V. AND MARY J. DAHLKE TRUST - 7904 JOLIET ROAD

Planner Hage informed the Village Board the Plan Commission held a public hearing on September 2, 2009 to consider a zoning request submitted by the Dahlke Trust for the Vis-O-Graphics property at 7904 Joliet Road. This property was forcibly annexed into the Village in November 2007 and was automatically zoned to the R-1 Residential District. The Dahlke's approached the Village with regard to rezoning the property to the M-1 District, which would allow for uses that are compatible with surrounding uses and facilitate the sale of the property. The Plan Commission recommended approval of the petition to rezone the property to the M-1 District.

MOTION: Made by Trustee Schoenbeck, seconded by Trustee McMahon, to accept the Plan Commission recommendation and direct the Village attorney to prepare an ordinance.

PREVIOUS ROLL CALL VOTE: AYES: Trustees Kelly, Mistele, Schoenbeck, O'Connor and McMahon; NAYS: None; ABSENT: Trustee Baker.

MOTION DECLARED CARRIED

7. RESOLUTION - A RESOLUTION AWARDING THE FISCAL YEAR 2009-10 MOTOR FUEL TAX ROADWAY MAINTENANCE PROGRAM CONTRACT TO CROWLEY-SHEPPARD ASPHALT, INC. IN THE AMOUNT OF \$119,635.75

Director Halik informed the Board that this season's Roadway Maintenance Program will include significant full-depth roadway patching on various streets, crack filling the remaining twenty streets that were not completed in the 2007 Program, and the replacement of thermoplastic pavement markings at various locations. In addition, the program will also include crack filling, seal coating and re-striping of the parking facilities at the Village Hall, Community Park and Willow Pond Park, which was budgeted within the General Fund. Since the majority of the funding for this work will come from the Village Motor Fuel Tax (MFT) Fund, the construction bid documents were submitted to the Illinois Department of Transportation (IDOT) for approval prior to going to bid. After the Municipal Services Committee and IDOT reviewed and approved the bid document, the project was put out to bid. The public bid opening was held at the Village Hall on August 25, 2009. One vendor, Crowley-Sheppard Asphalt, Inc., submitted a bid in the amount of \$119,635.75, which was about \$16,000 below the engineer's estimate. The Municipal Services Committee discussed the bid results at the meeting this evening and recommended awarding the MFT contract to Crowley-Sheppard. The Finance and Administration Committee also reviewed the proposed expenditure since a portion of the project was included on the deferred list.

Staff recommended that the resolution awarding the contract for the 2009-10 MFT Program to Crowley-Sheppard Asphalt be adopted. After Village Board approval, the contract will be sent to IDOT for final approval. It is anticipated work will begin in approximately 2-3 weeks times.

MOTION: Made by Trustee Mistele, seconded by Trustee Schoenbeck, to adopt Resolution No. 09-R-49.

PREVIOUS ROLL CALL VOTE: AYES: Trustees Kelly, Mistele, Schoenbeck, O'Connor and McMahon; NAYS: None; ABSENT: Trustee Baker.

MOTION DECLARED CARRIED

8. MOTION TO APPROVE - QUARTERLY FINANCIAL REPORTS - FIRST QUARTER FISCAL YEAR 2010

Director Stanish presented the First Quarter Financial Report for Fiscal 2010. She provided the Board with a highlight of the economic climate in Willowbrook. She noted that the Village has a low residential foreclosure rate and existing businesses are still in business. Director Stanish reported the Village ended up at April 30, 2009 in a better position than what was previously estimated.

At this time, President Napoli advised the Board of a number of development opportunities that he had pursued with the assistance of Chief Konstanty.

Director Stanish informed the Board that Fred Lantz with Sikich will be at the next Board meeting with regard to the audit and management letter so they will have the opportunity to ask him questions about last year's audit.

Director Stanish reported that for Fiscal Year 2010, no new revenues were included in the revenue estimates. Staff assumed all projects, positions and services in the budget would be completed. This provides the Board a complete financial picture and a good starting point to evaluate if and when projects will be deferred or deleted. The Staff went through departmental line item budgets to identify additional items that can be deferred and these items were included in the Board's agenda packet.

Director Stanish reported that:

- Sales Tax receipts are coming in as anticipated.
- Income tax receipts are coming in about 20% below the budgeted amount. The Illinois Municipal League is projecting a shortfall of 15.5%; Staff projected a conservative 20% decrease through the year.

- Based on first quarter receipts, Staff anticipates a \$67,500 shortfall in Utility tax that can be attributed to decreased taxes received from Nicor.
- The Places For Eating Tax is holding their own and for the first quarter is on budget.
- Building Permits revenue is estimated at \$100,000 compared to the budgeted amount of \$150,000.
- It is expected the fines from the Circuit Court to come in at the projected budget amount of \$200,000.

On the expenditure side, Staff has anticipated for most items spending at or less than budgeted amounts. Director Stanish noted that based on the first three months of expenditures, Village Attorney fees and Labor Attorney fees are projected to exceed budget.

Chief Konstanty reported that on a positive note with regard to the Red Light Enforcement Program we just completed the warning period and there were approximately 800 straight through and left turn violations since August 12. This indicates a definite safety issue. He further advised that there currently is a Senate Bill 2466 that has been submitted for banning Photo Red Light Enforcement. The loss would be approximately \$324,000 in net revenues for the Village. This Senate Bill might be brought up in either the October veto session or January. Chief Konstanty noted that he and President Napoli met with one legislator and had scheduled a meeting with another legislator to gather support not to vote for this bill.

Trustee Schoenbeck inquired if it has been considered to put the funds received from the Red Light Enforcement Program into a reserve not to be used until we see where the impact may come from. He heard there is some litigation to try to throw out anybody who has gotten charges and he was concerned that we may take in money and then have to return it should case law come down.

Chief Konstanty noted that the money would go directly into the fine revenue so we should be able to track it there. He thought we should sit back and wait to see what happens during the veto session.

President Napoli noted that we should concentrate on this year's budget and there is a potential shortfall from this program of \$324,000 if the Red Light Enforcement revenue is eliminated via legislation.

Projections if Red Light Cameras are in place. Director Stanish advised that Staff also went through the operating expenses and, assuming the Village Administrator position will be filled in 1/1/2010, expenditures are projected to be \$10,408 over budget. The estimated deficit would be \$245,575. The projected fund balance at 4/30/2010 would equate to 154 days of operating expense compared to 163 days budgeted.

Projections if there are **no** Red Light Cameras. The projected deficit would be \$590,165 and 141 days of operating expense in reserves.

Trustee McMahon recommended that Red Light Camera revenues and expenditures be included in budget projections as Staff begins working on the FY10-11 Budget.

An overview was presented of items totaling \$339,280 that could be deferred and can offset the entire or a partial amount of the projected deficit. Director Stanish noted that two items on the defer list, the Village Newsletter and Brush Collection, are time sensitive.

Trustee McMahon suggested that one more Village Newsletter be sent out to the residents and in the newsletter note that the following two newsletters will be available only on the website.

The consensus of the Board was to mail out one more newsletter to the residents and inform them in the newsletter that future newsletters will only be available on the website.

Trustee Mistele felt that the Brush Collection was a service to the residents that they are expecting.

The consensus of the Board was to keep the Brush Collection in the budget.

President Napoli asked the Board how they wanted to handle the remainder of the defer list.

MOTION: Made by Trustee Schoenbeck, seconded by Trustee McMahon, to have each Committee review the list at their next meeting, make their recommendations, and then forward it to the Finance/Administration Committee at the first meeting in November. The Finance/Administration Committee would then make recommendations to the Village Board.

PREVIOUS ROLL CALL VOTE: AYES: Trustees Kelly, Mistele, Schoenbeck, O'Connor and McMahon; NAYS: None; ABSENT: Trustee Baker.

MOTION DECLARED CARRIED

OLD BUSINESS

9. COMMITTEE REPORTS

Trustee McMahon had no report.

Trustee O'Connor had no report.

Trustee Schoenbeck had no report.

Trustee Mistele commented that the under the Omnibus Vote Agenda the Board approved the final payout request for the Public Works garage. We are still awaiting some siding for the salt storage bin but we had approved a payout of \$120,000 pending the receipt of that siding. These projects are being completed under budget.

Trustee Kelly had no report.

10. ATTORNEY'S REPORT

Village Attorney Hansen had no report.

11. CLERK'S REPORT

Village Clerk Hansen distributed information regarding public management labor negotiations he thought the Board would find interesting.

12. ADMINISTRATOR'S REPORT

Chief Konstanty had no report.

13.           EXECUTIVE SESSION

MOTION: Made by Trustee McMahon, seconded by Trustee Schoenbeck, to adjourn into Executive Session to discuss personnel and probable and imminent litigation at the hour of 8:22 p.m.

PREVIOUS ROLL CALL VOTE: AYES: Trustee Kelly, Mistele, Schoenbeck, O'Connor and McMahon; NAYS: None; ABSENT: Trustee Baker.

MOTION DECLARED CARRIED

\*\*\*SEE APPROPRIATE EXECUTIVE SESSION MINUTES\*\*\*

PRESENTED, READ and APPROVED,

\_\_\_\_\_, 2009

\_\_\_\_\_  
Village President

Minutes transcribed by Mary Partyka.

WARRANTS

September 28, 2009

GENERAL CORPORATE FUND	-----	\$62,305.12
WATER FUND	-----	65,276.39
HOTEL/MOTEL TAX FUND	-----	396.39
POLICE PENSION FUND	-----	1,950.00
WATER CAPITAL IMPROVEMENTS FUND	-----	7,418.36
CAPITAL PROJECT FUND	-----	<u>3,401.16</u>
TOTAL WARRANTS	-----	\$140,747.42

  
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Sue Stanish, Director of Finance

APPROVED:

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Robert A. Napoli, Village President

VILLAGE OF WILLOWBROOK

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BILLS PAID REPORT FOR SEPTEMBER, 2009

