

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, AUGUST 27, 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 - August 13, 2012 (APPROVE)
 - c. Minutes - Executive Session Meeting - July 23, 2012 (APPROVE)
 - d. Warrants - \$304,839.64 (APPROVE)
 - e. Resolution - A Resolution Approving a Plat of Easement - 610 67th Place (ADOPT)
 - f. Resolution - A Resolution Proclaiming "School's Open Safety Week" (ADOPT)
 - g. Motion - A Motion to Approve Expenditure from Federal Asset Drug Seizure Funds - Extended Warrantly for the Police Canine Vehicle (APPROVE)

NEW BUSINESS

6. PRESENTATION - INDIAN PRAIRIE PUBLIC LIBRARY
7. PRESENTATION - RECOGNITION AWARD - TRUSTEE DENNIS BAKER
8. PROCLAMATION - A PROCLAMATION RECOGNIZING 20 YEARS OF SERVICE - CYNTHIA STUHL
9. DELINQUENT WATER BILLS
10. RESOLUTION - A RESOLUTION ACKNOWLEDGING AND CERTIFYING COMPLIANCE WITH ALL TERMS, CONDITIONS AND REGULATIONS PERTAINING TO THE APPLICATION FOR GRANT FUNDING UNDER THE ILLINIOS ENERGY NOW GRANT PROGRAM - VILLAGE HALL LIGHTING REPLACEMENT PROJECT

11. RESOLUTION - A RESOLUTION AUTHORIZING THE CHIEF OF POLICE TO EXECUTE A CERTAIN RELEASE AND INDEMNIFICATION AGREEMENT WITH THE VILLAGE OF LEMONT FOR USE OF FIREARM RANGE FACILITIES
12. ORDINANCE - AN ORDINANCE AMENDING CHAPTER 12 OF THE WILLOWBROOK MUNICIPAL CODE ENTITLED "CODE OF ETHICS" BY ADDING PROVISIONS THERETO CREATING A VILLAGE ETHICS COMMISSION, ENUMERATING ITS POWERS AND DUTIES AND ESTABLISHING PROCEDURES FOR ITS HEARING AND DETERMINATION OF ETHICS COMPLAINTS

PRIOR BUSINESS

13. COMMITTEE REPORTS
14. ATTORNEY'S REPORT
15. CLERK'S REPORT
16. ADMINISTRATOR'S REPORT
17. MAYOR'S REPORT
18. 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
19. ADJOURNMENT

MINUTES OF THE REGULAR MEETING OF THE MAYOR AND BOARD OF TRUSTEES OF THE VILLAGE OF WILLOWBROOK HELD ON MONDAY, AUGUST 13, 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, Umberto Davi, and Frank Trilla.

ABSENT: Trustee Sue Berglund

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

Mayor Napoli asked Trustee Baker to lead everyone in saying the Pledge of Allegiance.

4. VISITORS' BUSINESS

None presented.

5. OMNIBUS VOTE AGENDA

- a. Waive Reading of Minutes (APPROVE)
- b. Minutes - Regular Board Meeting - July 23, 2012 (APPROVE)
- c. Minutes - Executive Session Meeting - July 9, 2012 (APPROVE)
- d. Warrants - \$185,104.68 (APPROVE)
- e. Monthly Financial Report - July 31, 2012 (APPROVE)

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

Trustee Trilla recused himself from voting on Item 5d.

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

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

MOTION DECLARED CARRIED

NEW BUSINESS

6. RESOLUTION - A RESOLUTION ACCEPTING A PROPOSAL TO PURCHASE A HANDHELD GPS DEVICE ALONG WITH ASSOCIATED OPERATIONAL SOFTWARE - SEILER

Administrator Halik advised that funding was included in the Fiscal Year 12/13 Budget to purchase the handheld GPS device to be used by several Village departments. The GPS will allow various location data to be retrieved while staff is in the field. The equipment will be compatible with systems used by the Village engineering consultant and DuPage County. Seiler Solutions was the technology firm recommended. They provided a quote of \$9,735.00 which was the amount budgeted for.

Trustee Mistele questioned if one device is enough. Administrator Halik stated that at the present time, it should be and stated that this will be reevaluated in the future.

MOTION: Made by Trustee Davi and seconded by Trustee Trilla to adopt Resolution No. 12-R-35 as presented.

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

MOTION DECLARED CARRIED

7. RESOLUTION - A RESOLUTION AUTHORIZING THE MAYOR TO EXECUTE A CERTAIN INTERAGENCY AGREEMENT WITH THE ILLINOIS STATE POLICE FOR THE PURPOSE OF OBTAINING CRIMINAL HISTORY RECORD INFORMATION ON LIQUOR LICENSE APPLICANTS

Administrator Halik stated that the Village was contacted by the Illinois State Police who indicated that the current interagency agreement on file with their agency is old and out of date. The new user agreement details the services to be provided, the duties of the Village as the user, and associated fees. In addition, the policy of the State Police is that both the

Village's Chief Executive Officer, the Mayor, and the Chief Administrative Officer, the Village Administrator, each execute separate agreements (also see Item #8).

Trustee Mistele questioned why this agreement is limited to liquor license applicants. Administrator Halik advised that this agreement is separate than what the Police Department has and their ability to run background checks of other individuals for other purposes.

MOTION: Made by Trustee Mistele and seconded by Trustee Baker to adopt Resolution No. 12-R-36 as presented.

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

MOTION DECLARED CARRIED

8. RESOLUTION - A RESOLUTION AUTHORIZING THE VILLAGE ADMINISTRATOR TO EXECUTE A CERTAIN INTERAGENCY AGREEMENT WITH THE ILLINOIS STATE POLICE FOR THE PURPOSE OF OBTAINING CRIMINAL HISTORY RECORD INFORMATION ON LIQUOR LICENSE APPLICANTS

See discussion in Item #7.

MOTION: Made by Trustee Mistele and seconded by Trustee Baker to adopt Resolution No. 12-R-37 as presented.

