

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, APRIL 23, 2012, AT 6:30 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. 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 - April 9, 2012 (APPROVE)
 - c. Minutes - Executive Session Meeting - March 26, 2012 (APPROVE)
 - d. Warrants - \$193,089.42 (APPROVE)
 - e. A Resolution Authorizing the Mayor and Village Clerk to Accept A Proposal for the 2012 Spring Brush Collection Program - Homer Tree Care, Inc. (ADOPT)
 - f. A Resolution Authorizing the Mayor and Village Clerk to Enter into a Certain Agreement - Linda S. Pieczynski - Village Ordinance Prosecutions (ADOPT)
 - g. An Ordinance Authorizing the Donation of Personal Property Owned by the Village of Willowbrook (PASS)
 - h. Motion to Approve - Issuance of Park Permit for over 200 Attendees: World Financial Group Company Picnic, Saturday, June 9, 2012 - 11:30 a.m. - 8:30 p.m. (APPROVE)

NEW BUSINESS

6. DELINQUENT WATER BILLS
7. MOTION TO CONCUR - MAYOR'S RECOMMENDATIONS FOR REAPPOINTMENTS
8. MOTION TO APPROVE - FISCAL YEAR 2012/13 BUDGET

9. RESOLUTION - A RESOLUTION ADOPTING A FUND BALANCE POLICY FOR THE VILLAGE OF WILLOWBROOK, DUPAGE COUNTY, ILLINOIS
10. REPORT - WILLOWBROOK POLICE DEPARTMENT'S 2011 ANNUAL REPORT

PRIOR BUSINESS

11. COMMITTEE REPORTS
12. ATTORNEY'S REPORT
13. CLERK'S REPORT
14. ADMINISTRATOR'S REPORT
15. MAYOR'S REPORT
16. EXECUTIVE SESSION:
 - a. REVIEW 2012 MINUTES - Pursuant to 5 ILCS 120/2(c)(21) Regarding the Minutes of Executive Session Meetings that were Lawfully Closed Under the Open Meetings Act
 - b. Consideration of Collective Negotiating Matters Between the Village and Its Employees and Their Representatives Pursuant to Chapter 5 ILCS 120/1(C)(2)
17. ADJOURNMENT

MINUTES OF THE REGULAR MEETING OF THE MAYOR AND BOARD OF TRUSTEES OF THE VILLAGE OF WILLOWBROOK HELD ON MONDAY, APRIL 9, 2012 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 6:30 p.m. by Mayor Robert Napoli.

2. ROLL CALL

Those present at roll call were Mayor Robert Napoli, Clerk Leroy Hansen, Trustees Dennis Baker, Terrence Kelly, Michael Mistele, Sue Berglund, Umberto Davi, and Frank Trilla.

ABSENT: None

Also present were Village Administrator Timothy Halik, Village Attorney William Hennessy, Chief Mark Shelton, Deputy Chief Paul Oggerino, Management Analyst Garrett Hummel, and Deputy Clerk Cindy Stuchl.

A QUORUM WAS DECLARED

3. PLEDGE OF ALLEGIANCE

President Napoli asked Trustee Trilla to lead everyone in saying the Pledge of Allegiance.

4. VISITOR'S BUSINESS

None presented.

5. OMNIBUS VOTE AGENDA

- a. Waive Reading of Minutes (APPROVE)
- b. Minutes - Regular Board Meeting - March 26, 2012 (APPROVE)
- c. Minutes - Executive Session Meeting - March 12, 2012 (APPROVE)
- d. Minutes - Executive Session - Special Meeting Budget Workshop - March 19, 2012 (APPROVE)
- e. Warrants - \$111,034.77 (APPROVE)
- f. Monthly Financial Report - March 31, 2012 (APPROVE)
- g. Motion to Approve - Request for Waiver of Permit Fees - West Suburban Shrine Club - May 4th-6th, 2012 (APPROVE)

- h. Resolution - A Resolution Waiving the Competitive Bidding Process and Authorizing the Mayor and Village Clerk to Execute a Certain Agreement - Janitorial Services - Between the Village of Willowbrook and Eco Clean Maintenance, Inc. - No. 12-R-17 (ADOPT)

Mayor Napoli asked the Board if there was any item to be removed from the Omnibus Vote Agenda.

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

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

MOTION DECLARED CARRIED

NEW BUSINESS

6. ORDINANCE - AN ORDINANCE AMENDING WILLOWBROOK MUNICIPAL CODE SECTION 1-5-1 BY SETTING FORTH THE TERM, QUALIFICATIONS, POWERS, DUTIES AND RESPONSIBILITIES OF THE ELECTIVE PUBLIC OFFICE OF VILLAGE TRUSTEE

Attorney Hennessy stated that this is the follow up to the ordinances that had already been adopted for the Mayor and Village Clerk. This ordinance is to clarify the powers, duties, and responsibilities of the office of Village Trustee.

Trustee Mistele had concern about the verbiage reference an individual of the Board, when acting as an authorized conservator of the peace, has the power to arrest. Trustee Mistele recommended that the entire Item (b) be deleted in its entirety. Trustee Kelly questioned if these powers are currently granted under the state statute. Attorney Hennessy stated yes.

Trustee Davi questioned what is the fear if this issue was left in the ordinance. By clarifying the duties of the Village Trustee from what is listed in the state statute, no authority is being given to the Trustee that they do not already have. Trustee Mistele stated that at the state level, the requirement is training in terms of being a conservator of the peace. Trustee Mistele stated that this not true in the ordinance. Trustee Davi stated that is not correct. Trustee Mistele's concern was if this was approved, do the trustees need to go

through the training even though they have no intentions of arresting anybody.

Trustee Mistele felt that this ordinance is not necessary in its entirety. Mayor Napoli stated that he can be a conservator of the peace because it was adopted in the Mayoral ordinance that has already been passed. However, he cannot be a conservator of the peace without an ordinance from the Village.

Attorney Hennessy stated that if the fear is that by the adoption of the ordinance that a trustee is automatically a conservator of the peace, that is incorrect. The trustee will still need to be authorized to do so by the Village, and complete a state training program to become certified. In order to do this, there would need to be an ordinance of the Village authorizing those trustees named in the ordinance to go for the state training program and become certified.

Trustee Trilla questioned if this ordinance would be considered similar to a job description. Attorney Hennessy stated that this is a summation of the state laws that governs the office of Village Trustee.

Trustee Berglund stated that she agreed with Trustee Mistele that if this is listed in the ordinance than it should be more specific as to what a trustee needs to do in order to become a conservator. Mayor Napoli stated that this is a different issue. He stated that the current ordinance was adopted 39 years ago. This new proposed trustee ordinance is a summary of what is actually in the state statutes.

MOTION: Made by Trustee Davi and seconded by Trustee Baker to adopt Ordinance No. 12-0-08 as presented.

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

MOTION DECLARED CARRIED

PRIOR BUSINESS

7. COMMITTEE REPORTS

Trustee Baker had no report.

Trustee Kelly had no report.

Trustee Mistele stated that the Brush Collection program will be coming. The Village is staying with Homer Tree at a slight increase on hourly rate. Next month will have the contract for the street light maintenance on the Omnibus agenda.

Trustee Berglund had no report.

Trustee Davi stated that there was discussion during the Finance Committee meeting about the proposed Village of Willowbrook Fund Balance Policy. New GASB standards have a new directive on how to qualify Village funds. The current policy only states the 120-day fund cushion. The new policy will have to qualify the funds into three major categories, with the third category having three additional sub-categories.

Trustee Trilla had no report.