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GENERAL CORPORATE FUND

CHECKS & DIR. DEBITS

DESCRIPTION	ACCOUNT NUMBER	AMOUNT
ACCURINT (21)	09/29 CK# 73795	\$35.45
1009686/AUG FEES-DUES-SUBSCRIPTIONS 01-451-307	01-30-630-307	35.45
ACE STORE NO. 11 (17)	09/29 CK# 73796	\$64.65
407917/4 MAINTENANCE SUPPLIES 01-615-331	01-20-570-331	23.92
407941/4 BUILDING MAINTENANCE SUPPLIES 01-405-351	01-10-466-351	9.49
407951/4 OPERATING SUPPLIES & EQUIPMENT 01-503-401	01-35-715-401	8.98
407960/4 OPERATING SUPPLIES & EQUIPMENT 01-503-401	01-35-715-401	22.26
AL WARREN OIL CO (2205)	09/29 CK# 73797	\$3,329.96
1544100 GASOLINE INVENTORY 01-190-126	01-190-126	1,066.10
1544101 GASOLINE INVENTORY 01-190-126	01-190-126	2,263.86
AMERICAN FIRST AID SERVICE INC (77)	09/29 CK# 73798	\$41.69
76201 BUILDING MAINTENANCE SUPPLIES 01-405-351	01-10-466-351	41.69
B & C AUTO SERVICE INC. (184)	09/29 CK# 73800	\$300.00
2/1/09 STOMIANY MAINTENANCE - VEHICLES 01-451-409	01-30-630-409	150.00
ALLEN 09-729 MAINTENANCE - VEHICLES 01-451-409	01-30-630-409	150.00
KARYN A BYRNE (267)	09/29 CK# 73801	\$1,575.00
MAY - AUG 2009 CODE ENFORCEMENT INSPECTION 01-565-119	01-40-830-119	1,575.00
CHRISTOPHER B. BURKE (333)	09/29 CK# 73803	\$14,360.36
89658 FEES - ENGINEERING 01-505-245	01-35-720-245	10,774.61
89900 FEES - DRAINAGE ENGINEER 01-555-246	01-40-820-246	880.00
89901 REIMB.	01-40-820-259	309.50
89904 FEES - ENGINEERING 01-505-245	01-35-720-245	1,320.00
89954 FEES - ENGINEERING 01-505-245	01-35-720-245	1,076.25
CINDY REGAN (1466)	09/29 CK# 73804	\$110.00
PERMIT #28 PARK PERMIT FEES 01-310-814	01-310-814	75.00
PERMIT #28 FALL RECREATION FEES 01-310-818	01-310-818	35.00
COMMONWEALTH EDISON (370)	09/29 CK# 73805	\$659.81
4215105154/SEPT ENERGY - STREET LIGHT 01-530-207	01-35-745-207	589.79
4403140110/SEPT ENERGY - STREET LIGHT 01-530-207	01-35-745-207	70.02
COMMUNICATIONS DIRECT, INC. (371)	09/29 CK# 73806	\$546.60
SR89184 MAINTENANCE - VEHICLES 01-451-409	01-30-630-409	62.00
SR89185 MAINTENANCE - VEHICLES 01-451-409	01-30-630-409	87.00
SR89189 MAINTENANCE - VEHICLES 01-451-409	01-30-630-409	122.00
SR89193 MAINTENANCE - VEHICLES 01-451-409	01-30-630-409	125.60
SR89234 MAINTENANCE - VEHICLES 01-451-409	01-30-630-409	50.00
SR89266 MAINTENANCE - VEHICLES 01-451-409	01-30-630-409	100.00
DANKA OFFICE IMAGING COMPANY (437)	09/29 CK# 73807	\$447.10
706668229 COPY SERVICE 01-451-315	01-30-630-315	447.10
DUPAGE COUNTY PUBLIC WORKS (514)	09/29 CK# 73808	\$70.28
5/31-7/31/09 SANITARY USER CHARGE 01-405-385	01-10-466-385	35.14
6/30-7/31/09 SANITARY USER CHARGE	01-35-725-417	35.14
EVELYN HARKABUS (586)	09/29 CK# 73811	\$24.00
YOGA #220 FALL RECREATION FEES 01-310-818	01-310-818	24.00
FEDEX KINKO'S (593)	09/29 CK# 73812	\$37.80
363100002826 MAINTENANCE - GARAGE 01-510-413	01-35-725-413	37.80
FIRE INVESTIGATORS STRIKE FORCE (600)	09/29 CK# 73814	\$30.00
505 SMR 10/21 SCHOOLS-CONFERENCE TRAVEL 01-451-304	01-30-630-304	30.00

## VILLAGE OF WILLOWBROOK

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GENERAL CORPORATE FUND

CHECKS &amp; DIR. DEBITS

DESCRIPTION	ACCOUNT NUMBER	AMOUNT
CAROL FRUEH (643) 9/14/09 PUBLIC RELATIONS 01-435-365	09/29 CK# 73815 01-10-475-365	\$400.00 400.00
SARA HAGE (747) ASLA CONF EXPNS GAS-OIL-WASH-MILEAGE 01-15-510-303	09/29 CK# 73816 01-15-510-303	\$57.00 57.00
HINSDALE HUMANE SOCIETY (792) APR - AUG 09 ANIMAL CONTROL 01-465-268	09/29 CK# 73817 01-30-650-268	\$200.00 200.00
HOME DEPOT COMMERCIAL (808) 26900 MAINTENANCE SUPPLIES 01-615-331	09/29 CK# 73818 01-20-570-331	\$10.11 10.11
I.M.R.F. PENSION FUND (917) SEPT SLEP PENSION 01-420-155	09/29 CK# 73819 01-10-455-155	\$1,714.50 1,714.50
ILLINOIS SHOTOKAN KARATE (909) SMR 09 SUMMER PROGRAM MATERIALS & SERVICES	09/29 CK# 73821 01-20-575-119	\$933.30 933.30
ILLINOIS TACTICAL OFFICERS ASN (923) 502 CONF NOV 09 SCHOOLS-CONFERENCE TRAVEL 01-451-304	09/29 CK# 73822 01-30-630-304	\$265.00 265.00
J & L ELECTRONIC SERVICE, INC. (997) 83017E MAINTENANCE - RADIO EQUIPMENT 01-451-421	09/29 CK# 73823 01-30-630-421	\$577.50 577.50
JOE LESAUSKI (1792) REF #135 SUMMER RECREATION FEES 01-310-815	09/29 CK# 73824 01-310-815	\$13.00 13.00
JULIE, INC. (1018) 08-09-1689/AUG J.U.L.I.E. 01-540-332	09/29 CK# 73825 01-35-755-332	\$84.25 84.25
KONSTANTY EDWARD (1073) WSHNGTN EXPNS SCHOOLS-CONFERENCE TRAVEL 01-451-304	09/29 CK# 73826 01-30-630-304	\$1,152.83 1,152.83
MARY EILEEN MCNALLY (1466) PERMIT #11 PARK PERMIT FEES 01-310-814	09/29 CK# 73827 01-310-814	\$200.00 200.00
MEADE ELECTRIC COMPANY (1236) 642798 MAINTENANCE - STREET LIGHTS 01-530-223	09/29 CK# 73828 01-35-745-223	\$219.31 219.31
MIDLAND GROUP PROPERTY SERVICES (1265) 369 LANDSCAPE MAINTENANCE SERVICES 01-610-342	09/29 CK# 73829 01-20-565-342	\$492.00 492.00
MIDWEST LASER SPECIALISTS, INC (1276) 1051117 OPERATING SUPPLIES 01-451-331 1051165 OPERATING SUPPLIES 01-451-331 1051283 OPERATING SUPPLIES 01-451-331	09/29 CK# 73830 01-30-630-331 01-30-630-331 01-30-630-331	\$570.99 94.00 343.00 133.99
OGGERINO PAUL (1432) 09 UNIFORMS UNIFORMS 01-451-345	09/29 CK# 73832 01-30-630-345	\$113.39 113.39
PAK MAIL CENTER (1459) 13193 POSTAGE & METER RENT 01-451-311	09/29 CK# 73833 01-30-630-311	\$71.16 71.16
PETTY CASH C/O SUE STANISH (1492) 9/22/09 GAS-OIL-WASH-MILEAGE 01-05-410-303 9/22/09 VILLAGE ANNIVERSARY CELEBRATION 01-05-420-368 9/22/09 PHONE - TELEPHONES 01-451-201 9/22/09 GAS-OIL-WASH-MILEAGE 01-451-303 9/22/09 SCHOOLS-CONFERENCE TRAVEL 01-451-304 9/22/09 REIMB PERSONAL EXPENSE 01-501-306	09/29 CK# 73834 01-05-410-303 01-05-420-368 01-30-630-201 01-30-630-303 01-30-630-304 01-35-710-306	\$186.15 22.80 16.47 42.88 27.82 36.90 39.28
PIONEER PRESS (1512) 090845450 PRINTING & PUBLISH 01-420-302 319658/MCMAHON FEES DUES SUBSCRIPTIONS 01-05-410-307 319900/VH FEES DUES SUBSCRIPTIONS 01-420-307	09/29 CK# 73835 01-10-455-302 01-05-410-307 01-10-455-307	\$157.20 99.20 26.00 32.00

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GENERAL CORPORATE FUND

CHECKS & DIR. DEBITS

DESCRIPTION	ACCOUNT NUMBER	AMOUNT
PROTANIC INC. (1545) 21868 MAINTENANCE - GAS TANKS AND PUMPS 01-510-412	09/29 CK# 73836 01-35-725-412	\$410.00 410.00
R&R PRINT N SERVE INC (1582) 22314 PRINTING & PUBLISHING 01-501-302	09/29 CK# 73837 01-35-710-302	\$192.36 192.36
RIGHTON WALTER (1623) 4/27-9/15/09 GAS-OIL-WASH-MILEAGE 01-601-303	09/29 CK# 73838 01-20-550-303	\$110.55 110.55
ROAD SAFE (2250) S110069979 ROAD SIGNS 01-540-333	09/29 CK# 73839 01-35-755-333	\$760.00 760.00
SIKICH LLP (1722) 107570 AUDIT SERVICES 01-25-620-251	09/29 CK# 73840 01-25-620-251	\$1,500.00 1,500.00
SOUTHWEST CENTRAL DISPATCH (1751) OCTOBER RADIO DISPATCHING 01-483-235	09/29 CK# 73841 01-30-675-235	\$21,645.66 21,645.66
STAPLES (1767) 8013350821 OFFICE SUPPLIES 01-05-410-301 8013350821 OFFICE SUPPLIES 01-420-301 8013350821 OFFICE SUPPLIES 01-601-301 8013350821 OFFICE SUPPLIES 01-25-610-301 8013420540 OFFICE SUPPLIES 01-420-301	09/29 CK# 73842 01-05-410-301 01-10-455-301 01-20-550-301 01-25-610-301 01-10-455-301	\$232.10 10.98 111.27 13.44 70.59 25.82
STERICYCLE INC (1772) 4001090422 JAIL SUPPLIES 01-465-343	09/29 CK# 73843 01-30-650-343	\$40.64 40.64
SVEHLA ARTHUR (1817) 09 UNIFORMS UNIFORMS 01-451-345	09/29 CK# 73844 01-30-630-345	\$108.24 108.24
T & R TOWING (1888) 1/15/09 09-694 MAINTENANCE - VEHICLES 01-451-409 10/31/09 08-152 MAINTENANCE - VEHICLES 01-451-409	09/29 CK# 73845 01-30-630-409 01-30-630-409	\$350.00 175.00 175.00
TAMELING INDUSTRIES (1844) 64069 ST & ROW MAINTENANCE OTHER 01-540-328	09/29 CK# 73846 01-35-755-328	\$19.95 19.95
TJ CONEVERA'S INC (1830) 09-2015 AMMUNITION 01-451-346	09/29 CK# 73847 01-30-630-346	\$544.00 544.00
TOM & JERRY'S SHELL SERVICES (1883) 7/31/08 08-9093 MAINTENANCE - VEHICLES 01-451-409	09/29 CK# 73848 01-30-630-409	\$125.00 125.00
TREE TOWNS (1894) 115338 PRINTING & PUBLISH 01-420-302 132775 PRINTING & PUBLISHING 01-15-510-302	09/29 CK# 73849 01-10-455-302 01-15-510-302	\$47.00 26.00 21.00
WESTFIELD FORD (2028) 266256 MAINTENANCE - VEHICLES 01-520-409	09/29 CK# 73850 01-35-735-409	\$323.69 323.69
WILD GOOSE CHASE INC (2047) 12094 LANDSCAPE MAINTENANCE SERVICES 01-610-342	09/29 CK# 73851 01-20-565-342	\$840.00 840.00
LAW OFFICES OF WILLIAM J. HENNESSY (2277) AUG 2009 FEES - VILLAGE ATTORNEY 01-425-239	09/29 CK# 73852 01-10-470-239	\$5,770.00 5,770.00
Z-ROSE PRODUCTIONS (2125) 9152 COMMODITIES 01-482-331	09/29 CK# 73853 01-30-670-331	\$235.54 235.54
TOTAL GENERAL CORPORATE FUND		\$62,305.12