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

MOTION DECLARED CARRIED

9. ORDINANCE - AN ORDINANCE AMENDING THE VILLAGE CODE OF THE VILLAGE OF WILLOWBROOK TITLE 8, CHAPTER 3, SECTION 8-3-3:A - STOP STREETS

Chief Shelton advised that a resident in Waterford Subdivision requested that a stop sign be placed at Rodgers and Ridgemoor due to vehicles driving through the neighborhood to avoid the traffic light at Madison and Plainfield.

MOTION: Made by Trustee Baker and seconded by Trustee Kelly to pass Ordinance No. 12-O-19 as presented.

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

MOTION DECLARED CARRIED

10. ORDINANCE - AN ORDINANCE AMENDING THE VILLAGE CODE FO THE VILLAGE OF WILLOWBROOK TITLE 8, CHAPTER 8, SECTION 8-8-15 - PARKING RESTRICTIONS

Chief Shelton advised that a resident contacted the Village and was concerned over citizens parking along 59th Street to go to Prairie Trail Park and causing a blind spot for vehicles turning off of Clarendon Hills Road. Chief Shelton stated that there will be "No Parking" signs posted along 59th Street for a distance of 100' east from the intersection.

Trustee Mistele questioned why the Board is approving the posting of signs within the Village. Administrator Halik indicated that the Board is not acting as the evaluation agency; that is done administratively. The Board is merely voting on the amendment to the ordinance which specifies where signs are located throughout the Village.

MOTION: Made by Trustee Baker and seconded by Trustee Mistele to pass Ordinance No. 12-O-20 as presented.

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

MOTION DECLARED CARRIED

PRIOR BUSINESS

11. COMMITTEE REPORTS

Trustee Baker had no report.

Trustee Kelly had no report.

Trustee Mistele had no report.

Trustee Davi had no report.

Trustee Trilla had no report.

12. ATTORNEY'S REPORT

Attorney Hennessy had no report.

13. CLERK'S REPORT

Clerk Hansen had no report.

14. ADMINISTRATOR'S REPORT

Administrator Halik advised the Board that on August 11, 2012, the Illinois Policy Institute, which is a government watchdog organization, posted an article on their website praising the Village for the compensation posting that was not just posted on the Village's website, but also mailed to every resident. The Institute ended their article by encouraging other municipalities to do the same.

15. MAYOR'S REPORT

Mayor Napoli had no 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 the Employment of a Specific Employee of the Village Pursuant to Chapter 5 ILCS 120/2(c)(1)

ADJOURN INTO EXECUTIVE SESSION

MOTION: Made by Trustee Baker and seconded by Trustee Mistele to adjourn into Executive Session at the hour of 6:46 p.m.

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

MOTION DECLARED CARRIED

17. ADJOURNMENT

MOTION: Made by Trustee Mistele and seconded by Trustee Baker, to adjourn the Executive Session at the hour of 7:02 p.m.

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

MOTION DECLARED CARRIED

PRESENTED, READ and APPROVED.

August 27 , 2012.

Mayor

Minutes transcribed by Deputy Clerk Cindy Stuchl.

WARRANTS

August 27, 2012

GENERAL CORPORATE FUND	-----	\$128,697.66
WATER FUND	-----	155,882.75
HOTEL/MOTEL TAX FUND	-----	1,000.00
WATER CAPITAL IMPROVEMENTS FUND	-----	19,259.23
TOTAL WARRANTS	-----	\$304,839.64



Tim Halik, Village Administrator

APPROVED:

Robert A. Napoli, Mayor

VILLAGE OF WILLOWBROOK

RUN DATE: 08/22/12

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GENERAL CORPORATE FUND

CHECKS & DIR. DEBITS

DESCRIPTION	ACCOUNT NUMBER	AMOUNT
ACE STORE NO. 11 (17)	08/28 CK# 80383	\$34.96
320070/3 MAINTENANCE - VEHICLES 01-520-409	01-35-735-409	34.96
AMERICAN ALUMINIUM ACC INC (2490)	08/28 CK# 80385	\$4,070.00
63004 DRUG FORFEITURE EXP. - STATE 01-465-348	01-30-650-348	4,070.00
AMERICAN FIRST AID SERVICE INC (77)	08/28 CK# 80386	\$25.20
133714 BUILDING MAINTENANCE SUPPLIES 01-405-351	01-10-466-351	25.20
APPRIZE PROMOTIONAL PRODUCTS (2457)	08/28 CK# 80387	\$135.00
51625 PRINTING & PUBLISHING 01-501-302	01-35-710-302	135.00
AT & T U-VERSE (SM) (2342)	08/28 CK# 80388	\$7.44
105661049/JUL12 MAINTENANCE - PW BUILDING	01-35-725-418	7.44
AUTO TRUCK GROUP (153)	08/28 CK# 80389	\$2,244.63
1081803 MAINTENANCE - EQUIPMENT 01-525-411	01-35-740-411	2,244.63
BLACK GOLD SEPTIC (208)	08/28 CK# 80390	\$310.00
53384/AUG 12 MAINTENANCE - PW BUILDING	01-35-725-418	310.00
BSN SPORTS (2471)	08/28 CK# 80391	\$135.29
94812462 REIMB.	01-20-565-341	135.29
MARK CAPOSIENO (292)	08/28 CK# 80392	\$124.00
4 GAMES AUG 12 SUMMER PROGRAM MATERIALS & SERVICES	01-20-575-119	124.00
CASE LOTS INC (300)	08/28 CK# 80393	\$401.90
42127 BUILDING MAINTENANCE SUPPLIES 01-405-351	01-10-466-351	401.90
CHRISTOPHER B. BURKE (333)	08/28 CK# 80394	\$7,428.74
107136 REIMB	01-40-820-259	254.50
107139 PLAN REVIEW - PLANNER 01-15-520-257	01-15-520-257	4,832.49
107150 REIMB.	01-40-820-259	254.50
107151 FEES - DRAINAGE ENGINEER 01-555-246	01-40-820-246	710.00
107152 FEES - ENGINEERING 01-505-245	01-35-720-245	387.25
107153 PLAN REVIEW - DRAINAGE ENGINEER 01-555-259	01-40-820-259	440.00
107154 PLAN REVIEW - ENGINEERING 01-15-520-254	01-15-520-254	220.00
107155 FEES - ENGINEERING 01-505-245	01-35-720-245	330.00
CODE EXPRESS INC (1862)	08/28 CK# 80395	\$25.00
WL74570 TRAFFIC FINES 01-310-502	01-310-502	25.00
COMMONWEALTH EDISON (370)	08/28 CK# 80396	\$699.54
1024813000AUG12 ENERGY - STREET LIGHT 01-530-207	01-35-745-207	1.26
4215105154AUG12 ENERGY - STREET LIGHT 01-530-207	01-35-745-207	467.27
423085170AUG12 RED LIGHT - COM ED	01-30-630-248	59.90
4403140110AUG12 ENERGY - STREET LIGHT 01-530-207	01-35-745-207	54.07
6863089003AUG12 RED LIGHT - COM ED	01-30-630-248	65.00
719026027AUG12 RED LIGHT - COM ED	01-30-630-248	52.04
DAN LEHMAN (1735)	08/28 CK# 80397	\$225.00
SQUID PANTS SUMMER PROGRAM MATERIALS & SERVICES	01-20-575-119	225.00
DELTA DENTAL PLAN OF ILLINOIS (468)	08/28 CK# 80398	\$3,338.38
SEPT 2012 EMP DED PAY-INS 01-210-204	01-210-204	750.41
SEPT 2012 EMPLOYEE BENEFIT - MEDICAL INSURANC	01-10-455-141	123.63
SEPT 2012 EMPLOYEE BENEFITS - MEDICAL 01-15-510-141	01-15-510-141	53.07
SEPT 2012 EMPLOYEE BENEFIT - MEDICAL INS 01-25-610-141	01-25-610-141	106.14
SEPT 2012 EMPLOYEE BENEFIT - MEDICAL INSURANC	01-30-630-141	2,051.64
SEPT 2012 EMPLOYEE BENEFITS - MEDICAL 01-501-141	01-35-710-141	94.28
SEPT 2012 EMPLOYEE BENEFITS - MEDICAL 01-551-141	01-40-810-141	159.21