8. ATTORNEY'S REPORT

Attorney Hennessy had no report.

9. CLERK'S REPORT

Clerk Hansen had no report.

10. ADMINISTRATOR'S REPORT

Administrator Halik had no report.

11. MAYOR'S REPORT

Mayor Napoli stated that the Easter Egg Hunt was the largest ever with over 130 children attending. Mayor Napoli stated that he wanted to thank the Parks Commission and Superintendent Kristin Violante for a great job. Walgreen's and Chicken Basket were sponsors. Mayor Napoli also wanted to recognize Officer Darren Biggs who was also there. The event was very well attended and well run.

12. EXECUTIVE SESSION

- a. REVIEW 2012 MINUTES - Pursuant to 5 ILCS 120/2(c)(21) Regarding the Minutes of Executive Session Meetings That Were Lawfully Closed Under the Open Meetings Act
- b. Consideration of Collective Negotiating Matters Between the Village and Its Employees and Their Representatives Pursuant to Chapter 5 ILCS 120/1(c)(2)

ADJOURN INTO EXECUTIVE SESSION

MOTION: Made by Trustee Baker and seconded by Trustee Kelly to adjourn into Executive Session at the hour of 7:01 p.m.

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

MOTION DECLARED CARRIED

13. ADJOURNMENT

MOTION: Made by Trustee Baker and seconded by Trustee Davi, to adjourn the Executive Session at the hour of 7:22 p.m.

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

MOTION DECLARED CARRIED

PRESENTED, READ and APPROVED.

April 23, 2012.

Mayor

WARRANTS

April 23, 2012

GENERAL CORPORATE FUND	-----	\$97,661.24
WATER FUND	-----	93,248.87
HOTEL/MOTEL TAX FUND	-----	2,179.31
TOTAL WARRANTS	-----	\$193,089.42



Tim Halik, Village Administrator

APPROVED:

Robert A. Napoli, Mayor

VILLAGE OF WILLOWBROOK

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GENERAL CORPORATE FUND

CHECKS & DIR. DEBITS

DESCRIPTION	ACCOUNT NUMBER	AMOUNT
AFLAC (46)	04/24 CK# 79598	\$1,815.60
934375/APR 12 EMP DED PAY - AFLAC/ACCIDENT 01-210-217	01-210-217	1,477.24
934375/APR 12 EMP DED PAY - AFLAC/OTHER INS 01-210-218	01-210-218	338.36
AMAL SAMIR (2084)	04/24 CK# 79599	\$10.00
#105 WINTER RECREATION FEES 01-310-816	01-310-816	10.00
AMATEUR SOFTBALL ASSOCIATION (69)	04/24 CK# 79600	\$308.00
2012 SEASON SUMMER PROGRAM MATERIALS & SERVICES	01-20-575-119	308.00
AMERICAN FIRST AID SERVICE INC (77)	04/24 CK# 79601	\$26.25
130666 MAINTENANCE - PW BUILDING	01-35-725-418	26.25
DARREN BIGGS (198)	04/24 CK# 79602	\$241.13
2012 UNFRMS UNIFORMS 01-451-345	01-30-630-345	241.13
CHRISTOPHER B. BURKE (333)	04/24 CK# 79603	\$9,061.27
105281 PLAN REVIEW - PLANNER 01-15-520-257	01-15-520-257	7,644.77
105282 REIMB.	01-40-820-254	179.00
105283 REIMB.	01-15-520-254	55.00
105284 REIMB.	01-15-520-254	1,182.50
COMMONWEALTH EDISON (370)	04/24 CK# 79604	\$248.29
1024813000APR12 ENERGY - STREET LIGHT 01-530-207	01-35-745-207	1.26
423085170/APR12 RED LIGHT - COM ED	01-30-630-248	58.12
4403140110APR12 ENERGY - STREET LIGHT 01-530-207	01-35-745-207	67.11
6863089003APR12 RED LIGHT - COM ED	01-30-630-248	69.12
791026027/APR12 RED LIGHT - COM ED	01-30-630-248	52.68
CONCRETE CLINIC (376)	04/24 CK# 79605	\$211.98
614 STREET & ROW MAINTENANCE 01-535-328	01-35-750-328	211.98
CRAWFORD INDUSTRIES (2443)	04/24 CK# 79606	\$143.45
163633 PRINTING & PUBLISHING 01-25-610-302	01-25-610-302	143.45
D & D BUSINESS, INC (2128)	04/24 CK# 79607	\$667.50
2663 PRINTING & PUBLISH 01-420-302	01-10-455-302	667.50
DD INDUSTRIES INC (2246)	04/24 CK# 79608	\$113.80
35136 OPERATING EQUIPMENT 01-451-401	01-30-630-401	113.80
ELMHURST-CHICAGO STONE CO (550)	04/24 CK# 79611	\$50.00
383237 STREET & ROW MAINTENANCE 01-535-328	01-35-750-328	50.00
FEDEX OFFICE (593)	04/24 CK# 79612	\$85.33
363100005013 JAIL SUPPLIES 01-465-343	01-30-650-343	16.16
363100005024 PRINTING & PUBLISHING 01-451-302	01-30-630-302	69.17
W.W. GRAINGER (1999)	04/24 CK# 79613	\$85.99
9798486274 PARK LANDSCAPE SUPPLIES 01-610-341	01-20-565-341	68.33
9798786266 OPERATING SUPPLIES & EQUIPMENT 01-503-401	01-35-715-401	17.66
HINSDALE NURSERIES, INC. (793)	04/24 CK# 79614	\$915.00
666030 STREET & ROW MAINTENANCE 01-535-328	01-35-750-328	174.00
666034 STREET & ROW MAINTENANCE 01-535-328	01-35-750-328	-65.00
666084 TREE MAINTENANCE 01-535-338	01-35-750-338	806.00
HOME DEPOT COMMERCIAL (808)	04/24 CK# 79615	\$358.38
4032589 STREET & ROW MAINTENANCE 01-535-328	01-35-750-328	11.68
5022845 MAINTENANCE - SALT BINS 01-510-414	01-35-725-414	338.72
9020726 OPERATING SUPPLIES & EQUIPMENT 01-503-401	01-35-715-401	7.98
I.M.R.F. PENSION FUND (917)	04/24 CK# 79616	\$3,806.67
APRIL 2012 SLEP PENSION 01-420-155	01-10-455-155	3,806.67