VILLAGE OF WILLOWBROOK

RUN DATE: 09/22/09

BILLS PAID REPORT FOR SEPTEMBER, 2009

PAGE: 4

RUN TIME: 02:47PM

WATER FUND

CHECKS & DIR. DEBITS

DESCRIPTION		ACCOUNT NUMBER	AMOUNT
AT & T MOBILITY (64)	09/29 CK# 73799		\$115.62
826930710/SEPT PHONE - TELEPHONES 02-401-201		02-50-401-201	115.62
DUPAGE WATER COMMISSION (521)	09/29 CK# 73810		\$65,090.19
8370/AUG 09 PURCHASE OF WATER 02-420-575		02-50-420-575	65,090.19
ILL. NOTARY DISCOUNT BONDING (861)	09/29 CK# 73820		\$44.85
PAM PHILLIPS FEES DUES SUBSCRIPTIONS 02-401-307		02-50-401-307	44.85
STAPLES (1767)	09/29 CK# 73842		\$25.73
8013420540 OFFICE SUPPLIES 02-401-301		02-50-401-301	25.73
TOTAL WATER FUND			\$65,276.39

RUN DATE: 09/22/09

VILLAGE OF WILLOWBROOK  
BILLS PAID REPORT FOR SEPTEMBER, 2009

PAGE: 5

RUN TIME: 02:47PM

HOTEL/MOTEL TAX FUND

CHECKS & DIR. DEBITS

DESCRIPTION		ACCOUNT NUMBER	AMOUNT
DUPAGE CONVENTION (494)	09/29 CK# 73809		\$396.39
6785 ADVERTISING 03-435-317		03-53-435-317	396.39
TOTAL HOTEL/MOTEL TAX FUND			\$396.39

VILLAGE OF WILLOWBROOK

RUN DATE: 09/22/09

BILLS PAID REPORT FOR SEPTEMBER, 2009

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RUN TIME: 02:47PM

POLICE PENSION FUND

CHECKS & DIR. DEBITS

DESCRIPTION		ACCOUNT NUMBER	AMOUNT
NORTHERN ILL UNIVERSITY (1388)	09/29 CK# 73831		\$900.00
DAVI/KBLR/ESNBS MEETINGS, TRAVEL, CONFERENCES 07-401-304		07-62-401-304	900.00
SIKICH LLP (1722)	09/29 CK# 73840		\$1,050.00
107594 AUDIT 07-401-251		07-62-401-251	1,050.00
TOTAL POLICE PENSION FUND			\$1,950.00

VILLAGE OF WILLOWBROOK

RUN DATE: 09/22/09

BILLS PAID REPORT FOR SEPTEMBER, 2009

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RUN TIME: 02:47PM

WATER CAPITAL IMPROVEMENTS FUND

CHECKS & DIR. DEBITS

DESCRIPTION	ACCOUNT NUMBER	AMOUNT
CHRISTOPHER B. BURKE (333)	09/29 CK# 73803	\$7,418.36
89921 WATER MAIN EXTENSIONS 09-440-601	09-65-440-601	7,418.36
TOTAL WATER CAPITAL IMPROVEMENTS FUND		\$7,418.36

VILLAGE OF WILLOWBROOK

RUN DATE: 09/22/09

BILLS PAID REPORT FOR SEPTEMBER, 2009

PAGE: 8

RUN TIME: 02:47PM

CAPITAL PROJECT FUND

CHECKS & DIR. DEBITS

DESCRIPTION		ACCOUNT NUMBER	AMOUNT
CDW GOVERNMENT, INC. (274)	09/29 CK# 73802		\$1,216.32
QGG1384 PUBLIC WORKS FACILITY		10-68-540-415	301.34
QGK6790 PUBLIC WORKS FACILITY		10-68-540-415	914.98
CHRISTOPHER B. BURKE (333)	09/29 CK# 73803		\$519.84
89460 75TH STREET EXTENSION 10-545-411		10-68-545-411	146.84
89902 PUBLIC WORKS FACILITY		10-68-540-415	373.00
FIRE & SECURITY SYSTEMS INC. (601)	09/29 CK# 73813		\$1,665.00
88489 PUBLIC WORKS FACILITY		10-68-540-415	1,595.00
88490 PUBLIC WORKS FACILITY		10-68-540-415	40.00
88491 PUBLIC WORKS FACILITY		10-68-540-415	30.00
TOTAL CAPITAL PROJECT FUND			\$3,401.16

VILLAGE OF WILLOWBROOK

BILLS PAID REPORT FOR SEPTEMBER, 2009

RUN DATE: 09/22/09

RUN TIME: 02:47PM

SUMMARY ALL FUNDS

BANK ACCOUNT	DESCRIPTION	AMOUNT	
01-110-105	GENERAL CORPORATE FUND-CHECKING - 0010330283	62,305.12	*
02-110-105	WATER FUND-CHECKING 0010330283	65,276.39	*
03-110-105	HOTEL/MOTEL TAX FUND-CHECKING 0010330283	396.39	*
07-110-105	POLICE PENSION FUND-CHECKING 0010330283	1,950.00	*
09-110-105	WATER CAPITAL IMPROVEMENTS FUND-CHECKING - 100564-4	7,418.36	*
10-110-105	CAPITAL PROJECT FUND-CHECKING 0010330283	3,401.16	*
TOTAL ALL FUNDS		140,747.42	**

# VILLAGE OF WILLOWBROOK

## BOARD MEETING

### AGENDA ITEM - HISTORY/COMMENTARY

**ITEM TITLE:**

MOTION TO APPROVE EXPENDITURE FOR REPLACEMENT OF ONE IN-CAR VIDEO CAMERA

**AGENDA NO.** 4d**AGENDA DATE:** 09/28/09**STAFF REVIEW:** Ed Konstanty**SIGNATURE:** **LEGAL REVIEW:** N/A**SIGNATURE:** **RECOMMENDED BY VILLAGE ADMIN.:****SIGNATURE:** **REVIEWED & APPROVED BY COMMITTEE:** YES  NO  N/A **ITEM HISTORY (PREVIOUS VILLAGE BOARD REVIEWS, ACTIONS RELATED TO THIS ITEM, OTHER PERTINENT HISTORY)**

The in-car video camera in squad 54 is not operational and a replacement in-car video camera system was budgeted during this fiscal year.

Watch Guard Video has the WatchGuard DV-1 camera system that meets the department needs and is within the budgeted amount of \$5,000.00.

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

The Public Safety Committee recommends the purchase of the WatchGuard Video DV-1 camera from Watch Guard Video out of Plano, Texas for a total cost of \$4,912.00 under line item 01-30-680-611.

**ACTION PROPOSED:** APPROVE EXPENDITURE



DIGITAL IN-CAR VIDEO  
 3181 Summit Avenue • Plano, TX 75074  
 (972) 423-9777 Fax: (972) 423-9776  
 National Toll-Free 1-888-685-NPEG (6734)  
 www.watchguardvideo.com

# QUOTE

Purchase Order: \_\_\_\_\_  
 BDR Name: **Andrea Stewart**  
 Date: **Friday, September 04, 2009**

**Customer Bill To Address**  
**Willowbrook Police Department - IL**  
**7760 Quincy St**  
**Willowbrook, IL 60527-5532**  
**Du Page County**  
**Attn: Commander Michael Kurinec**  
 Telephone Number: **630-325-2808** Fax Number: **630-323-7915**

Quote Presented By: **Craig Kohler** Presenter Contact Info: **(414) 737-6518**

**Customer Ship To Address**  
**Willowbrook Police Department - IL**  
**7760 Quincy St**  
**Willowbrook, IL 60527-5532**  
**Du Page County**  
**Attn: Commander Michael Kurinec**  
 E-Mail Address: **mkurinec@willowbrook.il.us**

Estimated Ship Date: **30-45 Days** Ship Via: **UPS** Payment Terms: **Net 30 days**

DV-1 Parts and Options				
Part Number	Description	Unit Price	Quantity	Extended Price
<b>DV1-COH</b>	DV-1, Overhead System 3rd Generation Includes: Overhead Recorder Unit, Combination Front/Cabin Camera, Cabin Microphone, Hardware & Cabling, Lifetime Firmware Upgrades, One (1) Year Factory Warranty, Wireless Microphone Kit, Leather Holster, 10 Pack DVD+RW Evidence Discs, Fleet Manager Utility, DVD Manager Utility	4,782.00	1	4,782.00
<b>GPS-OPT-AVL</b>	Integrated GPS Technology (at time of purchase)	200.00	1	Included
<b>DV1-CMD</b>	DV-1, Modular System 3rd Generation Includes: Modular Recorder Unit, Combination Front/Cabin Camera, Cabin Microphone, Hardware & Cabling, Lifetime Firmware Upgrades, One (1) Year Factory Warranty, Wireless Microphone Kit, Leather Holster, 10 Pack DVD+RW Evidence Discs, Fleet Manager Utility, DVD Manager Utility	5,350.00		
<b>GPS-OPT-AVL</b>	Integrated GPS Technology (at time of purchase)	200.00		
DV-1 OPTIONS				
Part Number	Available Options	Unit Price	Quantity	Extended Price
<b>PWR-UPS-INT-200</b>	IUPS (Intelligent Uninterruptible Power Supply)	149.00		
<b>MIC-WRL-TRN-350</b>	Wireless Microphone (Gray) Beltpack Transceiver 2.4 Ghz (WatchGuard)	295.00		
<b>BRK-CRC-107-007</b>	Ceiling Mount Kit, Chevy Tahoe 2007 - 09 (Remove Console)	130.00	1	130.00
<b>MIC-WRL-DTC-350</b>	Wireless Microphone (Gray) Transceiver Desktop Charger 2.4 Ghz (WatchGuard)	99.00		
<b>CAN-RDK-100-NEW</b>	Rear Deck Camera	795.00		
<b>DVD-EVI-MED-001</b>	DVD+RW Evidence Disc Media. Includes protective sleeve.	1.25	10	No Charge
<b>SWW-WGV-DNU-103</b>	WatchGuard DVD Manager Utility Premium Software (Includes Codec)	35.00		
<b>CAB-R-OPT</b>	Radar Interface Adaptor Cable	75.00		
<b>WAR-EXT-PUR-2YR</b>	2 Year Extended Factory Warranty (Months 13 to 24)	250.00		
<b>WAR-EXT-PUR-3YR</b>	3 Year Extended Factory Warranty (Months 13 to 36)	560.00		
<b>WAR-EXT-PUR-4YR</b>	4 Year Extended Factory Warranty (Months 13 to 48)	945.00		
<b>EXT-WAR-5Y</b>	5 Year Extended Warranty (time of purchase \$430 discount)	1,000.00		

Evidence Library Parts and Options				
Part Number	Description	Unit Price	Quantity	Extended Price
<b>SFW-ELB-DTR-100</b>	WatchGuard Evidence Library: Data Tracker (Software Only)	995.00		
<b>PACKAGE 1</b>	Data Tracker - Hardware/Software Package 1 Includes complete Data Tracker Workstation, Data Tracker software pre-installed, CCD scanner with USB interface, 1-year hardware warranty, 1-year software maintenance and support. Software subject to 20% maintenance and support after 1 year.	2,990.00		
<b>SFW-ELB-CES-100</b>	WatchGuard Evidence Library: Critical Event Server (Software Only)	3,995.00		
<b>PACKAGE 2</b>	Critical Event Server - Hardware/Package 2 Includes complete Critical Event Server Workstation, Critical Event Server software pre-installed, 3.0 Terabyte Network Attached Storage Device, 5-port gigabit switch, CCD scanner with USB interface, CAT-6 network cables, 1-year hardware warranty, 1-year software maintenance and support. Software subject to 20% maintenance and support after 1 year.	8,490.00		
Evidence Library Options				
Part Number	Available Options	Unit Price	Quantity	Extended Price
<b>MAINTENANCE</b>	Applicable only to Evidence Library software			
<b>CCD SCANNER</b>	Applicable only to Evidence Library software and hardware			
<b>LASER SCANNER</b>	Applicable only to Evidence Library software and hardware			
<b>UPS</b>	Applicable only to Evidence Library workstations			
<b>WRKST WARRANTY</b>	Applicable only to Evidence Library workstations			
<b>NAS 1.5TB</b>	Applicable only to Critical Event Server hardware			
<b>NAS 3.0TB</b>	Applicable only to Critical Event Server hardware			
<b>NAS WARRANTY</b>	Applicable only to NAS Storage Devices			

**Comments:**

- This Quote is Valid for 90 Days and for the Listed Quantities Only. Quote is in US Dollars.
- Unless itemized, applicable taxes are not included and are the customer's responsibility. Call for details.
- IL State Pricing. 10 additional DVDs included at no additional charge.