VILLAGE OF WILLOWBROOK

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GENERAL CORPORATE FUND

CHECKS & DIR. DEBITS

DESCRIPTION	ACCOUNT NUMBER	AMOUNT
DUPAGE COUNTY TREASURER (497)	08/28 CK# 80399	\$250.00
1088/JUL 12 EDP-SOFTWARE 01-457-212	01-30-640-212	250.00
ED GRANT (1735)	08/28 CK# 80403	\$150.00
BLD,SWEAT & BER SUMMER PROGRAM MATERIALS & SERVICES	01-20-575-119	150.00
ELIA PAVING CO. (549)	08/28 CK# 80404	\$1,155.55
8/19/12 ST & ROW MAINTENANCE OTHER 01-540-328	01-35-755-328	1,155.55
ERIC BEAVER (1735)	08/28 CK# 80406	\$50.00
COOPER'S HAWK SUMMER PROGRAM MATERIALS & SERVICES	01-20-575-119	50.00
FIRESTONE TIRE & SERVICE (603)	08/28 CK# 80407	\$866.48
185734 MAINTENANCE - VEHICLES 01-451-409	01-30-630-409	866.48
FRED LANGER (1735)	08/28 CK# 80408	\$275.00
RELICS SUMMER PROGRAM MATERIALS & SERVICES	01-20-575-119	275.00
W.W. GRAINGER (1999)	08/28 CK# 80409	\$453.49
9896758027 MAINTENANCE SUPPLIES 01-615-331	01-20-570-331	117.96
9896966992 MAINTENANCE SUPPLIES 01-615-331	01-20-570-331	58.98
9897702123 OPERATING SUPPLIES & EQUIPMENT 01-503-401	01-35-715-401	276.55
HARRY MATTSON (1735)	08/28 CK# 80410	\$50.00
TAP HOUSE SLMRS SUMMER PROGRAM MATERIALS & SERVICES	01-20-575-119	50.00
HIGHWAY TECHNOLOGIES (780)	08/28 CK# 80411	\$931.20
444358-001 REIMB.	01-35-750-290	931.20
DAVE HILBERT (781)	08/28 CK# 80412	\$124.00
4 GAMES AUG 12 SUMMER PROGRAM MATERIALS & SERVICES	01-20-575-119	124.00
HOME DEPOT COMMERCIAL (808)	08/28 CK# 80413	\$143.55
19050227678 MAINTENANCE SUPPLIES 01-615-331	01-20-570-331	41.84
19050227686 STORM WATER IMPROVEMENTS MAT 01-535-381	01-35-750-381	69.90
19830260661 STREET & ROW MAINTENANCE 01-535-328	01-35-750-328	31.81
I.M.R.F. PENSION FUND (917)	08/28 CK# 80415	\$3,806.67
AUGUST 2012 SLEP PENSION 01-10-455-155	01-30-630-156	3,806.67
I.R.M.A. (966)	08/28 CK# 80416	\$405.00
JULY 2012 SCHOOLS-CONFERENCE TRAVEL 01-451-304	01-30-630-304	405.00
ILLINOIS ROUTE 66 SCENIC BYWAY INC (2248)	08/28 CK# 80417	\$300.00
327 FEES DUES SUBSCRIPTIONS 01-15-510-307	01-15-510-307	300.00
JASON PERGANDE (1735)	08/28 CK# 80418	\$100.00
IT DOESNT MTTR SUMMER PROGRAM MATERIALS & SERVICES	01-20-575-119	100.00
JILL LUCKETT (1735)	08/28 CK# 80419	\$50.00
TOTAL CHAOS SUMMER PROGRAM MATERIALS & SERVICES	01-20-575-119	50.00
JOHN DEFINO (1292)	08/28 CK# 80420	\$124.95
FULLERS SERV STREET & ROW MAINTENANCE 01-535-328	01-35-750-328	124.95
JULIE RYAN (1735)	08/28 CK# 80421	\$50.00
TIME OUT SUMMER PROGRAM MATERIALS & SERVICES	01-20-575-119	50.00
KANE - DUPAGE SWCD OFFICE (2491)	08/28 CK# 80422	\$270.00
LRGMNTH BASS PARK LANDSCAPE SUPPLIES 01-610-341	01-20-565-341	270.00
KH KIM TAEKWONDO (2407)	08/28 CK# 80423	\$247.50
6/13-8/22/12 SUMMER PROGRAM MATERIALS & SERVICES	01-20-575-119	247.50
KONICA MINOLTA BUSINESS SOLUTIONS (2319)	08/28 CK# 80424	\$457.19
221859217 COPY SERVICE 01-451-315	01-30-630-315	173.92