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GENERAL CORPORATE FUND

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DESCRIPTION	ACCOUNT NUMBER	AMOUNT
ILLINOIS INSTITUTE FOR (884)	04/24 CK# 79617	\$377.00
LAW LBRY UPDTS PRINTING & PUBLISH 01-420-302	01-10-455-302	377.00
KING CAR WASH (1057)	04/24 CK# 79619	\$510.50
60/MAR 2012 GAS-OIL-WASH-MILEAGE 01-451-303	01-30-630-303	510.50
KONICA MINOLTA BUSINESS SOLUTIONS (2319)	04/24 CK# 79620	\$418.02
220786745 COPY SERVICE 01-420-315	01-10-455-315	418.02
LASERCRAFT INC (2300)	04/24 CK# 79621	\$23,372.00
8602 RED LIGHT CAMERA FEES 01-30-630-247	01-30-630-247	22,475.00
8708/MAR 12 RED LIGHT - MISC FEE	01-30-630-249	897.00
ACCURINT (21)	04/24 CK# 79622	\$159.45
20120331/MAR12 FEES-DUES-SUBSCRIPTIONS 01-451-307	01-30-630-307	159.45
LOGSDON OFFICE SUPPLY (2452)	04/24 CK# 79623	\$473.46
401801I OFFICE SUPPLIES 01-05-410-301	01-05-410-301	89.04
401801I OFFICE SUPPLIES 01-25-610-301	01-25-610-301	291.42
401928I OFFICE SUPPLIES 01-25-610-301	01-25-610-301	93.00
LONG MARK (1165)	04/24 CK# 79624	\$134.97
2012 UNFRMS UNIFORMS 01-451-345	01-30-630-345	134.97
MARQUARDT & BELMONTE P.C. (2259)	04/24 CK# 79625	\$487.50
4915/MAR 12 RED LIGHT ADJUDICATOR 01-30-630-246	01-30-630-246	487.50
MINUTEMAN PRESS (1289)	04/24 CK# 79626	\$74.82
43532 PRINTING & PUBLISHING 01-551-302	01-40-810-302	74.82
MUNICIPAL EMERGENCY SERVICES INC. (1320)	04/24 CK# 79627	\$152.50
294053 UNIFORMS 01-451-345	01-30-630-345	152.50
NORTH AMERICAN SALT CO (1372)	04/24 CK# 79628	\$17,347.35
70818898 OPERATING SUPPLIES 01-540-331	01-35-755-331	17,347.35
NORTHERN IL POLICE ALARM SYSTEM (1387)	04/24 CK# 79629	\$1,188.24
8397 UNIFORMS 01-451-345	01-30-630-345	1,188.24
ILL. NOTARY DISCOUNT BONDING (861)	04/24 CK# 79630	\$44.90
L SCHMITZ FEES-DUES-SUBSCRIPTIONS 01-451-307	01-30-630-307	44.90
OCCUPATIONAL HEALTH CENTERS (2413)	04/24 CK# 79631	\$78.00
1006673430 WELLNESS 01-440-276	01-10-480-276	78.00
ORKIN EXTERMINATING (1439)	04/24 CK# 79632	\$70.53
D2604360 APR12 MAINTENANCE - BUILDING 01-405-228	01-10-466-228	70.53
PETTY CASH C/O TIM HALIK (1492)	04/24 CK# 79633	\$175.99
4/17 GAS-OIL-WASH-MILEAGE 01-420-303	01-10-455-303	17.51
4/17 SCHOOLS-CONFERENCE TRAVEL 01-420-304	01-10-455-304	14.78
4/17 POSTAGE & METER RENT 01-420-311	01-10-455-311	36.00
4/17 OPERATING EQUIPMENT 01-451-401	01-30-630-401	57.70
4/17 JAIL SUPPLIES 01-465-343	01-30-650-343	50.00
PHYSIO-CONTROL INC (1500)	04/24 CK# 79634	\$534.00
412043799 OPERATING EQUIPMENT 01-451-401	01-30-630-401	534.00
PRO-TEK LOCK AND SAFE (1547)	04/24 CK# 79635	\$10.50
78972 MAINTENANCE SUPPLIES 01-615-331	01-20-570-331	10.50
PUBLIC SAFETY DIRECT INC (2309)	04/24 CK# 79636	\$5,944.91
22822 DRUG FORFEITURE EXP. - FEDERAL 01-465-349	01-30-650-349	5,944.91
R&R PRINT N SERVE INC (1582)	04/24 CK# 79637	\$374.00
25119 PRINTING & PUBLISHING 01-451-302	01-30-630-302	374.00

VILLAGE OF WILLOWBROOK

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GENERAL CORPORATE FUND

CHECKS & DIR. DEBITS

DESCRIPTION	ACCOUNT NUMBER	AMOUNT
RAGS ELECTRIC, INC (1585) 8056 MAINTENANCE - PW BUILDING	04/24 CK# 79638 01-35-725-418	\$334.35 334.35
ROCKHURST COLLEGE CONTINUING (1633) 401219791/STCHL. SCHOOLS-CONFERENCE TRAVEL 01-420-304	04/24 CK# 79639 01-10-455-304	\$199.00 199.00
SCHWAAB, INC. (1672) C13553 PRINTING & PUBLISHING 01-451-302 C16674 PRINTING & PUBLISHING 01-451-302	04/24 CK# 79640 01-30-630-302 01-30-630-302	\$251.03 211.94 39.09
SCOTT CONTRACTING INC (1682) 2089 STREET & ROW MAINTENANCE 01-535-328 2090 STREET & ROW MAINTENANCE 01-535-328 2090-A STREET & ROW MAINTENANCE 01-535-328 2091 STREET & ROW MAINTENANCE 01-535-328	04/24 CK# 79641 01-35-750-328 01-35-750-328 01-35-750-328 01-35-750-328	\$5,820.00 1,300.00 1,530.00 1,280.00 1,710.00
ILLINOIS SECRETARY OF STATE (1690) 11MR1637 FEES-DUES-SUBSCRIPTIONS 01-451-307	04/24 CK# 79642 01-30-630-307	\$95.00 95.00
SERVICE SANITATION INC (1697) 6614908 RENT - EQUIPMENT 01-615-234 6614911 RENT - EQUIPMENT 01-615-234	04/24 CK# 79643 01-20-570-234 01-20-570-234	\$199.24 131.24 68.00
SPORTSFIELD, INC. (1764) 212177 PARK LANDSCAPE SUPPLIES 01-610-341	04/24 CK# 79644 01-20-565-341	\$1,872.76 1,872.76
STAPLES (1767) 176704131228592 PRINTING & PUBLISH 01-420-302 176704131228592 PRINTING & PUBLISHING 01-25-610-302	04/24 CK# 79645 01-10-455-302 01-25-610-302	\$56.05 49.99 6.06
T.P.I. (1886) 6221/MAR 12 REIMB. 6221/MAR 12 PART TIME INSPECTOR 01-565-109 6221/MAR 12 PLUMBING INSPECTION 01-565-115	04/24 CK# 79647 01-40-820-258 01-40-830-109 01-40-830-115	\$8,537.70 5,348.70 2,604.00 585.00
TAMELING GRADING (1836) TB5/APR 12 LANDSCAPE MAINTENANCE SERVICES 01-610-342	04/24 CK# 79648 01-20-565-342	\$960.00 960.00
TEAM REIL INC (2172) 10953P MAINTENANCE SUPPLIES 01-615-331	04/24 CK# 79650 01-20-570-331	\$421.79 421.79
TOM & JERRY'S SHELL SERVICES (1883) 45899 MAINTENANCE - VEHICLES 01-451-409 45915 MAINTENANCE - VEHICLES 01-451-409 45924 MAINTENANCE - VEHICLES 01-451-409 45925 MAINTENANCE - VEHICLES 01-451-409 45935 MAINTENANCE - VEHICLES 01-451-409 45936 MAINTENANCE - VEHICLES 01-451-409 45945 MAINTENANCE - VEHICLES 01-451-409 45950 MAINTENANCE - VEHICLES 01-451-409 45955 MAINTENANCE - VEHICLES 01-451-409 45956 MAINTENANCE - VEHICLES 01-451-409 45986 MAINTENANCE - VEHICLES 01-451-409 45987 MAINTENANCE - VEHICLES 01-451-409 45997 MAINTENANCE - VEHICLES 01-451-409 46002 MAINTENANCE - VEHICLES 01-451-409 46005 MAINTENANCE - VEHICLES 01-451-409 46016 MAINTENANCE - VEHICLES 01-451-409 46019 MAINTENANCE - VEHICLES 01-451-409 46033 MAINTENANCE - VEHICLES 01-451-409	04/24 CK# 79651 01-30-630-409 01-30-630-409 01-30-630-409 01-30-630-409 01-30-630-409 01-30-630-409 01-30-630-409 01-30-630-409 01-30-630-409 01-30-630-409 01-30-630-409 01-30-630-409 01-30-630-409 01-30-630-409 01-30-630-409 01-30-630-409 01-30-630-409 01-30-630-409	\$2,179.06 45.85 25.45 25.45 25.45 418.76 20.40 222.47 274.29 26.45 240.08 25.45 45.85 100.00 25.45 355.45 175.88 81.60 44.73