Subtotal	<b>\$4,912.00</b>
Shipping	<b>No Charge</b>
Taxes	<b>See Comments</b>
<b>Total</b>	<b>\$4,912.00</b>

Thank You for Your Interest In WatchGuard Video Products!

**From:** Mike Kurinec  
**Sent:** Saturday, September 05, 2009 2:51 PM  
**To:** Mark Shelton  
**Subject:** FW: Willowbrook PD, IL Quote: WatchGuard DV-1 Digital In-Car Video System

**From:** Andrea Stewart [mailto:ASTewart@WatchGuardVideo.com]  
**Sent:** Friday, September 04, 2009 5:06 PM  
**To:** Mike Kurinec  
**Cc:** Craig Kohler; adam.deckert@watchguardvideo.com  
**Subject:** Willowbrook PD, IL Quote: WatchGuard DV-1 Digital In-Car Video System

[www.watchguardvideo.com](http://www.watchguardvideo.com)

September 5, 2009

Willowbrook Police Department  
Attention: Commander Kurinec

On behalf of Craig Kohler, thank you for your time and interest in WatchGuard Video. The WatchGuard DV-1 is the ultimate answer to your department's needs for Digital In-Car Video. Attached is a quote provided for your convenience. Also attached are bid specifications which should give you even further insight into the system's capabilities.

To recap the key features of the WatchGuard Video DV-1:

- The industry's first system to "author" in **Direct-to-DVD-Video** format directly in the car
- Once ejected, the DVD plays on any regular DVD player  
(most other DVD-based systems can't do this!)
- **No trunk mounting** and easy installation
- No computer servers/equipment or technical staff required
- Discs are re-recordable multiple times with no degradation in quality
- Pre-event recording records **up to 10 minutes** of previous footage allowing you to capture the actual offense
- **Post event recording** for up to 10 minutes after the officer turns off the recorder
- Graphical User Interface (GUI) **easy to use menus**
- Allows your agency to continue the established procedures for the "Chain of Custody" of evidence

If you have any additional questions, please feel free to contact me personally or any of our staff at (972) 423-9777 or Toll-free 1 (800) 605-MPEG (6734). Again, we thank you for your time and interest in WatchGuard Video. We look forward to the opportunity to serve your needs.

Best regards,

Andrea Stewart  
Business Development Representative  
WatchGuard Video  
3001 Summit Avenue  
Plano, TX 75074  
(800) 605-MPEG (6734)  
(214) 556-8157 · Direct  
(972) 423-9778 · Fax  
**astewart@watchguardvideo.com**

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# VILLAGE OF WILLOWBROOK

## BOARD MEETING

### AGENDA ITEM - HISTORY/COMMENTARY

ITEM TITLE: FY 2010-11 Budget Schedule

AGENDA NO. 4e

AGENDA DATE: 9/28/09

STAFF REVIEW:

SIGNATURE: *Sue Stanish*

LEGAL REVIEW:

SIGNATURE: N/A

RECOMMENDED BY VILLAGE ADMIN.:

SIGNATURE: *Ed [Signature]*

REVIEWED & APPROVED BY COMMITTEE: YES  NO  N/A

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

Attached is the FY 2010-11 Budget Schedule. The Finance Committee reviewed the schedule and recommended the same budget process be followed as in prior years.

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

#### ACTION PROPOSED:

Approve FY 2010-11 Budget Schedule

## Budget Schedule -- FY2011

Description	Date	Comment
<b>Senior Staff Workshop</b> Review current FY Initiatives and assess progress Identify initiatives that will carry over to next FY Identify any new initiatives/eliminate if needed Plan for "Budget Preview" Workshop	Sept. 28	Time: 10:00 am Includes: Dept. Heads, Wally
<b>Board "Budget Preview" Workshop</b> Preview of budget (same format as last year) Seek board feedback/input as we begin preparation of budget	Oct. 26	Following reg. Board meeting
<b>Staff Budget Kick-off Meeting</b> Review "preview" materials Review Board feedback Present budget overview -- status or revenues, to-date expenditures, reserve, etc. Present budget workbook (including increase guidelines) to staff	Oct. 29	Time: TBA Includes: Dept. Heads Deputy Chiefs Wally Sara Commanders & Don
<b>Department Budget Submittals Due to Sue</b>	Dec. 1	
<b>Individual Department Budget Review Meetings w/Sue and Ed</b>	Dec. 15 - 17	
<b>Final Staff Budget Meeting and "Adjustments"</b>	Jan. 5	
<b>Presentation to Committees (special Committee meeting)</b>	Jan. 25	Before regular Board meeting
<b>Board Budget Workshop I</b>	Mar. 1	Special workshop
<b>Board Budget Workshop II (if needed)</b>	Mar. 22	Following reg. Board meeting
<b>Final Approval of Budget</b>	26-Apr	Regular Board Meeting

# Village of Willowbrook

## Proclamation

WHEREAS, smoke and poisonous gases are the leading causes of death in fires and can kill a person long before the flames will and underestimating the power of the fire and the time it takes to escape a home fire puts people at severe risk to fire death and injury; and

WHEREAS, developing a home fire escape plan and practicing at least twice a year is critical to escape a fire safely; and

WHEREAS, making sure that multi-story homes and commercial buildings are equipped with working smoke detectors and fire alarms; and

WHEREAS, for nearly 80 years, NFPA, the official sponsor of Fire Prevention, has successfully joined North American fire departments each year during Fire Prevention Week in a shared mission of making the public safer from fire. NFPA has documented many lives saved as a result of having all homes in Illinois equipped with smoke detectors; and

WHEREAS, the members of the fire services are joined by other concerned citizens of Willowbrook as well as other emergency service providers and safety advocates, businesses, schools, service clubs and organizations in their fire safety efforts.

NOW, THEREFORE, I, ROBERT A. NAPOLI, President of the Village of Willowbrook, Illinois, do hereby on behalf of the Village Board proclaim the month of October as Fire Prevention Month and call upon the citizens of Willowbrook to participate in fire prevention activities at work and school to ensure their safety and the safety of their families and friends in the event of a fire. Fire Prevent Month commemorates the Great Chicago Fire of 1871, which killed more than 250 people, left 100,000 homeless and destroyed more than 17,400 buildings.

Proclaimed this 28<sup>th</sup> day of September, 2009.

---

Village President

Attest:

---

Village Clerk

# Village of Willowbrook

## Proclamation

**WHEREAS**, October 2009 is National Breast Cancer Awareness Month; and

**WHEREAS**, an estimated 182,460 new cases of invasive breast cancer were diagnosed in 2008, with approximately 40,930 who will die from this disease; and

**WHEREAS**, this year in Illinois alone, approximately 8,800 women and men will be diagnosed with breast cancer and approximately 2,000 will die from this disease; and

**WHEREAS**, early detection and prompt treatment can significantly reduce suffering and deaths caused by this disease; and

**WHEREAS**, to show support for the American Cancer Society's fight against breast cancer as well as to support those who are being treated for the disease or those who lost loved ones, we urge Willowbrook residents to wear a pink ribbon during the month of October.

**NOW, THEREFORE, I, ROBERT A. NAPOLI**, President of the Village of Willowbrook, Illinois, do hereby on behalf of the Village Board call upon all citizens of Willowbrook to observe October 2009 as National Breast Cancer Awareness Month in the Village of Willowbrook.

Proclaimed this 28<sup>th</sup> day of September, 2009.

---

Village President

Attest:

---

Village Clerk

# The Village of WILLOWBROOK

7760 Quincy Street • Willowbrook, Illinois 60527-5594 • Phone: (630) 323-8215 • Fax: (630) 323-0787

Village President

**Robert A. Napoli**

Village Clerk

**Leroy R. Hansen**

Village Trustees

**Dennis Baker**

**Terrence Kelly**

**Timothy McMahon**

**Michael Mistele**

**Sandra O'Connor**

**Paul Schoenbeck**

Village Administrator

**Philip J. Modaff**

August 26, 2009

Ms. Angela Brown  
320 W 79th St  
Willowbrook II 60527

Re: Account No. 110050.000  
Delinquent Water Bill

Dear Ms. Brown:

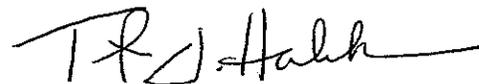
Please be advised that your water bill is now delinquent in the amount of \$102.54. This amount now includes a \$25.00 fee pursuant to Section 6-8-5 of the Village of Willowbrook Code. This \$25.00 is added to all accounts delinquent 45 or more days after the billing date. This amount also includes all 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 September 28, 2009, will result in the immediate termination of your water service.

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

If you have any questions concerning your water bill, or if you wish to arrange a hearing before the President and Board of Trustees to contest the termination of your water service, please contact me at the Village of Willowbrook by writing to 7760 Quincy Street, Willowbrook, IL 60527 or call 920-2238 not later than five (5) days prior to the scheduled termination date.

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

Sincerely,



Timothy J. Halik  
Director of Municipal Services

TJH:pkp

# The Village of WILLOWBROOK

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**Paul Schoenbeck**

Village Administrator

**Philip J. Modaff**

August 26, 2009

Mr. & Mrs. Frank Mandros  
7546 Clarendon Hills Rd #1D  
Willowbrook II 60527

Re: Account No. 110990.000  
Delinquent Water Bill

Dear Mr. & Mrs. Mandros:

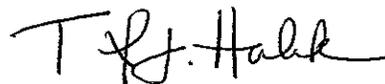
Please be advised that your water bill is now delinquent in the amount of \$98.87. This amount now includes a \$25.00 fee pursuant to Section 6-8-5 of the Village of Willowbrook Code. This \$25.00 is added to all accounts delinquent 45 or more days after the billing date. This amount also includes all 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 September 28, 2009, will result in the immediate termination of your water service.

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

If you have any questions concerning your water bill, or if you wish to arrange a hearing before the President and Board of Trustees to contest the termination of your water service, please contact me at the Village of Willowbrook by writing to 7760 Quincy Street, Willowbrook, IL 60527 or call 920-2238 not later than five (5) days prior to the scheduled termination date.

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

Sincerely,



Timothy J. Halik  
Director of Municipal Services

TJH:pkp

# The Village of **WILLOWBROOK**

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**Michael Mistele**

**Sandra O'Connor**

**Paul Schoenbeck**

Village Administrator

**Philip J. Modaff**

August 26, 2009

Ms. Yolanda Martinez  
Ms. Leticia Salgado  
7501 Brookbank Rd  
Willowbrook II 60527

Re: Account No. 111770.002  
Delinquent Water Bill

Dear Ms. Martinez:  
Dear Ms. Salgado:

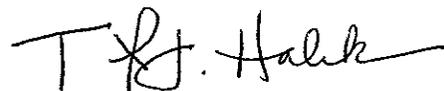
Please be advised that your water bill is now delinquent in the amount of \$243.08. This amount now includes a \$25.00 fee pursuant to Section 6-8-5 of the Village of Willowbrook Code. This \$25.00 is added to all accounts delinquent 45 or more days after the billing date. This amount also includes all 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 September 28, 2009, will result in the immediate termination of your water service.