VILLAGE OF WILLOWBROOK

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GENERAL CORPORATE FUND

CHECKS & DIR. DEBITS

DESCRIPTION	ACCOUNT NUMBER	AMOUNT
221884885 COPY SERVICE 01-420-315	01-10-455-315	283.27
MEL KREJCI (1081)	08/28 CK# 80425	\$28.00
AUG ASSIGNMENTS SUMMER PROGRAM MATERIALS & SERVICES	01-20-575-119	28.00
LASERCRAFT INC (2300)	08/28 CK# 80426	\$22,715.00
9855/JUL 12 RED LIGHT - MISC FEE	01-30-630-249	240.00
9889/JUL 12 RED LIGHT CAMERA FEES 01-30-630-247	01-30-630-247	22,475.00
LOGSDON OFFICE SUPPLY (2452)	08/28 CK# 80427	\$125.65
413581 OFFICE SUPPLIES 01-420-301	01-10-455-301	61.10
414160 OFFICE SUPPLIES 01-420-301	01-10-455-301	31.60
414160 OFFICE SUPPLIES 01-601-301	01-20-550-301	31.99
414160 OFFICE SUPPLIES 01-501-301	01-35-710-301	0.96
MARIO'S TREE SERVICE (2411)	08/28 CK# 80428	\$2,295.00
8/07/12 TREE MAINTENANCE 01-535-338	01-35-750-338	2,295.00
MARQUARDT & BELMONTE P.C. (2259)	08/28 CK# 80429	\$375.00
5191/JUL 12 RED LIGHT ADJUDICATOR 01-30-630-246	01-30-630-246	375.00
MEGAN SCHULTZ (1735)	08/28 CK# 80430	\$50.00
SWINGERS SUMMER PROGRAM MATERIALS & SERVICES	01-20-575-119	50.00
MUNICIPAL CLERKS OF ILLINOIS (1317)	08/28 CK# 80431	\$80.00
2013 HNSN/STCHL FEES DUES SUBSCRIPTIONS 01-05-410-307	01-05-410-307	80.00
ILL. NOTARY DISCOUNT BONDING (861)	08/28 CK# 80432	\$44.90
OGGERINO FEES-DUES-SUBSCRIPTIONS 01-451-307	01-30-630-307	44.90
OCCUPATIONAL HEALTH CENTERS (2413)	08/28 CK# 80433	\$491.50
1006913170 WELLNESS 01-440-276	01-10-480-276	491.50
ORKIN EXTERMINATING (1439)	08/28 CK# 80434	\$74.76
D2604360/AUG 12 MAINTENANCE - BUILDING 01-405-228	01-10-466-228	74.76
P.F. PETTIBONE & CO. (1491)	08/28 CK# 80435	\$11.50
25966 UNIFORMS 01-501-345	01-35-710-345	11.50
PAM ROHRBACHER (1735)	08/28 CK# 80436	\$50.00
WALSHS BUNCH SUMMER PROGRAM MATERIALS & SERVICES	01-20-575-119	50.00
PAPER DIRECT (1456)	08/28 CK# 80437	\$77.95
W192553501018 OFFICE SUPPLIES 01-420-301	01-10-455-301	34.44
W192553501026 OFFICE SUPPLIES 01-420-301	01-10-455-301	43.51
ANDREW C PASSERO (2492)	08/28 CK# 80438	\$59.98
CELL PHONE EQUIP TELEPHONES 01-501-201	01-35-710-201	59.98
PCS INTERNATIONAL (2201)	08/28 CK# 80439	\$14,337.93
128643 E D P EQUIPMENT 01-445-641	01-10-485-641	212.78
128643 EDP NEW EQUIPMENT 01-15-540-641	01-15-540-641	159.59
128643 EDP EQUIPMENT 01-20-595-641	01-20-595-641	106.39
128643 EDP EQUIPMENT 01-25-625-641	01-25-625-641	319.18
128643 EDP NEW EQUIPMENT 01-485-641	01-30-680-641	1,383.10
128643 EDP NEW EQUIPMENT 01-545-641	01-35-765-641	159.59
128643 EDP OPERATING EQUIPMENT 01-557-401	01-40-815-401	159.59
128672 E D P EQUIPMENT 01-445-641	01-10-485-641	460.23
128672 EDP NEW EQUIPMENT 01-15-540-641	01-15-540-641	345.17
128672 EDP EQUIPMENT 01-20-595-641	01-20-595-641	230.12
128672 EDP EQUIPMENT 01-25-625-641	01-25-625-641	690.35
128672 EDP NEW EQUIPMENT 01-485-641	01-30-680-641	2,991.50
128672 EDP NEW EQUIPMENT 01-545-641	01-35-765-641	345.17