VILLAGE OF WILLOWBROOK
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GENERAL CORPORATE FUND

CHECKS & DIR. DEBITS

DESCRIPTION	ACCOUNT NUMBER	AMOUNT
TREE TOWNS (1894)	04/24 CK# 79652	\$31.00
152695 PRINTING & PUBLISH 01-420-302	01-10-455-302	31.00
TRITON ELECTRONICS INC (2374)	04/24 CK# 79653	\$550.00
6996 MAINTENANCE - VEHICLES 01-451-409	01-30-630-409	550.00
UNIFIRST (1926)	04/24 CK# 79655	\$158.01
0610680348 MAINTENANCE - BUILDING 01-405-228	01-10-466-228	108.25
0610680470 MAINTENANCE - PW BUILDING	01-35-725-418	49.76
VEDDER, PRICE, KAUFMAN & KAMM HOLZ PC (1971)	04/24 CK# 79656	\$783.00
428545/MAR 12 FEES - LABOR COUNSEL 01-425-242	01-10-470-242	783.00
WAREHOUSE DIRECT (2002)	04/24 CK# 79657	\$138.70
1509914-0 OPERATING EQUIPMENT 01-451-401	01-30-630-401	46.98
1510733-0 OFFICE SUPPLIES 01-451-301	01-30-630-301	59.52
1516821-0 OFFICE SUPPLIES 01-451-301	01-30-630-301	32.20
WEST SIDE TRACTOR SALES (2031)	04/24 CK# 79658	\$329.88
N72268 MAINTENANCE - VEHICLES 01-520-409	01-35-735-409	329.88
WESTFIELD FORD (2028)	04/24 CK# 79659	\$1,848.78
329350 MAINTENANCE - EQUIPMENT 01-525-411	01-35-740-411	1,572.04
330359 MAINTENANCE - VEHICLES 01-420-409	01-10-455-409	276.74
WESTMONT SHELL (2231)	04/24 CK# 79660	\$150.00
11-08435IV36198 MAINTENANCE - VEHICLES 01-451-409	01-30-630-409	150.00
WESTMORE SUPPLY CO (2427)	04/24 CK# 79661	\$327.00
75086 STREET & ROW MAINTENANCE 01-535-328	01-35-750-328	327.00
WILD GOOSE CHASE INC (2047)	04/24 CK# 79662	\$1,050.00
17070 LANDSCAPE MAINTENANCE SERVICES 01-610-342	01-20-565-342	1,050.00
THE YOGA TEACHERS' GROUP INC (2109)	04/24 CK# 79663	\$1,085.00
2/13-3/22/12SPR WINTER PROGRAM MATERIALS & SERVICES	01-20-585-121	1,085.00
ZAZZO'S PIZZERIA (2124)	04/24 CK# 79664	\$206.61
JAN/MAR 12 REIMB PERSONAL EXPENSE 01-501-306	01-35-710-306	206.61
TOTAL GENERAL CORPORATE FUND		\$97,661.24

VILLAGE OF WILLOWBROOK

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WATER FUND

CHECKS & DIR. DEBITS

DESCRIPTION	ACCOUNT NUMBER	AMOUNT
COMMONWEALTH EDISON (370)	04/24 CK# 79604	\$1,769.32
4651111049APR12 ENERGY - ELECTRIC PUMP 02-420-206	02-50-420-206	950.06
5071072051APR12 ENERGY - ELECTRIC PUMP 02-420-206	02-50-420-206	819.26
DUPAGE WATER COMMISSION (521)	04/24 CK# 79610	\$85,849.47
9555/MAR 12 PURCHASE OF WATER 02-420-575	02-50-420-575	85,849.47
HOME DEPOT COMMERCIAL (808)	04/24 CK# 79615	\$84.53
1021810 MATERIALS, SUPPLIES, STANDPIPE, PUM	02-50-425-475	8.83
1021810 MAINTENANCE - METER EQUIPMENT 02-435-463	02-50-435-463	38.79
4032621 WATER DISTRIBUTION REPAIR-MAINTENAN	02-50-430-277	36.91
ILLINOIS SECTION AWWA (150)	04/24 CK# 79618	\$85.00
200001404 SCHOOLS CONFERENCE TRAVEL 02-401-304	02-50-401-304	85.00
RAGS ELECTRIC, INC (1585)	04/24 CK# 79638	\$334.35
8056 REPAIR, MAINTENANCE-STANDPIPE, PUMP	02-50-425-485	334.35
SCOTT CONTRACTING INC (1682)	04/24 CK# 79641	\$2,765.00
2086 WATER DISTRIBUTION REPAIR-MAINTENAN	02-50-430-277	2,765.00
SUNSET SEWER & WATER (2276)	04/24 CK# 79646	\$822.00
2012-060 WATER DISTRIBUTION REPAIR-MAINTENAN	02-50-430-277	822.00
TAMELING GRADING (1836)	04/24 CK# 79648	\$478.00
TB5/APR 12 WATER DISTRIBUTION REPAIR-MAINTENAN	02-50-430-277	478.00
TAMELING INDUSTRIES (1844)	04/24 CK# 79649	\$61.20
0077964 DISTRIBUTION SYSTEM REPLACEMENT 02-440-694	02-50-440-694	61.20
U.S. POSTMASTER (1948)	04/24 CK# 79654	\$1,000.00
DEPOSIT APR 12 POSTAGE & METER RENT 02-401-311	02-50-401-311	1,000.00
TOTAL WATER FUND		\$93,248.87

RUN DATE: 04/17/12

VILLAGE OF WILLOWBROOK
BILLS PAID REPORT FOR APRIL, 2012

PAGE: 6

RUN TIME: 03:20PM

HOTEL/MOTEL TAX FUND

CHECKS & DIR. DEBITS

DESCRIPTION	ACCOUNT NUMBER	AMOUNT
DUPAGE CONVENTION (494)	04/24 CK# 79609	\$2,179.31
823 ADVERTISING 03-435-317	03-53-435-317	1,179.31
MARCH 2012 FEES-DUES-SUBSCRIPTIONS 03-401-307	03-53-401-307	1,000.00
TOTAL HOTEL/MOTEL TAX FUND		\$2,179.31

VILLAGE OF WILLOWBROOK

BILLS PAID REPORT FOR APRIL, 2012

RUN DATE: 04/17/12

SUMMARY ALL FUNDS

RUN TIME: 03:20PM

BANK ACCOUNT	DESCRIPTION	AMOUNT	
01-110-105	GENERAL CORPORATE FUND-CHECKING - 0010330283	97,661.24	*
02-110-105	WATER FUND-CHECKING 0010330283	93,248.87	*
03-110-105	HOTEL/MOTEL TAX FUND-CHECKING 0010330283	2,179.31	*
	TOTAL ALL FUNDS	193,089.42	**

VILLAGE OF WILLOWBROOK

BOARD MEETING AGENDA ITEM - HISTORY/COMMENTARY

ITEM TITLE:

A RESOLUTION AUTHORIZING THE MAYOR AND VILLAGE CLERK TO ACCEPT A PROPOSAL FOR THE 2012 SPRING BRUSH COLLECTION PROGRAM – HOMER TREE CARE, INC.