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

If you have any questions concerning your water bill, or if you wish to arrange a hearing before the President and Board of Trustees to contest the termination of your water service, please contact me at the Village of Willowbrook by writing to 7760 Quincy Street, Willowbrook, IL 60527 or call 920-2238 not later than five (5) days prior to the scheduled termination date.

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

Sincerely,



Timothy J. Halik  
Director of Municipal Services

TJH:pkp

# The Village of **WILLOWBROOK**

7760 Quincy Street • Willowbrook, Illinois 60527-5594 • Phone: (630) 323-8215 • Fax: (630) 323-0787

Village President

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**Dennis Baker**

**Terrence Kelly**

**Timothy McMahon**

**Michael Mistele**

**Sandra O'Connor**

**Paul Schoenbeck**

Village Administrator

**Philip J. Modaff**

August 26, 2009

Ms. Jennifer Wroda  
7819 Eleanor Pl  
Willowbrook II 60527

Re: Account No. 111260.003  
Delinquent Water Bill

Dear Ms. Wroda:

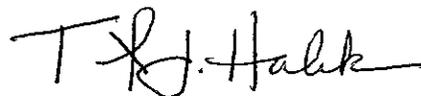
Please be advised that your water bill is now delinquent in the amount of \$115.65. This amount now includes a \$25.00 fee pursuant to Section 6-8-5 of the Village of Willowbrook Code. This \$25.00 is added to all accounts delinquent 45 or more days after the billing date. This amount also includes all other penalties pursuant to Section 6-8-5 of the Village Code. Your failure to satisfy the total amount of this delinquency on or before September 28, 2009, will result in the immediate termination of your water service.

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

If you have any questions concerning your water bill, or if you wish to arrange a hearing before the President and Board of Trustees to contest the termination of your water service, please contact me at the Village of Willowbrook by writing to 7760 Quincy Street, Willowbrook, IL 60527 or call 920-2238 not later than five (5) days prior to the scheduled termination date.

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

Sincerely,



Timothy J. Halik  
Director of Municipal Services

TJH:pkp

# VILLAGE OF WILLOWBROOK

## BOARD MEETING

### AGENDA ITEM - HISTORY/COMMENTARY

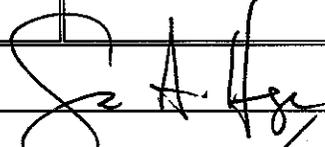
**ITEM TITLE:**

ORDINANCE – AN ORDINANCE REZONING CERTAIN TERRITORY TO THE M-1 DISTRICT –7904 JOLIET ROAD

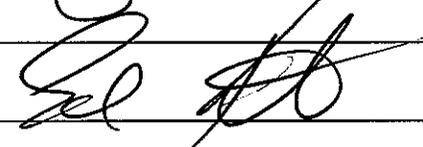
AGENDA NO. 7

AGENDA DATE: 09/28/09

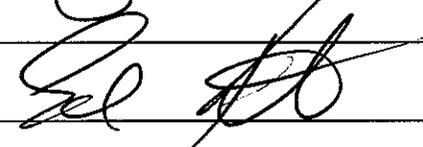
STAFF REVIEW: Sara A. Hage, Planner

SIGNATURE: 

LEGAL REVIEW: William Hennessy

SIGNATURE: 

RECOMMENDED BY VILLAGE ADMIN.:

SIGNATURE: 

REVIEWED & APPROVED BY COMMITTEE: YES  Plan Commission 9/2/09 NO  N/A

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

On 9/14/09, the Village Board discussed the zoning request and directed staff to work with the Village Attorney to prepare an approving ordinance.

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

In November 2007, the Village voluntarily annexed the House of Trucks and forcibly annexed the remaining unincorporated parcels within the Joliet Road/79th Street/I-55 triangle, including the Dahlke's Vis-O-Graphics building and property at 7904 Joliet Road.

As required by state law, upon annexation, the property was automatically zoned to the Village of Willowbrook's most restrictive residential zoning classification, which is R-1. This is the default zoning upon annexation and remains in effect until such time as the property owner requests and receives approval to rezone the property to an alternate district.

Although the property has been zoned R-1 since it was forcibly annexed, it does not preclude the Dahlke's from continuing the current use of the property, which has been a printing press shop and administrative offices. Any new use would trigger the need to rezone the property to a more appropriate district such as the M-1. The Dahlke's request to rezone the property to the M-1 district would allow for uses that are compatible with surrounding uses and facilitate a sale of the property.

**PUBLIC COMMENT**

No public comments were received either prior to or during the public hearing for the rezoning.

**ACTION PROPOSED:**

Approval of the Ordinance.

ORDINANCE NO. 09-O-\_\_\_\_\_

AN ORDINANCE REZONING CERTAIN TERRITORY TO THE M-1  
DISTRICT -7904 JOLIET ROAD

---

WHEREAS, on or about July 21, 2009, Robert M. Dahlke, as applicant and on behalf of the Robert V. & Mary J. Dahlke Trust ("OWNER"), filed an application with the Village of Willowbrook with respect to the property legally described on Exhibit "A" attached hereto, which is, by this reference, incorporated herein ("SUBJECT REALTY"). Said application requested that the Village rezone the SUBJECT REALTY from the R-1 Residential District to the M-1 Light Manufacturing District; and,

WHEREAS, Notice of Public Hearing on said application was published on or about August 13, 2009, in a newspaper having general circulation within the Village, to-wit, the Doings newspaper, all as required by the statutes of the State of Illinois and the ordinances of the Village; and,

WHEREAS, pursuant to said Notice, the Plan Commission of the Village of Willowbrook conducted a Public Hearing on or about September 2, 2009, all as required by the statutes of the State of Illinois and the ordinances of the Village; and,

WHEREAS, at said Public Hearing, the applicant presented testimony in support of said application and all interested parties had an opportunity to be heard; and,

WHEREAS, the Plan Commission forwarded its recommendation to the President and Board of Trustees on or about September 2, 2009, a copy of which is attached hereto as Exhibit "B" which is, by this reference, made a part hereof.

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

SECTION ONE: That the SUBJECT REALTY is hereby rezoned from the R-1 Residential District zoning classification to the M-1 Light Manufacturing District zoning classification of the Village of Willowbrook.

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

SECTION THREE: 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 \_\_\_\_\_ day of \_\_\_\_\_,  
2009.

APPROVED:

\_\_\_\_\_  
Village President

ATTEST:

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

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

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

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

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

EXHIBIT A

SUBJECT REALTY

Legal Description

THAT PART OF LOT 4 IN GOWER ASSESSMENT PLAT OF PART OF THE NORTHEAST QUARTER OF SECTION 35, TOWNSHIP 38 NORTH, RANGE 11 EAST OF THE THIRD PRINCIPAL MERIDIAN, ACCORDING TO THE PLAT THEREOF RECORDED JULY 13, 1945 AS DOCUMENT 480834 IN DUPAGE COUNTY, ILLINOIS, DESCRIBED AS FOLLOWS: BEGINNING AT THE NORTHWEST CORNER OF SAID LOT 4; THENCE EAST A DISTANCE OF 120 FEET, MORE OR LESS, TO THE EAST LINE OF LOT 2 IN GOWER ASSESSMENT PLAT AFORESAID; THENCE SOUTH ALONG THE PROLONGATION OF THE EAST LINE OF LOT 2 TO THE CENTER LINE OF U.S. HIGHWAY ROUTE 66; THENCE IN A SOUTHWESTERLY DIRECTION ALONG THE CENTER LINE OF SAID HIGHWAY TO THE INTERSECTION OF SAID CENTER LINE WITH THE WEST LINE OF SAID LOT 4; THENCE NORTH ALONG THE WEST LINE OF SAID LOT 4 TO THE PLACE OF BEGINNING, IN DUPAGE COUNTY, ILLINOIS.

COMMON ADDRESS: 7904 Joliet Road, Willowbrook, IL

PIN: 09-35-201-003

EXHIBIT B

Plan Commission Recommendation

The Village of

# WILLOWBROOK

7760 Quincy Street • Willowbrook, Illinois 60527-5594 • Phone: (630) 323-8215 • Fax: (630) 323-0787

Acting Village President

**Robert A. Napoli**

MEMO TO: Robert Napoli, Village President  
Board of Trustees

Village Clerk

**Leroy R. Hansen**

MEMO FROM: Daniel Kopp, Chairman, Plan Commission

DATE: September 2, 2009

SUBJECT: Rezone to the M-1 District  
Vis-O-Graphics – 7904 Joliet Road

Village Trustees

**Dennis Baker**

At the meeting of the Plan Commission held on September 2, 2009, the above referenced application was discussed and the following motion was made:

**Terrence Kelly**

MOTION: Made by Commissioner Remkus, seconded by Commissioner DeSarto, to recommend to the President and Village Board approval of the request to rezone to the M-1 District the property located at 7904 Joliet Road as submitted on behalf of the Robert V. and Mary J. Dahlke Trust in an application received on July 21, 2009.

**Timothy McMahon**

**Michael Mistele**

**Sandra O'Connor**

ROLL CALL: AYES: Commissioners DeSarto, Remkus, Soukup, Heery, Baker, Vice-Chairman Wagner, and Chairman Kopp; ABSENT: None.

**Paul Schoenbeck**

MOTION DECLARED CARRIED

Should any member of the Board have questions regarding this matter, please do not hesitate to contact me.

Village Administrator

**Philip J. Modaff**

DK/jp

# VILLAGE OF WILLOWBROOK

## BOARD MEETING AGENDA ITEM - HISTORY/COMMENTARY

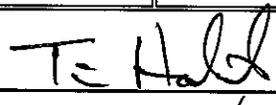
**ITEM TITLE:**

A RESOLUTION AUTHORIZING THE VILLAGE PRESIDENT AND VILLAGE CLERK TO ACCEPT A PROPOSAL FOR THE 2009 FALL BRUSH COLLECTION PROGRAM – KRAMER TREE SPECIALISTS, INC.

**AGENDA NO.** 8

**AGENDA DATE:** 09/28/09

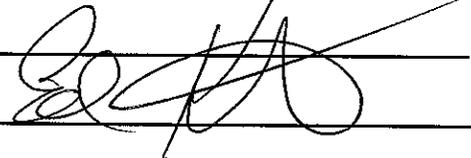
**STAFF REVIEW:** Tim Halik,  
Director of Municipal Services

**SIGNATURE:** 

**LEGAL REVIEW:** N/A

**SIGNATURE:** 

**RECOMMENDED BY VILLAGE ADMIN.:**

**SIGNATURE:** 

**REVIEWED & APPROVED BY COMMITTEE:**

YES  discussed on 9/21/09 NO  N/A

**ITEM HISTORY (ACTIONS RELATED TO THIS ITEM, OTHER PERTINENT HISTORY, ETC.)**

In the Spring of this year, through an RFP process, the Village accepted a proposal from Homer Tree Care, Inc., Lockport, to complete the brush chipping program for a cost of \$8,900. Similar to previous programs, the scope of work included the curbside chipping of brush that was placed throughout town by residents. This low quality chipped material was then hauled away by the contractor. To complete the program within one (1) weeks time, two (2) separate chipping crews were required. Some of the drawbacks of this method included the noise created by the chipper machine, the mess that was created requiring sweeping by the contractor, and the fact that the chipped material was primarily hauled away given the Village and Community did not have a use for it.