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GENERAL CORPORATE FUND

CHECKS & DIR. DEBITS

DESCRIPTION	ACCOUNT NUMBER	AMOUNT
PCS INTERNATIONAL (2201) CONTINUED ...		
128672 EDP OPERATING EQUIPMENT 01-557-401	01-40-815-401	345.17
128852 E.D.P. SOFTWARE 01-25-615-212	01-25-615-212	180.00
30071 CONSULTING SERVICES 01-25-615-306	01-25-615-306	6,250.00
PETTY CASH C/O TIM HALIK (1492)	08/28 CK# 80440	\$164.64
8/21 SUMMER PROGRAM MATERIALS & SERVICES	01-20-575-119	8.96
8/21 GAS-OIL-WASH-MILEAGE 01-451-303	01-30-630-303	23.21
8/21 OPERATING EQUIPMENT 01-451-401	01-30-630-401	132.47
PROTANIC INC. (1545)	08/28 CK# 80441	\$490.00
29613 MAINTENANCE - GAS TANKS AND PUMPS 01-510-412	01-35-725-412	490.00
PUBLIC SAFETY DIRECT INC (2309)	08/28 CK# 80442	\$8,256.74
23123 MAINTENANCE - VEHICLES 01-451-409	01-30-630-409	95.00
23124 DRUG FORFEITURE EXP. - STATE 01-465-348	01-30-650-348	8,161.74
RAGS ELECTRIC, INC (1585)	08/28 CK# 80443	\$257.32
15006 MAINTENANCE - STREET LIGHTS 01-530-223	01-35-745-223	257.32
REX FAMATID (1735)	08/28 CK# 80444	\$50.00
DROPPIN BOMBS SUMMER PROGRAM MATERIALS & SERVICES	01-20-575-119	50.00
ROBERT MILFAJT (1735)	08/28 CK# 80445	\$225.00
MAXUM'S SUMMER PROGRAM MATERIALS & SERVICES	01-20-575-119	225.00
RON SNEED (1735)	08/28 CK# 80446	\$75.00
WRNG TRK PWR SUMMER PROGRAM MATERIALS & SERVICES	01-20-575-119	75.00
SAM SCHWARTZ ENGINEERING PLLC (2383)	08/28 CK# 80447	\$360.00
58182 PLAN REVIEW - TRAFFIC CONSULTANT	01-15-520-258	360.00
SCOTT CONTRACTING INC (1682)	08/28 CK# 80448	\$2,955.00
2122 STREET & ROW MAINTENANCE 01-535-328	01-35-750-328	1,525.00
2123 STREET & ROW MAINTENANCE 01-535-328	01-35-750-328	480.00
2124 STREET & ROW MAINTENANCE 01-535-328	01-35-750-328	950.00
SERVICE SANITATION INC (1697)	08/28 CK# 80449	\$136.00
12824-4 RENT - EQUIPMENT 01-615-234	01-20-570-234	136.00
SIGNS NOW (1717)	08/28 CK# 80450	\$22.60
SN195-42919 OFFICE SUPPLIES 01-05-410-301	01-05-410-301	22.60
SOUTHWEST CENTRAL DISPATCH (1751)	08/28 CK# 80451	\$17,930.77
SEPTEMBER 2012 RADIO DISPATCHING 01-483-235	01-30-675-235	17,930.77
STREICHER'S (1787)	08/28 CK# 80452	\$2,445.00
1947807 UNIFORMS 01-451-345	01-30-630-345	635.00
1951282 UNIFORMS 01-451-345	01-30-630-345	1,810.00
SUBURBAN LIFE PUBLICATIONS (1805)	08/28 CK# 80453	\$788.50
5326 PERSONAL RECRUITMENT 01-420-131	01-10-455-131	788.50
SWANK MOTION PICTURES INC (1819)	08/28 CK# 80455	\$321.00
257052001 CHILDRENS SPECIAL EVENTS 01-625-150	01-20-585-150	321.00
T.P.I. (1886)	08/28 CK# 80456	\$4,669.60
6298/ JULY 12 REIMB.	01-40-820-258	1,018.60
6298/ JULY 12 PART TIME INSPECTOR 01-565-109	01-40-830-109	3,066.00
6298/ JULY 12 REIMB.	01-40-830-115	585.00
TEAM FEINSTEIN ERA (1735)	08/28 CK# 80458	\$50.00
TEAM FENSTEIN SUMMER PROGRAM MATERIALS & SERVICES	01-20-575-119	50.00

VILLAGE OF WILLOWBROOK

RUN DATE: 08/22/12

BILLS PAID REPORT FOR AUGUST, 2012

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GENERAL CORPORATE FUND

CHECKS & DIR. DEBITS

DESCRIPTION	ACCOUNT NUMBER	AMOUNT
TINA VANDENBOSCH (1506)	08/28 CK# 80459	\$50.00
PICNIC KIT RNTL SUMMER RECREATION FEES 01-310-815	01-310-815	50.00
TRAFFIC CONTROL & PROTECTIONS (2337)	08/28 CK# 80460	\$2,209.80
74532 ROAD SIGNS 01-540-333	01-35-755-333	2,209.80
UNIFIRST (1926)	08/28 CK# 80462	\$216.71
0610711606 MAINTENANCE - BUILDING 01-405-228	01-10-466-228	166.95
0610711692 MAINTENANCE - PW BUILDING	01-35-725-418	49.76
VEDDER, PRICE, KAUFMAN & KAMMHOLZ PC (1971)	08/28 CK# 80463	\$1,087.80
441083 FEES - LABOR COUNSEL 01-425-242	01-10-470-242	1,087.80
WILL COUNTY CLERK (2049)	08/28 CK# 80464	\$10.00
SHELTON FEES-DUES-SUBSCRIPTIONS 01-451-307	01-30-630-307	10.00
WILLOWBROOK FORD INC. (2056)	08/28 CK# 80465	\$368.35
6117766/1 MAINTENANCE - VEHICLES 01-451-409	01-30-630-409	150.00
6117982/2 MAINTENANCE - VEHICLES 01-451-409	01-30-630-409	218.35
WOLF & COMPANY LLP (2340)	08/28 CK# 80466	\$15,000.00
101740 AUDIT SERVICES 01-25-620-251	01-25-620-251	15,000.00
WOODMASTER GRAPHICS (2426)	08/28 CK# 80467	\$275.00
24270 MAINTENANCE SUPPLIES 01-615-331	01-20-570-331	275.00
TOTAL GENERAL CORPORATE FUND		\$128,697.66