AGENDA NO. 5e

AGENDA DATE: 04/23/12

STAFF REVIEW: Tim Halik,
Village Administrator

SIGNATURE: _____

Tim Halik

LEGAL REVIEW: N/A

SIGNATURE: _____

N/A

RECOMMENDED BY: Tim Halik,
Village Administrator

SIGNATURE: _____

Tim Halik

REVIEWED & APPROVED BY COMMITTEE: YES on 4/9/12 NO N/A

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

Last year, the Village's regular tree maintenance contractor, Homer Tree Care, Inc., completed the Village-wide Spring brush collection program. As a cost savings measure, the Village performed a curb-side brush chipping program, rather than a curb-side brush collection/grinding program. The cost of running a grinding program has become cost prohibitive, and we have no immediate need for such a large quantity of ground mulch in our park sites or rights-of-ways.

Staff had previously solicited proposals from several of the landscape contractors that have performed the typical curb-side chipping program for us in the past. At that time, Homer Tree submitted the lowest proposal. Staff contacted Homer Tree to obtain an up-to-date cost to perform the 2012 Spring program. Homer advised that with the current increase in fuel prices, they would offer an hourly rate of \$105 to complete the program. This represents a \$6.00/hour rate increase when compared to last year, but is still lower than the other contractor's previously submitted proposals from last year.

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

Staff anticipates that two (2) chipping crews would be required to work approximately 45 hours time to complete the Spring program. Therefore, the estimated cost of the program is \$9,450. The F.Y. 2012/13 Budget includes the following funding to conduct both the Spring and Fall Brush Collection Programs:

<u>FUND</u>	<u>ACCOUNT</u>	<u>DESCRIPTION</u>	<u>BUDGETED</u>
PW – Street Maint.	01-35-755-284	Reimb. Exp. – Brush Pick-Up	\$20,000.00

ACTION PROPOSED:

Adopt resolution.

RESOLUTION NO. 12-R-_____

A RESOLUTION AUTHORIZING THE MAYOR AND VILLAGE CLERK TO ACCEPT A PROPOSAL FOR THE 2012 SPRING BRUSH COLLECTION PROGRAM – HOMER TREE CARE, INC.

BE IT RESOLVED by the Mayor and Board of Trustees of the Village of Willowbrook, DuPage County, Illinois, that the Mayor and Village Clerk be and the same are hereby authorized and directed to accept the proposal from Homer Tree Care, Inc. on a time and material basis for the 2012 Spring Brush Collection Program in an amount set forth in the proposal attached hereto as Exhibit "A" which is, by this reference, expressly incorporated herein.

ADOPTED and APPROVED this 23rd day of April, 2012

APPROVED:

Mayor

ATTEST:

Village Clerk

ROLL CALL VOTE:

AYES: _____

NAYS: _____

ABSTENTIONS: _____

ABSENT: _____



April 4, 2012

Village of Willowbrook
7760 Quincy Street
Willowbrook, IL 60527
Attn: Timothy Halik

RE: Brush Chipping Proposal

Mr. Halik,

Homer Tree Care, Inc. would like to take this opportunity to express its desire to provide our services to the Village of Willowbrook for the 2012 chipping program.

Curbside brush chipping.

Cost: \$105.00 per crew hour, 2 crews of 2 men minimum capacity 25 yard truck and chipper.
Work will be scheduled for May 7-11

We have enjoyed our working relationship with the Village of Willowbrook and look forward to continuing this relationship in the future.

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

Respectfully submitted,

Richard Reposh
President, Homer Tree Care, Inc.
14000 S. Archer Avenue
Lockport, IL 60441

VILLAGE OF WILLOWBROOK

BOARD MEETING

AGENDA ITEM - HISTORY/COMMENTARY

ITEM TITLE:

A RESOLUTION AUTHORIZING THE MAYOR AND VILLAGE CLERK TO ENTER INTO A CERTAIN AGREEMENT - LINDA S. PIECZYNSKI - VILLAGE ORDINANCE PROSECUTIONS

AGENDA NO. _____ **5f****AGENDA DATE:** 05/14/12**STAFF REVIEW:** Mark Shelton**SIGNATURE:** **LEGAL REVIEW:** William Hennessy**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)**

Attached is a Resolution, which allows the Village to enter into an agreement with Linda S. Pieczynski as the Prosecutor of Ordinance Violations. The Agreement is effective from June 1, 2012 to May 31, 2013. The highlights of this agreement are as follows:

Ms. Pieczynski will prosecute all local ordinance violations and all traffic violations that are heard in Downers Grove Field Court.

The Village will pay \$180.00 per court session at the designated Field Court.

The Village will pay an additional fee of \$130.00, in the event a session exceeds the original two (2) hours in length.

The Village will pay \$130.00 per hour for any telephone consultation, research or trial preparation.

This agreement may be terminated by the Village at any time or upon thirty (30) days written notice by Linda Pieczynski.

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

This agreement does not have an increase as compared to last year's contract.

ACTION PROPOSED:

ADOPT RESOLUTION AND AGREEMENT.

RESOLUTION NO. 12-R-

A RESOLUTION AUTHORIZING THE MAYOR AND VILLAGE CLERK TO
ENTER INTO A CERTAIN AGREEMENT - LINDA S. PIECZYNSKI -
VILLAGE ORDINANCE PROSECUTIONS

BE IT RESOLVED by the Mayor and Board of Trustees of the Village of Willowbrook, DuPage County, Illinois, that the Mayor and Village Clerk be and the same are hereby authorized to execute a contract with Linda S. Pieczynski for the purpose of acquiring her services in the prosecution of Village Ordinance Violations, all upon the terms and conditions contained in the form of Agreement attached hereto as Exhibit "A" which is, by this reference, expressly incorporated herein.

ADOPTED AND APPROVED this 14th day of May, 2012.

APPROVED:

Mayor

ATTEST:

Village Clerk

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

AGREEMENT

THIS AGREEMENT, made this _____ day of _____ 2012 by and between the VILLAGE OF WILLOWBROOK, DuPage County, Illinois, and LINDA S. PIECZYNSKI, Attorney at Law, P.C., 125 West Second Street, Hinsdale, Illinois 60521, P.C.

WITNESSETH:

WHEREAS, LINDA S. PIECZYNSKI, Attorney at Law, P.C. is a professional corporation in the State of Illinois; and

WHEREAS, the VILLAGE OF WILLOWBROOK is desirous of having its Village Ordinances prosecuted in the Courts of DuPage County, Illinois.

NOW THEREFORE, in consideration of the mutual undertakings and promises contained herein, the parties hereto agree as follows:

1. LINDA S. PIECZYNSKI, Attorney at Law, P.C. (Hereinafter referred to as Linda S. Pieczynski) shall prosecute all violations of the ordinances of the VILLAGE OF WILLOWBROOK and shall represent the Village at all regular Court sessions held at the Field Court designated for said Village's cases during the term of this Agreement.

2. The VILLAGE OF WILLOWBROOK shall pay LINDA S. PIECZYNSKI One Hundred Eighty Dollars (\$180.00) per Court session at which prosecutable local ordinance violations are to be heard for the prosecution of said violation at the designated Field Court. In the event a session exceeds two hours in length, an additional fee shall be due at the rate of One Hundred Thirty (\$130.00) per hour exceeding the original two hours.