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

Staff has discussed the details of a slightly differently run program with our regular tree maintenance contractor, Kramer Tree Specialists, Inc. Mr. Tim Rickerson, an Illinois Certified Arborist with Kramer, runs a program that includes the collection of brush at the curbside, with grapple loading equipment, which is then brought to a central location in town, where the material is made into a quality mulch product using a grinder. The mulched material can then be used within the Village parks, rights-of-ways, or other Village facilities. It could also be made available to the community for use on private properties. Kramer has provided a proposal in the amount of \$7,580 to complete this type of program, which represents a \$1,320 savings from the cost of the previous program, and the community would be able to use the mulch. Other benefits of this program include the elimination of the chipping noise and mess created by the previous program, and the fact that this collection method is more environmentally friendly (i.e., "green") in that the chipped material is not hauled to a landfill. Various municipal endorsements of this type of program were also supplied by Kramer Tree.

Staff would recommend that we try this slightly different collection program this Fall. If we find that it is preferred, we can consider further use of the collection/grinding method versus a conventional curbside chipping method. The FY 08/09 Budget includes the following funding to conduct a Village-wide Fall Brush Collection Program:

<u>FUND</u>	<u>ACCOUNT</u>	<u>DESCRIPTION</u>	<u>UNEXPENDED</u>
PW – Street Maint.	01-35-755-284	Reimb. Exp. – Brush Pick-Up	\$13,540.00

**ACTION PROPOSED:** Adopt resolution.

RESOLUTION NO. 09-R-\_\_\_\_\_

A RESOLUTION AUTHORIZING THE VILLAGE PRESIDENT AND VILLAGE CLERK TO ACCEPT A PROPOSAL FOR THE 2009 FALL BRUSH COLLECTION PROGRAM – KRAMER TREE SPECIALISTS, INC.

---

BE IT RESOLVED by the President and Board of Trustees of the Village of Willowbrook, DuPage County, Illinois, that the Village President and Village Clerk be and the same are hereby authorized and directed to accept the proposal from Homer Tree Care, Inc. for completion of the 2009 Fall Brush Collection Program in an amount not to exceed \$7,580.00 as set forth in the proposal attached hereto as Exhibit "A" which is, by this reference, expressly incorporated herein.

ADOPTED and APPROVED this 28<sup>th</sup> day of September, 2009

APPROVED:

\_\_\_\_\_  
Village President

ATTEST:

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

ROLL CALL VOTE:

AYES: \_\_\_\_\_

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

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

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



# Kramer Tree Specialists, Inc.

300 Charles Court, West Chicago, Illinois 60185  
phone (630) 293-5444 fax (630) 293-7667  
www.kramertree.com

ILLINOIS CERTIFIED ARBORISTS ON STAFF

## PROPOSAL



EXHIBIT "A"

# RECEIVED

SEP 21 2009

VILLAGE OF WILLOWBROOK  
MUNICIPAL SERVICES DEPT.



### Proposal For:

CLIENT: Tim Halik

Page 1 of 2 Date 9/17/2009

Thursday, September 17, 20 Page 1 of 2

CLIENT:  
Tim Halik  
7760 Quincy St.  
Willowbrook IL 60527

KTS Representative: Tim  
Modified Date 9/17/2009 8:49:41 AM

Bid Status: Pending

Bid Number:

212716

Modified By:  
RFE Number 208218

Home Phone  
Work Phone 323-8215

Call First

Call First Reason

Fax 323-0787

Mobile 918-5285 Don

Pager 920-2251 Wally Sprinkler System

Regarding Brush Removal bid fall 2009  
Address

Special Issues Grapple-loader method for removal of brush from village residential streets is safer, quieter, faster, cleaner and overall a more efficient method of a municipal brush removal program.

Plant Locations

# Village of Willowbrook Brush Removal Bid FALL 2009

**Thank You For Considering Kramer Tree Specialists, Inc.  
Our Company WILL Exceed Your Expectations**

THIS PROPOSAL INCLUDES ONLY A VISUAL INSPECTION OF ACCESSIBLE COMPONENTS OF THE TREES TO DETERMINE THE SCOPE OF THE WORK REQUESTED, AND SHALL NOT BE CONSIDERED A TREE RISK EVALUATION. RISK EVALUATIONS ARE CONDUCTED AS A SEPARATE WORK ITEM AT AN ADDITIONAL COST.

*Kramer Tree Specialists cannot be responsible for unmarked underground utilities, structures, sprinkler systems, etc. that may be damaged in the work process.*

ABOVE LISTED WORK INCLUDES ALL HAULING, DISPOSAL AND RAKE CLEAN UP OF DEBRIS - UNLESS OTHERWISE NOTED.





# Kramer Tree Specialists, Inc.

## PROPOSAL



CLIENT: Tim Haiik Thursday, September 17, 20 Page 2 of 2

Plant Number or Item #	# of Trees	Plant Species	Diameter Inches	Current Condition:
				Curb-Side Brush Removal Program

**Plant Problem**

Removal Requested (OPTION#1)

**Description of Service / Treatment**

Removal of all curbside brush for Fall 2009 collection period... (10/19/09 thru 10/23/09)  
 THIS OPTION IS FOR COVERING THE VILLAGE (1) TIME AND REMOVING ALL CURBSIDE BRUSH WITH BRUSH GRAPPLE LOADERS AND HAULING MATERIAL OUT OF TOWN FOR PROCESSING.

Status Pending

**Service Recommended**

Removal

Cost note: haul out of town option Cost: \$7,994.00

**Plant Problem**

Removal Requested (OPTION #2)

**Description of Service / Treatment**

Removal of all curbside brush for Fall 2009 collection period... (10/19/09 thru 10/23/09)  
 THIS OPTION IS FOR COVERING THE VILLAGE (1) TIME WITH BRUSH LOADERS AND STAGING ALL MATERIAL ON VILLAGE PROPERTY. WE WILL THEN MOBILIZE OUT HORIZONTAL GRINDING MACHINE TO PROCESS THE MATERIAL INTO LANDSCAPE MULCH (not chips) TO LEAVE ON SITE FOR VILLAGE PARKS OR MAKE IT AVAILABLE TO YOUR RESIDENTS.

Status Pending

**Service Recommended**

Removal

Cost note: process material in town option Cost: \$7,580.00

**Plant Problem**

Notation:

**Description of Service / Treatment**

Grapple-loader method for removal of brush from village residential streets is safer, quieter, faster, cleaner and overall a more efficient method of a municipal brush removal program.

Status Pending

**Service Recommended**

Evaluation

Cost note: Cost:



Kramer Tree Specialists, Inc. - "Complete Professional Tree Care"

300 Charles Court, West Chicago, Illinois 60185

(630) 293-5444

## HORIZONTAL GRINDERS

# Vermeer

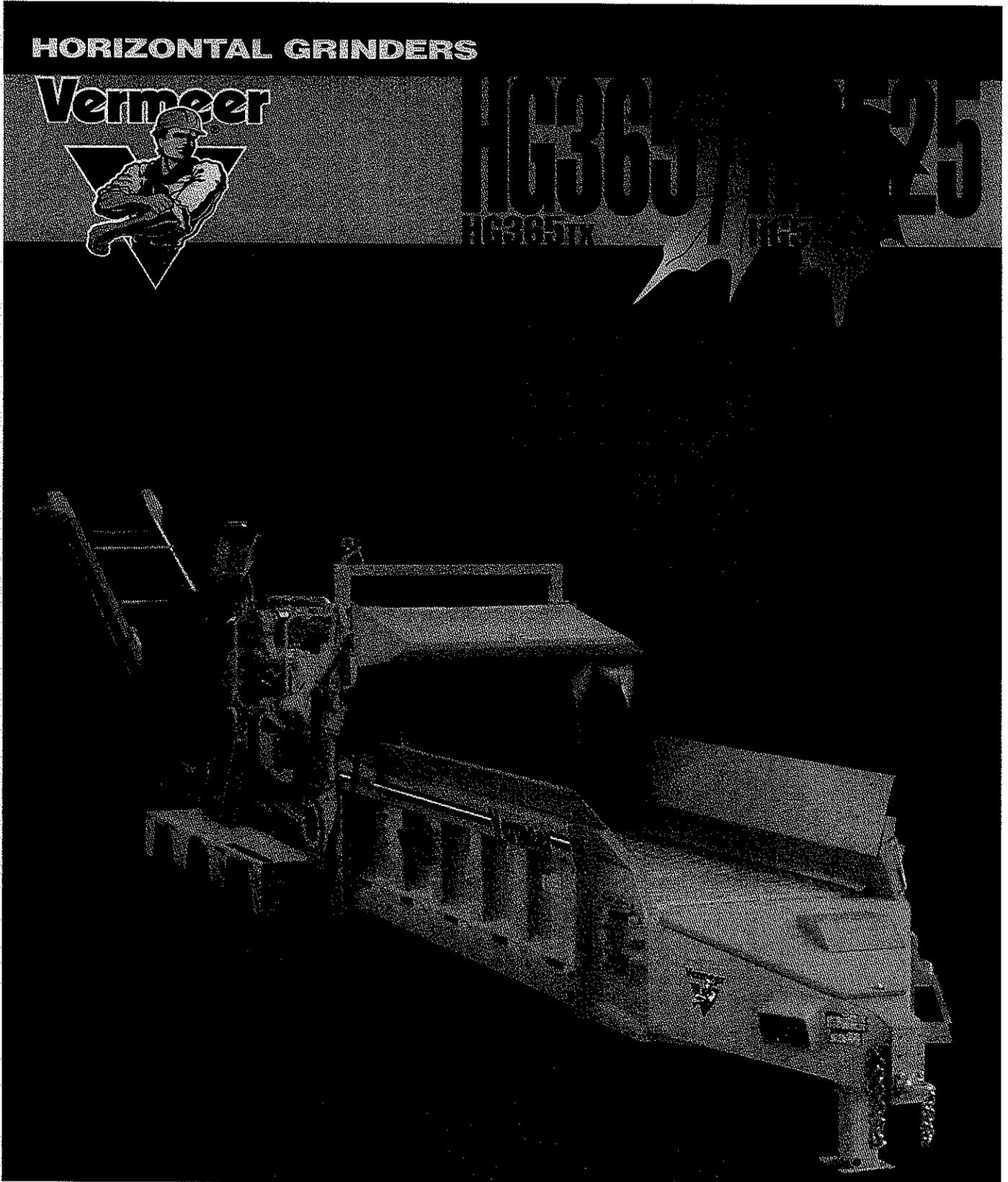


# HG365

HG385TR

# HG25

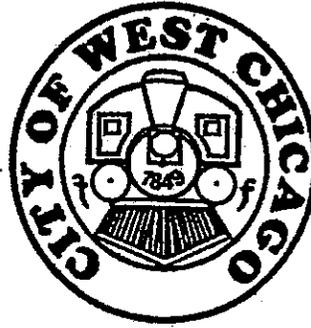
HG30



MICHAEL R. FORTNER  
Mayor

NANCY M. SMITH  
City Clerk

DONALD F. EARLEY  
City Treasurer



MICHAEL L. GUTTMAN  
City Administrator

475 Main Street  
P.O. Box 488  
West Chicago, IL 60185  
Telephone (630) 293-2200 Fax: (630) 293-3028

Joe Kramer  
Kramer Tree Specialists, Inc.  
701 Church Street  
West Chicago, IL 60185

Dear Joe,

I want to thank you and your people for the terrific job you have done over the past few years on the Brush Pickup Program. Your company is far and away the most reliable contractor I have ever worked with. The supervision of the program on my part is minimal thanks to your excellent performance.

When you took over the program in 1995, while I was very happy to have the program contracted out due to the labor intensity and the fact that I could get my employees back from the in-house program, I was skeptical that you could complete the program for less money than it was costing us in-house.

Not only was I proven wrong, but your method of pickup with your loader resulted in practically no mess at each pickup location, a pleasant surprise over chipping the brush at each location.