VILLAGE OF WILLOWBROOK

RUN DATE: 08/22/12

BILLS PAID REPORT FOR AUGUST, 2012

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RUN TIME: 01:11PM

WATER FUND

CHECKS & DIR. DEBITS

DESCRIPTION	ACCOUNT NUMBER	AMOUNT
ALARM DETECTION SYSTEMS INC (61)	08/28 CK# 80384	\$507.69
92825/SEP-NOV12 REPAIR, MAINTENANCE-STANDPIPE, PUMP	02-50-425-485	155.55
94593/SEP-NOV12 REPAIR, MAINTENANCE-STANDPIPE, PUMP	02-50-425-485	155.55
94594/SEP-NOV12 REPAIR, MAINTENANCE-STANDPIPE, PUMP	02-50-425-485	196.59
DELTA DENTAL PLAN OF ILLINOIS (468)	08/28 CK# 80398	\$94.28
SEPT 2012 EMPLOYEE BENEFITS - MEDICAL	02-50-401-141	94.28
DUPAGE WATER COMMISSION (521)	08/28 CK# 80401	\$142,364.77
9700/JUL 12 PURCHASE OF WATER 02-420-575	02-50-420-575	142,364.77
EAST JORDAN IRON WORKS, INC. (540)	08/28 CK# 80402	\$1,004.98
3513881 WATER DISTRIBUTION REPAIR-MAINTENAN	02-50-430-277	1,004.98
ELIA PAVING CO. (549)	08/28 CK# 80404	\$646.25
8/19/12 WATER DISTRIBUTION REPAIR-MAINTENAN	02-50-430-277	646.25
ENVIRO TEST INC (555)	08/28 CK# 80405	\$87.50
12-129115/JUL12 SAMPLING ANALYSIS 02-420-362	02-50-420-362	87.50
W.W. GRAINGER (1999)	08/28 CK# 80409	\$5.14
9896758019 MATERIALS, SUPPLIES, STANDPIPE, PUM	02-50-425-475	5.14
HOVING PIT STOP (816)	08/28 CK# 80414	\$490.00
6079 LANDSCAPE - OTHER 02-430-299	02-50-430-299	490.00
PCS INTERNATIONAL (2201)	08/28 CK# 80439	\$841.27
128643 EDP OPERATING EQUIPMENT 02-417-401	02-50-417-401	265.98
128672 EDP OPERATING EQUIPMENT 02-417-401	02-50-417-401	575.29
SUNSET SEWER & WATER (2276)	08/28 CK# 80454	\$5,172.80
2012-156 WATER DISTRIBUTION REPAIR-MAINTENAN	02-50-430-277	430.09
2012-1563 WATER DISTRIBUTION REPAIR-MAINTENAN	02-50-430-277	2,736.71
2012-157 WATER DISTRIBUTION REPAIR-MAINTENAN	02-50-430-277	1,565.00
2012-162 WATER DISTRIBUTION REPAIR-MAINTENAN	02-50-430-277	441.00
TAMELING INDUSTRIES (1844)	08/28 CK# 80457	\$1,327.45
81535 LANDSCAPE - OTHER 02-430-299	02-50-430-299	691.97
81697 LANDSCAPE - OTHER 02-430-299	02-50-430-299	635.48
U.S. POSTMASTER (1948)	08/28 CK# 80461	\$1,000.00
DEPOSIT 8/10/12 POSTAGE & METER RENT 02-401-311	02-50-401-311	1,000.00
ZIEBELL WATER SERVICE PRODUCTS (2118)	08/28 CK# 80468	\$2,340.62
217202 WATER DISTRIBUTION REPAIR-MAINTENAN	02-50-430-277	2,340.62
TOTAL WATER FUND		\$155,882.75

VILLAGE OF WILLOWBROOK

RUN DATE: 08/22/12

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HOTEL/MOTEL TAX FUND

CHECKS & DIR. DEBITS

DESCRIPTION	ACCOUNT NUMBER	AMOUNT
DUPAGE CONVENTION (494)	08/28 CK# 80400	\$1,000.00
963/RYDR CUP ADVERTISING 03-435-317	03-53-435-317	1,000.00
TOTAL HOTEL/MOTEL TAX FUND		\$1,000.00

VILLAGE OF WILLOWBROOK

RUN DATE: 08/22/12

BILLS PAID REPORT FOR AUGUST, 2012

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WATER CAPITAL IMPROVEMENTS FUND

CHECKS & DIR. DEBITS

DESCRIPTION	ACCOUNT NUMBER	AMOUNT
SUNSET SEWER & WATER (2276)	08/28 CK# 80454	\$19,259.23
2012-132 WATER MAIN EXTENSIONS 09-440-601	09-65-440-601	19,259.23
TOTAL WATER CAPITAL IMPROVEMENTS FUND		\$19,259.23

VILLAGE OF WILLOWBROOK

RUN DATE: 08/22/12

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SUMMARY ALL FUNDS

BANK ACCOUNT	DESCRIPTION	AMOUNT	
01-110-105	GENERAL CORPORATE FUND-CHECKING - 0010330283	128,697.66	*
02-110-105	WATER FUND-CHECKING 0010330283	155,882.75	*
03-110-105	HOTEL/MOTEL TAX FUND-CHECKING 0010330283	1,000.00	*
09-110-105	WATER CAPITAL IMPROVEMENTS FUND-CHECKING - 100564-4	19,259.23	*
TOTAL ALL FUNDS		304,839.64	**

VILLAGE OF WILLOWBROOK

BOARD MEETING

AGENDA ITEM - HISTORY/COMMENTARY

ITEM TITLE:

A RESOLUTION APPROVING A PLAT OF EASEMENT – 610 67th PLACE

AGENDA NO.

5e

AGENDA DATE: 08/27/12

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 NO N/A

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

The Village has adopted the DuPage County Countywide Storm Water and Floodplain Ordinance, with local amendments, for stormwater and floodplain management within town. The Ordinance requires that all drainage swales, storm sewers, and detention/retention areas on private properties are located upon easements. Therefore, upon a redevelopment of a property where re-grading work occurs, staff has required that these easements be dedicated if they do not already exist.

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

The existing residence located at 610 67th Place has been razed and a new residence will be constructed in its place. The project will require re-grading of the property to establish positive drainage to serve the new residence. Swales will be constructed along each side yard as required to ensure drainage from the property does not sheet-flow onto adjacent properties. In accordance with the above mentioned Village code requirement, these proposed side yard swales must be located upon easements. Since these easements do not already exist, the owner has prepared a Plat of Easement dedicating new public utility and drainage easements to the Village.