3. In addition to said fee payment, the VILLAGE OF WILLOWBROOK agrees to pay LINDA S. PIECZYNSKI One Hundred Thirty (\$130.00) per hour for any telephone consultation, research or trial preparation done in connection with the prosecution of said Village Ordinance violations, for time spent in the preparation of Court documents or correspondence involving said cases and for any Court appearances by LINDA S. PIECZYNSKI at a Court other than the designated Field Court when she is representing the VILLAGE OF WILLOWBROOK in the prosecution of the violations of its ordinances.

4. The VILLAGE OF WILLOWBROOK agrees to reimburse LINDA S. PIECZYNSKI for any out-of-pocket expenses incurred in the prosecution of its ordinance violations (e.g. postage or photocopying).

5. LINDA S. PIECZYNSKI agrees to provide a qualified attorney to represent the VILLAGE OF WILLOWBROOK in her absence due to illness, conflict in Court schedule or vacation period. The payment for the service of said third party shall be made by LINDA S. PIECZYNSKI to said party.

6. The VILLAGE OF WILLOWBROOK may designate that individual cases of its ordinance violations be prosecuted by its Village attorneys.

7. This Agreement will be effective from June 1, 2012 through May 31, 2013. Notwithstanding any provision contained herein to the contrary, this Agreement may be terminated by either party at any time. But LINDA S. PIECZYNSKI agrees to give Thirty (30) days prior written notice to the VILLAGE OF WILLOWBROOK.

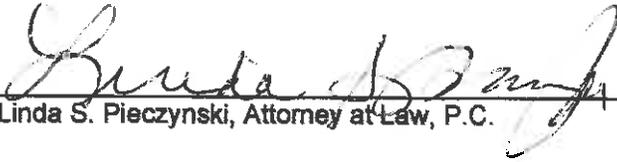
8. A statement for services rendered shall be made monthly, and payment by the Village for such services shall be made by the last day of the month following the rendering of services.

DATED this _____ day of _____, 2012.

By: _____

ATTEST:

Village Clerk



Linda S. Pieczynski, Attorney at Law, P.C.

BOARD MEETING

AGENDA ITEM - HISTORY/COMMENTARY

AN ORDINANCE AUTHORIZING THE DONATION OF PERSONAL PROPERTY OWNED BY THE VILLAGE OF WILLOWBROOK

AGENDA NO.

5g

AGENDA DATE: 04/23/2012

STAFF REVIEW: MARK SHELTON

SIGNATURE: 

LEGAL REVIEW: N/A

SIGNATURE: N/A

RECOMMENDED BY VILLAGE ADMIN.:

SIGNATURE: 

REVIEWED & APPROVED BY COMMITTEE: YES N/A

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

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

Staff has compiled a list of unclaimed property deemed surplus ready for disposal. Staff will donate the property to the Good Will Store.

Make	Model	Color	Serial Number
Next	2G Shocker	Red	M05F125596
Trek	4300	Black	TRT0406C73EU814
Mongoose	Boys	Brown/White	ACB10J56667
Huffy	Tundra	Blue	AL08B011025
Mongoose	Rebel	Silver/Red	SNACB10H59726

Staff recommends the Mayor and Board of Trustees pass the ordinance authorizing the donation of the property listed above.

ACTION PROPOSED:

PASSAGE OF THE ORDINANCE

ORDINANCE NO. 12-O-____

AN ORDINANCE AUTHORIZING THE DISPOSAL OF
PERSONAL PROPERTY OWNED BY THE VILLAGE OF
WILLOWBROOK

WHEREAS, in the opinion of a majority of the corporate authorities of the Village of Willowbrook, it is no longer necessary or useful or for the best interests of the Village of Willowbrook, to retain ownership of the personal property hereinafter described; and

WHEREAS, it has been determined by the Mayor and Board of Trustees of the Village of Willowbrook to dispose of said personal property.

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

SECTION ONE: Pursuant to 65 ILCS 5/11-76-4, the Mayor and Board of Trustees of the Village of Willowbrook find that the property legally described on Exhibit "A" attached hereto and made a part of, now owned by the Village of Willowbrook, is no longer necessary or useful to the Village of Willowbrook and the best interests of the Village of Willowbrook will be served by its disposal.

SECTION TWO: Pursuant to 65 ILCS 5/11-76-4, the Village Administrator is hereby authorized and directed to dispose of the property set forth on Exhibit "A" now owned by

the Village of Willowbrook in any manner he deems appropriate, with or without advertisement.

SECTION THREE: The Village Administrator is hereby authorized to dispose of the property set forth on Exhibit "A" to the recipient thereof.

SECTION FOUR: This ordinance shall be in full force and effect from and after its passage and approval in the manner provided by law.

PASSED and APPROVED this _____ day of _____, 2012.

APPROVED:

Mayor

ATTEST:

Village Clerk

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

EXHIBIT "A"

Make	Model	Color	Serial Number
Next	2G Shocker	Red	M05F125596
Trek	4300	Black	TRT0406C73EU814
Mongoose	Boys	Brown/White	ACB10J56667
Huffy	Tundra	Blue	AL08B011025
Mongoose	Rebel	Silver/Red	SNACB10H59726

VILLAGE OF WILLOWBROOK

BOARD MEETING

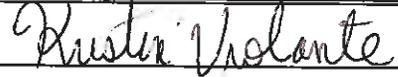
AGENDA ITEM - HISTORY/COMMENTARY

ITEM TITLE:

MOTION TO APPROVE – ISSUANCE OF PARK PERMIT FOR OVER 200
ATTENDEES: WORLD FINANCIAL GROUP COMPANY PICNIC,
SATURDAY, JUNE 9, 2012 – 11:30 AM – 8:30 PM

AGENDA NO.**5h****AGENDA DATE:** 4/23/12

STAFF REVIEW: Kristin Violante
Supt. of Parks & Recreation

SIGNATURE:

LEGAL REVIEW: N/A

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)

Attached please find a park permit application received from Rocky Elahi representing World Financial Group, Oakbrook Terrace, for a company picnic to be held at Borse Community Park on Saturday, June 9, 2012, from 11:30AM to 8:30PM. This same group has rented the park for its annual company picnic for the last six (6) years. This year's event is estimated to be attended by up to three hundred (300) persons. Individuals will be coming and going throughout the event so it is anticipated that all three hundred (300) people will not be in the park at one time.

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

In accordance with past Village policy, park permit requests for groups of over two hundred (200) persons are only to be issued with approval of the Village Mayor and Board of Trustees.

The applicant has agreed to post an increased security deposit along with the park permit fee to ensure the park is left in good order without damage.

ACTION PROPOSED:

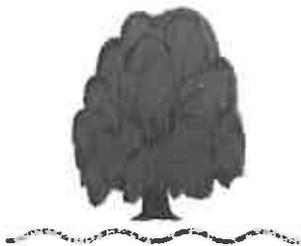
Approve motion.