You have made me look very good to the City Council over the years, not only with the brush pickup, but any forestry work done also. I hope our relationship lasts for many more years, as my job is certainly made a lot easier.

Thanks again, and be sure to pass this along to the guys.

A handwritten signature in cursive script, which appears to read 'Sheldon Hagg'.



ST. CHARLES  
SINCE 1834

December 20, 2001

Mr. Joe Kramer  
Kramer Tree Specialists, Inc.  
701 Church Street  
West Chicago, IL 60185

Dear Joe:

I would like to thank you for your highly effective and cost efficient brush pickup for the City of St. Charles for 2001. As you are aware, our program began on April 2<sup>nd</sup> and continued through November 16<sup>th</sup> for approximately 7,800 single-family households. Your method of pickup, using a hydraulic claw bucket, allowed for the weekly schedule to usually be completed by Wednesday of each week. Not only was this quite an accomplishment, but call-backs (complaints) were virtually eliminated saving valuable time for my office staff and two street foremen.

Again, thank you for your professional, courteous and (most important) cost efficient service.

Sincerely,

A handwritten signature in black ink, appearing to read "G. J. Rejnert", is written over a horizontal line.

Gregory J. Rejnert  
Public Services Superintendent

GJR/jj

SUSAN L. KLINKHAMER *Mayor*

LARRY W. MAHOLLAND *City Administrator*

October 1, 2003

Jeff Kramer  
Kramer Tree Experts  
701 Church Street  
West Chicago, IL 60185

Jeff,

I would like to thank you for the service that your company has been able to provide ComEd.

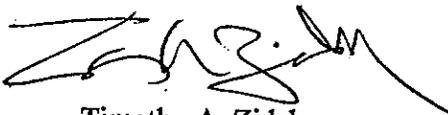
Our line clearance contractor excels at the work they perform, there are times when situations arise when conditions require expertise outside of normal industry practices.

Kramer Tree Experts has been able to supply that expertise on a timely and cost effective matter. From land clearing in sensitive areas for a new transmission line, technical hazard tree removal, or grinding a hard to access stump your firm has been able to help ComEd meet its goals and commitments.

The specialized equipment available to ComEd locally through Kramer Tree Experts provides great value to our ability to complete specialized work we have on the system.

Once again, thank you for your level of professionalism and quality of service. I look forward to the opportunity of working with Kramer Tree Experts in the future.

Sincerely,



Timothy A. Zidek  
Program Manager  
Vegetation Management  
ComEd

## Municipality References

City of West Chicago  
475 Main Street  
West Chicago, IL 60185

Contact: Mr. Tim Wilcox  
Phone: (630) 293-2200

Village of Glen Ellyn  
535 Duane Street  
Glen Ellyn, IL 60137

Contact: Ms. Peggy Drescher  
Phone: (630) 469-6756

Village of Addison  
131 W. Lake Street  
Addison, IL 60101

Contact: Mr. Tim Tokarz  
Phone: (630) 620-2020

Wayne Township Highway Dept.  
4 N. 200 Klein Road  
West Chicago, IL 60185

Contact: Mr. Ken Spitz  
Phone: (630) 231-4923

DuPage County Forest Preserve  
P.O. Box 2339  
Glen Ellyn, IL 60137

Contact: Mr. Mike Wiseman  
Phone: (630) 876-5920

Village of Downers Grove  
5101 Walnut Avenue  
Downers Grove, IL 60515

Contact: Ms. Kerstin VonDerHeid  
Phone: (630) 434-5475

Village of Carol Stream  
124 Gerzevske Lane  
Carol Stream, IL 60188

Contact: Mr. Mike Scaramella  
Phone: (630) 871-6260

City of Elmhurst  
209 N. York Street  
Elmhurst, IL 60126

Contact: Mr. Mark Stevens  
Phone: (630) 530-3000

Village of Glendale Heights  
250 E. Civic Center  
Glendale Heights, IL 60139

Contact: Mr. Tim Jordan  
Phone: (630) 260-6060

City of St. Charles  
2 East Main Street  
St. Charles, IL 60174-1984

Contact: Mr. Greg Rejnert  
Phone: (630) 377-4405

Village of Mt. Prospect  
1700 W. Central Road  
Mt. Prospect, IL 60056-2229

Contact: Ms. Sandy Clark  
Phone: (630) 870-5640

City of Geneva  
1800 W. South Street  
Geneva, IL 60134

Contact: Mr. Tim Korhorst  
Phone: (630) 232-1501

Village of Itasca  
100 N. Walnut  
Itasca, IL 60143

Contact: Mr. Scott Nottke  
Phone: (630) 663-2455

Village of Streamwood  
565 S. Bartlett Road  
Streamwood, IL 60107

Contact: Mr. Matt Karibo  
Phone: (630) 289-3130

City of Naperville  
414 E. 5<sup>th</sup> Ave.  
Naperville, IL 60563

Contact: Mr. Jack Mitz  
Phone: (630) 420-6101

Village of Algonquin  
125 Wilbrandt Street  
Algonquin, IL 60102

Contact: Mr. Steve Ludwig  
Phone: (847) 658-2754

City of Crystal Lake  
100 W. Municipal Complex Drive  
Crystal Lake, IL 60014

Contact: Mr. Colin Christensen  
Phone: (815) 459-4087

City of Northlake  
100 W. Palmer Ave.  
Northlake, IL 60164

Contact: Mr. Dale Roberts  
Phone: (708) 562-0940

# VILLAGE OF WILLOWBROOK

## BOARD MEETING

### AGENDA ITEM - HISTORY/COMMENTARY

**ITEM TITLE:** MOTION TO APPROVE FISCAL YEAR 2008-09  
COMPREHENSIVE ANNUAL FINANCIAL REPORT, TIF  
COMPLIANCE REPORT AND MANAGEMENT LETTER

**AGENDA NO.** 9

**AGENDA DATE:** 9/28/09

**STAFF REVIEW:**

**SIGNATURE:**

*Aue Stanish*

**LEGAL REVIEW:**

**SIGNATURE:**

N/A

**RECOMMENDED BY VILLAGE ADMIN.:**

**SIGNATURE:**

*Ed [Signature]*

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

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

Included in your agenda packet are the following:

- Comprehensive Annual Financial Report (CAFR) for the Village of Willowbrook for the Year Ended April 30, 2009.
- Tax Increment Financing District Fund Report on Public Compliance with Public Act 85-1142 For the Year Ended April 30, 2009.
- Management Letter (Communication of Reportable Conditions and Recommendations for Improvement) presented by the Village's audit firm, Sikich LLP, with responses from the Village staff.

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

The Village's financial statements present two kinds of statements, each with a different snapshot of the Village's finances. The financial statement's focus is on the Village as a whole (government-wide) and on the major individual funds. Both perspectives (government-wide and major fund) allow the user to address relevant questions, broaden a basis for comparison (year to year or government to government) and enhance the Village's accountability.

Consistent with prior year reporting on a fund basis, Village staff has prepared a summary analysis to assist you in evaluating the report.

**ACTION PROPOSED: APPROVAL OF FISCAL YEAR 2008-09 COMPREHENSIVE ANNUAL FINANCIAL REPORT, TIF COMPLIANCE REPORT AND MANAGEMENT LETTER**

# The Village of WILLOWBROOK

7760 Quincy Street • Willowbrook, Illinois 60527-5594 • Phone: (630) 323-8215 • Fax: (630) 323-0787

Village President

**Robert A. Napoli**

September 23, 2009

MEMO TO: President and Board of Trustees

FROM: Sue Stanish, Director of Finance *SS*

Village Clerk

SUBJECT: April 30, 2009 Comprehensive Annual Financial Report

**Leroy R. Hansen**

## GENERAL FUND REVENUES

Village Trustees

General Fund Revenues were below the budgeted amount by \$297,387 or 3.9%. The table below provides a summary of the dollar and percent differences from budget to actual revenues.

**Dennis Baker**

**Terrence Kelly**

**Timothy McMahon**

**Michael Mistele**

**Sandra O'Connor**

**Paul Schoenbeck**

Revenue	Budget	Actual	Difference	
<b>Sales Tax</b>	3,327,630	3,170,121	-157,509	-4.7%
<b>Income Tax</b>	827,200	817,027	-10,173	-1.2%
<b>Amusement Tax</b>	62,200	96,026	33,826	54.4%
<b>Utility Tax</b>	1,247,500	1,321,423	73,923	5.9%
<b>Places of Eating Tax</b>	455,900	376,310	-79,590	-17.5%
<b>Other Taxes</b>	120,355	108,623	-11,732	-9.7%
<b>Permit Fees</b>	382,000	148,613	-233,387	-61.1%
<b>Fines</b>	190,000	213,989	23,989	12.6%
<b>Cable Fees</b>	125,500	138,658	13,158	10.5%
<b>Inv Income</b>	83,250	52,536	-30,714	-36.9%
<b>Property Tax</b>	147,100	147,845	745	0.5%
<b>Water Transfer</b>	407,000	407,000	0	0.0%
<b>Licenses</b>	108,850	96,760	-12,090	-11.1%
<b>Grants/Drug Forfeiture</b>	125,532	194,434	68,902	54.9%
<b>Charges for Services</b>	59,850	46,560	-13,290	-22.2%
<b>Parks &amp; Recreation</b>	46,950	45,147	-1,803	-3.8%
<b>Other</b>	145,364	183,723	38,359	26.4%
<b>Total</b>	<b>7,862,181</b>	<b>7,564,795</b>	<b>-297,386</b>	<b>-3.9%</b>

Village Administrator

**Philip J. Modaff**

**GENERAL FUND EXPENDITURES**

Total General Fund Expenditures came in below the budgeted amount by \$485,771. Expenditures were budgeted at \$7,850,404 compared to actual expenditures of \$7,364,633. Highlights by department of expenditures are as follows:

<b>Department</b>	<b>Budget</b>	<b>Actual</b>	<b>Difference</b>	
<b>Village Board &amp; Clerk</b>	43,350	41,296	-2,054	-4.7%
<b>Board of Police Comm.</b>	14,250	19,951	5,701	40.0%
<b>Administration</b>	1,475,664	1,156,091	-319,573	-21.7%
<b>Planning &amp; Economic Dev</b>	161,867	150,754	-11,113	-6.9%
<b>Finance</b>	264,447	231,196	-23,301	-6.9%
<b>Building</b>	264,447	231,196	-33,251	-12.6%
<b>Police</b>	4,438,348	4,209,611	-228,737	-5.2%
<b>Public Works</b>	705,991	827,648	121,657	17.2%
<b>Parks</b>	410,946	415,847	4,901	1.2%
<b>Total</b>	<b>7,850,403</b>	<b>7,364,633</b>	<b>-485,770</b>	<b>-6.2%</b>

Administration - The Budget called for a transfer to the 2008 bond fund for \$114,945 for debt service and a transfer to the Capital Projects Fund of \$250,000. The debt service transfer was not needed as it was paid from remaining the remaining 2008 bond proceeds. The \$250,000 was budgeted for architect fees for a new Village Hall Police Facility. Only phase I of the project was completed with funds on hand in the capital projects fund. A total of \$45,000 was transferred to the CIP fund for the renovation of the Village Hall garage for file storage.

Police - Both salaries and overtime came in under budget. There was one patrol officer position vacant for the FY. Overtime costs decreased based in part on the reduction of sick days taken that in the past required overtime coverage.

Public Works - Snow removal costs and the high price of rock salt were the primary reason for increase in expenditures over budget.

**Summary**

A net surplus of \$200,161 resulted after all year-end adjustments were made. The Village budgeted a net surplus of \$11,777. The ending fund balance at April 30, 2009 is \$3,608,908. It is important to note that an adjustment was made to increase the beginning fund balance of \$170,000 to implement GASB 34 in FY 2004-05. The \$170,000 is not an increase in available resources for reserve purposes. Backing out the \$170,000 the ending fund balance at April 30, 2009 is \$3,438,908.