ACTION PROPOSED:

Adopt resolution.

RESOLUTION NO. 12-R-_____

A RESOLUTION APPROVING A PLAT OF EASEMENT – 610 67th Place

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

SECTION ONE: That the Plat of Easement, as prepared by Rogina & Associates, Ltd., Project No. R851.08, consisting of one (1) sheet, dated June 28, 2012, attached hereto and incorporated herein as Exhibit "A", be and the same is hereby approved and that the Mayor, Village Clerk and all other necessary and appropriate officers of the Village are authorized to execute said Plat.

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

SECTION THREE: That this Resolution shall be in full force and effect from and after its adoption and approval as provided by law.

ADOPTED and APPROVED this 27th day of August, 2012.

APPROVED:

Mayor

ATTEST:

Village Clerk

ROLL CALL VOTE:

AYES: _____

NAYS: _____

ABSTENTIONS: _____

ABSENT: _____

PLAT OF EASEMENT

OWNER'S CERTIFICATE

STATE OF ILLINOIS)
COUNTY OF _____) SS

THIS IS TO CERTIFY THAT THE UNDERSIGNED IS THE OWNER OF THE PROPERTY DESCRIBED IN THE ANNEXED PLAT, AND HAS CAUSED THE SAME TO BE SURVEYED AS INDICATED THEREON, FOR THE USES AND PURPOSES THEREIN SET FORTH, AND DOES HEREBY ACKNOWLEDGE AND ADOPT THE SAME UNDER THE STYLE AND TITLE THEREON INDICATED.

THE UNDERSIGNED HEREBY DEDICATES FOR PUBLIC USE THE LANDS SHOWN ON THIS PLAT FOR PUBLIC SERVICES; AND HEREBY ALSO RESERVES AND GRANTS EASEMENTS FOR PUBLIC USE FOR PROVIDING UTILITY SERVICES, AND/OR STORM WATER DRAINAGE, DETENTION AND RETENTION FACILITIES, AS DESIGNATED AND/OR AS STATED IN THE EASEMENT PROVISIONS WHICH ARE SET FORTH HEREON.

(BY) _____

(TITLE) _____

(ADDRESS) _____

DATED THIS _____ DAY OF _____, 2012, A.D.

OWNER'S NOTARY CERTIFICATE

STATE OF ILLINOIS)
COUNTY OF _____) SS

I, _____, A NOTARY PUBLIC IN AND FOR SAID COUNTY, IN THE STATE

AFORESAID, DO

HEREBY CERTIFY THAT _____ IS PERSONALLY KNOWN TO ME TO BE THE SAME PERSON WHOSE NAME IS SUBSCRIBED TO THE FOREGOING INSTRUMENT AS SUCH OWNER, APPEARED BEFORE ME THIS DAY IN PERSON AND ACKNOWLEDGED THAT THEY SIGNED THE ANNEXED PLAT AS THEIR OWN FREE AND VOLUNTARY ACT FOR THE USES AND PURPOSES THEREIN SET FORTH.

GIVEN UNDER MY HAND AND NOTARIAL SEAL THIS _____ DAY OF _____, 2012, A.D.

SIGNED _____ (SEAL)

BOARD OF TRUSTEES CERTIFICATE

STATE OF ILLINOIS)
COUNTY OF DUPAGE) SS

APPROVED AND ACCEPTED BY THE PRESIDENT AND BOARD OF TRUSTEES OF THE VILLAGE OF WILLOWBROOK, DUPAGE COUNTY, ILLINOIS AT A MEETING HELD

THIS _____ DAY OF _____, 2012, A.D.

BY: _____
VILLAGE PRESIDENT

ATTEST: _____
VILLAGE CLERK

DUPAGE COUNTY CLERK'S CERTIFICATE

STATE OF ILLINOIS)
COUNTY OF DUPAGE) SS

I, _____, COUNTY CLERK OF DUPAGE COUNTY, ILLINOIS DO HEREBY CERTIFY THAT THERE ARE NO DELINQUENT TAXES, NO UNPAID CURRENT GENERAL TAXES AND NO UNPAID FORFEITED TAXES, AND NO REDEEMABLE TAX SALES AGAINST ANY OF THE LAND INCLUDED IN THE PLAT. I FURTHER CERTIFY THAT I HAVE RECEIVED ALL STATUTORY FEES IN CONNECTION WITH THE PLAT.

GIVEN UNDER MY HAND AND SEAL OF THE COUNTY CLERK OF DUPAGE COUNTY, ILLINOIS, THIS _____ DAY OF _____, A.D., 2012.