VILLAGE OF WILLOWBROOK
 7760 QUINCY ST
 WILLOWBROOK IL 60527-5594

2012-10
 Permit No. 10

Park and Athletic Facility Permit Application

Name <u>Rocky Elahi (LFC)</u>		Date of Application <u>3-25-12</u>
Address <u>1 Trans Am Plaza Drive Oak Brook Terrace, IL</u>		
City <u>Oak Brook Terrace</u>	State <u>IL</u>	Zip Code <u>60181</u>
Home Phone <u>630-205-7329</u>	Work Phone <u>630-655-3941</u>	
Email <u>rockyelahi.md@yahoo.com</u>		
Facility Requested: (Check all that apply)		
<u><input checked="" type="checkbox"/></u> Pavilion	<u><input type="checkbox"/></u> Ball Field	<u><input type="checkbox"/></u> Other park or athletic facility (specify)
Borse Park North <u><input checked="" type="checkbox"/></u>	Borse #1 (SW) _____	_____
Borse Park South <u><input checked="" type="checkbox"/></u>	Borse #2 (SE) _____	_____
Willow Pond _____	Borse #3 (NW) <u><input checked="" type="checkbox"/></u>	_____
Date(s) Requested: <u>June 9 2012</u>	Time Requested: From <u>11:30</u> ^{AM} PM To: <u>8:30</u> ^{AM} PM	
Purpose of use: <u>COMPANY PICNIC</u>		
Estimated Attendance: <u>250-300</u>		
Picnic / Event Fees and Security Deposits ♦ (Please refer to schedules)		
Permit fee	\$ <u>350.00</u>	*Optional Services: (Please specify other desired services) <u>Add'l time over 6 hours</u> <u>Dumpster Fee</u> <u>Picnic Pack</u>
+ Security Deposit	\$ <u>400.00</u>	
+ Optional Services*	\$ <u>185.00</u>	
Total	\$ <u>935.00</u>	
Athletic Field Permit Fees ♦ (Please refer to schedules)		
Permit Fee	\$ <u>15.00</u>	**Optional Services: (Please specify services & list labor and materials costs)
Basic Usage Fees	_____	
+ Optional Services**	_____	
Total	_____	



Village of Willowbrook

7760 Quincy Street
Willowbrook, IL 60527-5594

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

March 28, 2012

Mayor

Robert A. Napoli

Mr. George Schwertfeger
6306 Martin Dr
Willowbrook Il 60527

Village Clerk

Leroy R. Hansen

Re: Account No. 250075.000
Delinquent Water Bill

Dear Mr. Schwertfeger:

Please be advised that your water bill is now delinquent in the amount of \$74.58. 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 April 23, 2012, 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.

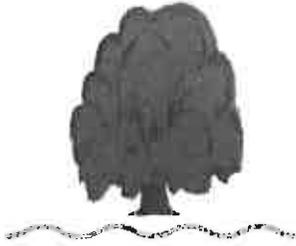
Sincerely,

Timothy J. Halik
Director of Municipal Services

TJH:pkp



"A Place of American History"



Village of Willowbrook

7760 Quincy Street
Willowbrook, IL 60527-5594

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

March 28, 2012

Mayor

Robert A. Napoli

Village Clerk

Leroy R. Hansen

Mr. & Mrs. Richard Zenner
125 Waterford Dr
Willowbrook Il 60527

Re: Account No. 250850.001
Delinquent Water Bill

Dear Mr. & Mrs. Zenner:

Please be advised that your water bill is now delinquent in the amount of \$147.65. 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 April 23, 2012, 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



"A Place of American History"

VILLAGE OF WILLOWBROOK

BOARD MEETING

AGENDA ITEM - HISTORY/COMMENTARY

ITEM TITLE: MOTION TO CONCUR WITH THE MAYOR'S RECOMMENDATIONS FOR REAPPOINTMENT

AGENDA NO.

7

AGENDA DATE: 4/23/2012

STAFF REVIEW: Cindy Stuchl

SIGNATURE:

LEGAL REVIEW: William Hennessy

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 terms of service for volunteer members of the various advisory Commissions and Boards of the Mayor and Board of Trustees expire on April 30 of the appropriate year. Prior to their expiration, the Mayor reviews the appointments and contacts the members whose terms will be expiring. The Mayor then presents his recommendations for reappointment to the Board of Trustees for its concurrence prior to April 30.

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

The Mayor recommends the following reappointments:

Parks & Recreation Commission (2-year term)

Richard Cobb – Chairman
Laurie Landsman

Plan Commission (4-year term)

Daniel Kopp – Chairman
James Baker

Board of Police Commissioners (3-year term)

Joseph Heery

ACTION PROPOSED: A motion to concur with the Mayor's recommendations for reappointment.

VILLAGE OF WILLOWBROOK

BOARD MEETING

AGENDA ITEM - HISTORY/COMMENTARY

ITEM TITLE:

MOTION TO APPROVE -- FY 2012-13 BUDGET

AGENDA NO.**8****AGENDA DATE:** 04/23/12**STAFF REVIEW:** Carrie Dittman**SIGNATURE:****LEGAL REVIEW:****SIGNATURE:** N/A**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)**

We are pleased to present the FY 2012-13 Budget for your approval. You will recall that the Village is under the Appropriation Act and each year is required to adopt an appropriation ordinance; this will be done within the first quarter of the fiscal year. While the appropriation ordinance provides the Village legal authority to expend funds, the annual budget is the Village's spending plan for the year. The attached draft incorporates additional items discussed during the budget workshop held on March 19, 2012 as follows:

- Staff pay rates
- Village fuel pump repair - \$1,000
- Handheld GPS device purchase - \$9,735
- Park comprehensive master plan - \$19,850
- Community Park pavilion roof replacement - \$8,500
- Village entrance sign replacement - \$28,000

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

Staff will be submitting the FY 2012-13 Budget to the Government Finance Officers Association for the Distinguished Budget Presentation Award at a later date.

ACTION PROPOSED: APPROVE THE MOTION

VILLAGE OF WILLOWBROOK

BOARD MEETING AGENDA ITEM - HISTORY/COMMENTARY

ITEM TITLE: A RESOLUTION ADOPTING A FUND BALANCE POLICY FOR THE VILLAGE OF WILLOWBROOK, DUPAGE COUNTY, ILLINOIS	AGENDA NO. 9 AGENDA DATE: 4/23/12
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STAFF REVIEW: Carrie Dittman,
Interim Director of Finance

SIGNATURE: Carrie Dittman

LEGAL REVIEW: N/A

SIGNATURE: N/A

RECOMMENDED BY: Tim Halik,
Village Administrator

SIGNATURE: Tim Halik

REVIEWED & APPROVED BY COMMITTEE: YES on April 9, 2012 NO N/A

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

The attached fund balance policy was presented for discussion to the Finance and Administration Committee on April 9, 2012. Based on the Committee's comments, one minor change was subsequently made to the policy to remove the fund balance reserve requirement, which is contained in the Village's existing fund balance reserve policy (General Fund to be maintained at 120 days of operating expense).

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

The Government Accounting Standards Board (GASB) released GASB Statement No. 54, *Fund Balance Reporting and Governmental Fund Type Definitions*, which provides clearer fund balance classifications and clarifies existing governmental fund type definitions for state and local governments. This standard will first apply to the Village's April 30, 2012 fiscal year and each continuing year thereafter.

In accordance with GASB Statement No. 54 requirements, the Village needs to adopt a Fund Balance Policy prior to April 30th that incorporates the changes noted in the pronouncement. The attached policy incorporates these items, the most significant of which are as follows:

Fund Balance Definitions: Fund balance will now be divided into 3 categories: non-spendable, restricted, and unrestricted. Unrestricted will be further broken down into committed, assigned, and unassigned.

Flow Assumptions: Any restricted funds will be spent first, then unrestricted fund balance will be spent in the following order: committed, assigned, and unassigned.

Authority: Committed fund balance is a self-imposed constraint on spending, approved by the Village Board of Trustees via ordinance or resolution that can only be removed by the same action taken to commit. Assigned fund balance may be determined at the Village Administrator's discretion.