General Fund	Original Budget	Estimated at 4/30/09	Final Audited # of Days
Number of Days	151	173	180

**HOTEL/MOTEL TAX FUND**

Revenues in the Hotel/Motel tax fund came in at \$71,676 - \$21,224 below the budgeted amount of \$92,900. A total of \$7,200 in pre-bankruptcy taxes from the Holiday has been recorded as deferred revenue.

Expenditures came in at \$96,853 - \$498 below the budgeted amount of \$100,000.

The net impact is a deficit in the fund of \$25,177 and an ending fund balance of (\$3,903). The negative fund balance was a direct result of the Holiday Inn bankruptcy. Currently the fund has a cash balance \$8,175 that will be used for membership dues to the DuPage Convention and Visitor's Bureau. Any major advertising programs have been put on hold until enough cash accumulates in the fund.

**MOTOR FUEL TAX FUND**

Motor fuel tax revenues came in about \$25,150 below the budgeted amount of \$259,150. The decrease is a result of lower MFT distributions.

Expenditures were \$347,523 - \$37,477 lower than the budgeted amount of \$385,000.

The ending fund balance is (\$5,425) as a result of the decrease in MFT revenues. Currently the fund has a cash balance of \$65,285.

**CAPITAL PROJECTS FUND**

Projects completed in the Capital Projects Fund include the following:

- Construction of the public works facility
- Completion of 75<sup>th</sup> Street Extension Project

#### WATER FUND & WATER CAPITAL IMPROVEMENTS FUND

Revenues for the sale of water totaled \$1,636,100 and came in \$163,900 or 9% under than the budgeted amount.

Not including depreciation expense, net income of \$211,663 was generated. Overall, the water & water capital fund did well in the fiscal year. The working capital ratio (current assets/current liabilities) is 4:1. This measures the liquidity of the fund. This achieves the goal set in 2001 to achieve a working capital ratio of 2:1. Total net assets decreased by \$563,313 based on the transfer out of \$500,000 for construction of the public works facility.

Representatives of Sikich Gardner & Co, LLP will be attending the Board meeting scheduled for September 28, 2009, and will be available to answer any questions regarding the audit and the management letter. If you require additional information prior to the meeting, please feel free to contact me.

**VILLAGE OF WILLOWBROOK  
GENERAL FUND  
STATEMENT OF REVENUES, EXPENDITURES AND CHANGES IN FUND BALANCE**

	ACTUAL 2007-08	BUDGET 2008-09	ACTUAL 2008-09
REVENUE	\$ 8,044,894	\$ 7,835,681	\$ 7,543,318
<b>OPERATING EXPENDITURES:</b>			
Village Board & Clerk	\$ 3,600	\$ 38,350	\$ 36,164
Board of Police Commissioners	12,903	14,250	19,951
Administration	1,453,058	1,057,799	1,067,727
Planning	-	160,203	149,223
Finance	-	333,464	310,694
Police	3,830,895	4,266,585	4,063,440
Public Works	665,293	660,125	778,469
Building & Zoning	380,579	262,784	230,313
Parks & Recreation	215,302	299,681	282,344
Plan Commission	43,495	-	-
Total Operating Expenditures	6,605,125	7,093,241	6,938,325
OPERATING SURPLUS	1,439,769	742,440	604,993
<b>LESS:</b>			
Capital Improvements	420,062	392,217	381,308
Debt Service	-	-	-
Net Income before transfers	1,019,707	350,223	223,685
<b>ADD:</b>			
Sale of fixed assets	25,342	26,500	21,477
<b>LESS:</b>			
Transfer to CIP	(200,000)	(250,000)	(45,000)
Transfer to 2008 Bond Fund	-	(114,945)	-
NET SURPLUS (DEFICIT)	845,049	<u>11,778</u>	200,162
FUND BALANCE, MAY 1	2,563,698		3,408,747
PRIOR PERIOD ADJUSTMENTS	\$ -		\$ -
FUND BALANCE RESTATED, MAY 1	<u>2,563,698</u>		<u>3,408,747</u>
FUND BALANCE, APRIL 30	<u>\$ 3,408,747</u>		<u>\$ 3,608,909</u>

GENERAL FUND REVENUES INCLUDE A TRANSFER FROM WATER FUND OF \$407,000  
THE GENERAL FUND EXPENDITURES ALSO REFLECT THE COST TO PROVIDE  
ADMINISTRATIVE SERVICES TO THE WATER FUND \$407,000.

UNDER GASB 34 THESE REVENUES AND EXPENDITURES ARE NOT  
RECORDED AS FUND REVENUES AND EXPENDITURES.

**VILLAGE OF WILLOWBROOK  
HOTEL / MOTEL TAX FUND  
STATEMENT OF REVENUES, EXPENDITURES AND CHANGES IN FUND BALANCE**

	<u>ACTUAL 2007-08</u>	<u>BUDGET 2008-09</u>	<u>ACTUAL 2008-09</u>
REVENUE:			
Operating Revenue	\$ 95,587	\$ 92,000	\$ 71,460
Interest	880	900	191
Other	-	-	25
	<u>96,467</u>	<u>92,900</u>	<u>71,676</u>
Total Revenue			
OPERATING EXPENDITURES	<u>94,503</u>	<u>100,000</u>	<u>96,853</u>
OPERATING SURPLUS (DEFICIT)	1,965	(7,100)	(25,177)
LESS:			
Capital Improvements	<u>-</u>	<u>-</u>	<u>-</u>
NET SURPLUS (DEFICIT)	1,965	<u>\$ (7,100)</u>	(25,177)
FUND BALANCE, MAY 1	<u>19,309</u>		<u>21,274</u>
FUND BALANCE, APRIL 30	<u>\$ 21,274</u>		<u>\$ (3,903)</u>

**VILLAGE OF WILLOWBROOK  
MOTOR FUEL TAX FUND  
STATEMENT OF REVENUES, EXPENDITURES AND CHANGES IN FUND BALANCE**

	<u>ACTUAL 2007-08</u>	<u>BUDGET 2008-09</u>	<u>ACTUAL 2008-09</u>
REVENUE:			
Allotments	\$ 250,338	\$ 259,150	\$ 233,996
High Growth	-	-	-
Interest	9,651	4,000	1,049
Total revenue	<u>259,989</u>	<u>263,150</u>	<u>235,045</u>
OPERATING EXPENDITURES:			
Street Maintenance	<u>0</u>	<u>0</u>	<u>0</u>
OPERATING SURPLUS	259,989	263,150	235,045
LESS:			
Capital Improvements	<u>373,742</u>	<u>385,000</u>	<u>347,523</u>
NET SURPLUS (DEFICIT)	(113,753)	<u>\$ (121,850)</u>	(112,478)
FUND BALANCE, MAY 1	<u>220,806</u>		<u>107,053</u>
FUND BALANCE, APRIL 30	<u>\$ 107,053</u>		<u>\$ (5,425)</u>

**VILLAGE OF WILLOWBROOK  
CAPITAL PROJECTS FUND  
STATEMENT OF REVENUES, EXPENDITURES AND CHANGES IN FUND BALANCE**

	<u>ACTUAL 2007-08</u>	<u>BUDGET 2008-09</u>	<u>ACTUAL 2008-09</u>
REVENUE:			
Contributions	\$ -	\$ 89,570	\$ 111,077
Annexation fees	-	-	-
Grants	3,031	594,600	-
Miscellaneous	-	-	-
Interest	<u>10,362</u>	<u>1,463</u>	<u>15,748</u>
Total revenue	13,393	685,633	126,825
LESS:			
Capital Improvements -			
Construction	214,926	3,546,670	1,793,057
Debt Service	146,332	159,646	-
ADD:			
Bond Proceeds	-	2,050,000	2,031,550
Transfer from General Fund	200,000	364,945	45,000
Transfer from Water Fund		544,701	500,000
NET SURPLUS (DEFICIT)	<u>(147,865)</u>	<u>\$ (61,037)</u>	<u>910,318</u>
FUND BALANCE, MAY 1	<u>233,253</u>		<u>85,388</u>
RESIDUAL EQUITY TRANSFER	-		-
FUND BALANCE, APRIL 30	<u><u>\$ 85,388</u></u>		<u><u>\$ 995,706</u></u>

**VILLAGE OF WILLOWBROOK  
WATER FUND  
STATEMENT OF REVENUES AND EXPENSES**

	<u>ACTUAL 2007-08</u>	<u>BUDGET 2008-09</u>	<u>ACTUAL 2008-09</u>
<b>REVENUE:</b>			
<b>Operating Income:</b>			
Water Sales	\$ 1,787,957	\$ 1,800,000	\$ 1,636,100
Meter Sales	16,021	7,800	1,963
Reading Sales	4,750	5,000	5,509
Total Operating Income	<u>1,808,728</u>	<u>1,812,800</u>	<u>1,643,572</u>
<b>OPERATING EXPENSES</b>			
(excluding depreciation)	<u>1,355,328</u>	<u>1,445,133</u>	<u>1,327,442</u>
<b>NET OPERATING INCOME (LOSS)</b>	<u>453,400</u>	<u>367,667</u>	<u>316,130</u>
<b>NON-OPERATING INCOME:</b>			
Connection Fees	31,875	12,600	3,000
Interest	25,508	20,250	7,622
Interest Expense	(25,069)	(20,388)	(17,570)
Other Revenue	153,448	2,000	1,128
Contributed Revenue	55,509	0	0
Total Non-operating Income	<u>241,271</u>	<u>14,462</u>	<u>(5,820)</u>
<b>LESS:</b>			
Capital Improvements	<u>36,903</u>	<u>87,290</u>	<u>68,620</u>
<b>TRANSFERS</b>			
Transfer to Water Cap Fund	\$ (716,218)	(83,000)	\$ (30,027)
<b>NET INCOME (LOSS)</b>	<u>\$ (58,450)</u>	<u>\$ 211,839</u>	<u>\$ 211,663</u>
<b>NOTE:</b>			
DEPRECIATION AND AMORTIZATION ON CAPITAL ASSETS NOT INCLUDED ABOVE	<u>\$ 233,386</u>	<u>\$ -</u>	<u>\$ 239,859</u>
<b>WITH DEPRECIATION</b>	<u>\$ (291,836)</u>		<u>\$ (28,196)</u>

**VILLAGE OF WILLOWBROOK  
WATER CAPITAL IMPROVEMENTS FUND  
STATEMENT OF REVENUES, EXPENDITURES AND  
CHANGES IN FUND BALANCE**

	<u>ACTUAL 2007-08</u>	<u>BUDGET 2008-09</u>	<u>ACTUAL 2008-09</u>
REVENUE:			
Transfer from Water Fund	\$ 143,968	\$ 83,000	\$ 93,221
Interest	21,371	9,000	7,720
Other	<u>572,250</u>	<u>42,700</u>	<u>-</u>
Total Revenue	737,589	134,700	100,941
OPERATING EXPENDITURES	<u>-</u>	<u>-</u>	<u>-</u>
OPERATING SURPLUS (DEFICIT)	737,589	134,700	100,941
LESS:			
Capital Improvements	<u>82,771</u>	<u>125,200</u>	<u>72,864</u>
Transfer to CIP Fund	-	544,701	500,000
Transfer to Water Fund	-		63,194
NET SURPLUS (DEFICIT)	<u>\$ 654,819</u>	<u>\$ (535,201)</u>	<u>\$ (535,117)</u>
FUND BALANCE, MAY 1	<u>145,642</u>		<u>800,461</u>
FUND BALANCE, APRIL 30	<u>\$ 800,461</u>		<u>\$ 265,344</u>