ACTION PROPOSED:

Adopt the resolution

RESOLUTION NO. 12-R-_____

A RESOLUTION ADOPTING A FUND BALANCE POLICY
FOR THE VILLAGE OF WILLOWBROOK, DUPAGE COUNTY, ILLINOIS

WHEREAS, the Government Accounting Standards Board (GASB) released GASB Statement No. 54, *Fund Balance Reporting and Governmental Fund Type Definitions*, which provides clearer fund balance classifications and clarifies existing governmental fund type definitions for state and local governments; and,

WHEREAS, one of the principle objectives of the Village is sound fiscal management and compliance with all generally accepted accounting principles (GAAP),

NOW, THEREFORE, BE IT RESOLVED by the Mayor and Board of Trustees of the Village of Willowbrook, DuPage County, Illinois, that the Village of Willowbrook Fund Balance Policy, a copy of which is attached hereto as Exhibit "A" and made a part hereof, is hereby approved and adopted.

BE IT FURTHER RESOLVED that all resolutions, or parts of resolutions in conflict with this Resolution, are hereby repealed.

ADOPTED and APPROVED this 23rd day of April, 2012.

APPROVED:

Mayor

ATTEST:

Village Clerk

ROLL CALL VOTE:

AYES: _____

NAYS: _____

ABSTENTIONS: _____

ABSENT: _____

VILLAGE OF WILLOWBROOK
FUND BALANCE POLICY

1.00 **Fund Balance Policy**

1.01 **Statement of Purpose**

The purpose of this policy is to establish fund balance classifications that establish a hierarchy based on the extent to which the Village must observe constraints imposed upon use of the resources that are reported by the governmental funds. More detailed fund balance financial reporting and the increased disclosures will aid the user of the financial statements in understanding the availability of resources.

The fund balance will be composed of three primary categories: 1) Nonspendable Fund Balance, 2) Restricted Fund Balance and 3) Unrestricted Fund Balance with unrestricted fund balance further segregated into committed, assigned and unassigned components.

1.02 **Definitions**

Governmental Funds – are used to account for all or most of a Village's general activities, including the collection and disbursement of restricted or committed monies (special revenue funds), the funds committed, restricted or assigned for the acquisition or construction of capital assets (capital projects funds), the funds committed, restricted or assigned for the servicing of long-term debt (debt service funds) and the management of funds held in trust where the interest earnings can be used for governmental services (permanent fund). The General Fund is used to account for all activities of the general government not accounted for in some other fund.

Fund Balance – the difference between assets and liabilities in a Governmental Fund.

Nonspendable Fund Balance – the portion of a Governmental Fund's fund balances that are not available to be spent, either short-term or long-term, in either form or through legal restrictions (e.g., inventories, prepaid items, land held for resale and endowments).

Restricted Fund Balance - the portion of a Governmental Fund's fund balances that are subject to external enforceable legal restrictions (e.g., grantor, contributors and property tax levies) or through enabling legislation adopted by the Village.

Unrestricted Fund Balance is made up of three components:

Committed Fund Balance - the portion of a Governmental Fund's fund balances with self-imposed constraints or limitations that have been placed by the highest level of decision making.

Assigned Fund Balance - the portion of a Governmental Fund's fund balances to denote an intended use of resources.

Unassigned Fund Balance - available expendable financial resources in a governmental fund that are not the object of tentative management plan (i.e. assignments). Positive amounts of unassigned fund balance can only be reported in the General Fund. Fund balance in other governmental funds is at a minimum assumed to be assigned for the purposes of the fund.

1.03 Fund Balance Philosophy

It is the Village's philosophy to support long-term financial strategies, where fiscal sustainability is its first priority, while also building funds for future growth. It is essential to maintain adequate levels of fund balance to mitigate current and future risks (e.g., revenue shortfalls and unanticipated expenditures) and to ensure stable tax rates. Fund balance levels are also a crucial consideration in long-term financial planning.

1.04 Scope

This policy establishes the hierarchy of fund balance and provides for the minimum amount of fund balance each governmental fund should maintain. Credit rating agencies carefully monitor levels of fund balance and unassigned fund balance in the General Fund to evaluate the Village's continued creditworthiness.

1.05 Minimum Unrestricted Fund Balance Levels

This Policy applies to the Village's governmental funds as follows:

- A. General Fund - The General Fund is a major fund and the general operating fund of the Village. It is used to account for administration, public safety, highways and streets, parks and recreation and all financial resources except those that are accounted for in another fund.
 - 1. Each year a portion of the spendable fund balance will be determined as follows:
 - a. Committed – A portion of the fund balance may be committed through formal action of the Board of Trustees either through a resolution or ordinance.
 - b. Unassigned – The unassigned fund balance will be reviewed annually during the budget process.
- B. Special Revenue Funds - Special revenue funds are used to account for and report the proceeds of specific revenue sources that are legally restricted or committed to expenditure for specified purposes other than debt service or capital projects. Financing for most special revenue funds is provided by a specific tax stream (hotel/motel tax, motor fuel tax, and annual TIF property tax levy). Fund balances in special revenue funds are derived from taxes and are therefore legally restricted to the purpose of the fund.

1. Hotel/Motel Tax Fund - This fund is used exclusively for promoting tourism and conventions in the Village. Financing is provided from hotel/motel taxes collected from the hotels/motels located in the Village. Any accumulation of fund balance is considered attributable to hotel/motel taxes, except for interest income. Each year a portion of the spendable fund balance will be determined as follows:
 - a. Restricted – the unspent taxes will be reported as restricted for tourism in accordance with ILCS.
 - b. The remaining fund balance for this fund derived from unrestricted sources will be assigned to future promotion of tourism.
 2. Motor Fuel Tax Fund - This fund was established to account for revenues derived from the state gasoline tax allocation and expenditures of these monies on local roadway program expenditures. Any fund balance is restricted for highway and street maintenance.
 3. Special Tax Allocation (TIF) Fund - This fund accounts for the expenditures related to the Village's Tax Increment Financing (TIF) district. Financing is provided from a property tax levy, the proceeds of which can only be used for this purpose. Fund balances in this fund are derived from property taxes and are therefore legally restricted to the purpose of the fund, economic development.
- C. Debt Service Fund – The 2008 Bond Fund was established to account for financial resources that are restricted, committed, or assigned to expenditure for principal and interest on the 2008 General Obligation Alternate Revenue Source bonds. The Village annually abates the property tax levy for the debt and funds the expenditure of principal and interest with other Village sources. Thus, any interest income earned or fund balance remaining in the 2008 Bond Fund is assigned for debt service.
- D. Capital Projects Funds – These funds are established to account for and report financial resources that are restricted, committed, or assigned to expenditure for capital outlays including the acquisition or construction of capital facilities and other capital assets, excluding those types of capital related outflows financed by proprietary funds. These fund's fund balances will be considered restricted, committed, or assigned depending on the source of the funds.

1.06 Flow Assumptions

Some projects (funds) are funded by a variety of resources, including both restricted and unrestricted (committed, assigned and unassigned). When restricted funds exist, those funds are used first, then unrestricted. For unrestricted funds, committed funds are used first, then assigned, then unassigned.

1.07 Authority

- A. **Committed Fund Balance** – A self-imposed constraint on spending the fund balance must be approved by ordinance or resolution of the Board of Trustees. Any modifications or removal of the self-imposed constraint must use the same action used to commit the fund balance. Formal action to commit fund balance must occur before the end of the fiscal year (April 30). The dollar amount of the commitment can be determined after year end.
- B. **Assigned Fund Balance** – A self-imposed constraint on spending the fund balance based on the Village's intent to use fund balance for a specific purpose. The authority may be delegated to the Village Administrator.