COUNTY CLERK _____

DUPAGE COUNTY RECORDER OF DEEDS CERTIFICATE

STATE OF ILLINOIS)
COUNTY OF DUPAGE) SS

THIS INSTRUMENT NO. _____ WAS FILED FOR RECORD IN THE RECORDER'S OFFICE

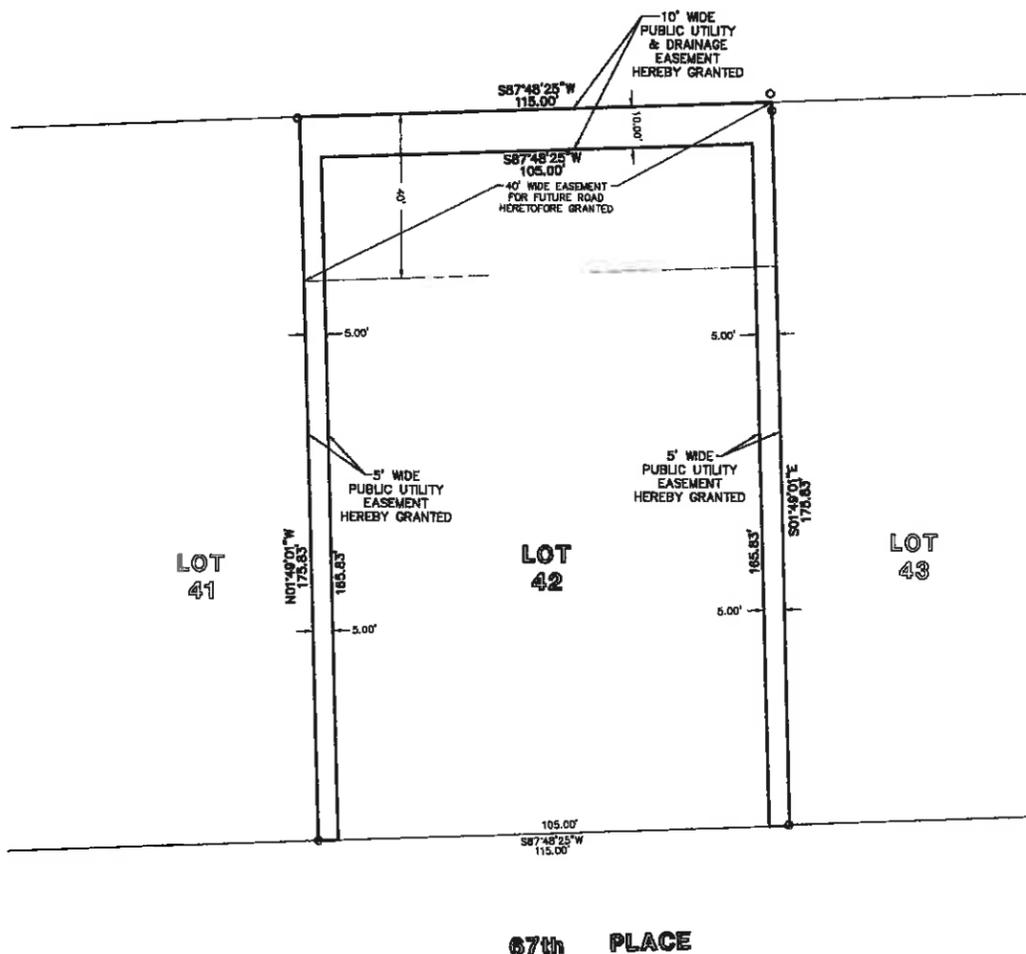
OF DUPAGE COUNTY ON THE _____ DAY OF _____, A.D., 2012.

AT _____ O'CLOCK _____ M., AND WAS RECORDED IN BOOK _____

OF PLATS ON PAGE _____

RECORDER OF DEEDS
DUPAGE COUNTY

AFTER RECORDING PLEASE RETURN A COPY TO:
VILLAGE OF WILLOWBROOK, ILLINOIS
7780 QUINCY STREET
WILLOWBROOK, ILLINOIS 60527



MUNICIPAL UTILITY EASEMENT PROVISIONS

PERPETUAL EASEMENTS FOR PROVIDING UTILITY SERVICES TO THE PROPERTY DESCRIBED AND SHOWN ON THIS PLAT AND OTHER PROPERTY ARE HEREBY RESERVED FOR AND GRANTED TO THE VILLAGE OF WILLOWBROOK, AND THEIR SUCCESSORS AND ASSIGNS JOINTLY AND SEVERALLY, IN, OVER, UNDER, ACROSS, ALONG, THROUGH AND UPON THE AREAS BOUNDED BY THE LOT LINES AND HEAVY LINES ON THIS PLAT AND INDICATED AS UTILITY EASEMENT AND/OR UTILITY AND DRAINAGE EASEMENT. FOR THE PURPOSES OF THIS PLAT, PROVIDING UTILITY SERVICES SHALL INCLUDE THE RIGHT, BUT NOT THE OBLIGATION, FROM TIME TO TIME, TO INSTALL, CONSTRUCT, RECONSTRUCT, IMPROVE, KEEP, OPERATE, INSPECT, MAINTAIN, REPAIR, REPLACE, ENLARGE, RENEW, RELOCATE, REMOVE AND/OR INCREASE THE SIZE, NUMBER AND/OR TYPE OF FACILITIES USED IN CONNECTION WITH TRANSMISSION AND DISTRIBUTION OF POTABLE WATER AND STORMWATER, INCLUDING ANY AND ALL GRADING AND APPURTENANCES AS MAY BE DEEMED NECESSARY BY SAID VILLAGE, IN, OVER, UNDER, ACROSS, ALONG, THROUGH AND UPON SUCH EASEMENT AREAS, AND THE PROPERTY DESIGNATED ON THE PLAT FOR STREETS AND ALLEYS, TOGETHER WITH THE RIGHT, BUT NOT THE OBLIGATION, TO INSTALL REQUIRED SERVICE CONNECTIONS ON EACH LOT TO SERVE IMPROVEMENTS THEREON, OR IN ADJACENT LOTS, THE RIGHT, BUT NOT THE OBLIGATION, TO CUT, TRIM OR REMOVE TREES, BUSHES AND ROOTS AS MAY BE REASONABLY REQUIRED INCIDENT TO THE RIGHTS HEREIN GIVEN, AND THE RIGHT, BUT NOT THE OBLIGATION, TO ENTER UPON THE PROPERTY FOR ALL SUCH PURPOSES. OBSTRUCTIONS SHALL NOT BE PLACED OVER GRANTEE'S FACILITIES OR IN, OVER, UNDER, ACROSS, ALONG, THROUGH OR UPON SUCH EASEMENT AREAS WITHOUT THE PRIOR WRITTEN CONSENT OF GRANTEE. AFTER INSTALLATION OF ANY SUCH FACILITIES, THE GRADE OF THE PROPERTY SHALL NOT BE ALTERED IN A MANNER AS TO INTERFERE WITH THE PROPER OPERATION AND MAINTENANCE THEREOF OR THE EXERCISE OF GRANTEE'S OTHER RIGHTS PROVIDED HEREIN.

LEGAL DESCRIPTION:

THAT PART OF LOT 42 IN B.A. FELLERS COS. SUBDIVISION NUMBER 2 DESCRIBED AS FOLLOWS:
THE WESTERLY 5 FEET EXCEPT THE NORTHERLY 10 FEET THEREOF AND THE NORTHERLY 10 FEET AND THE EASTERLY 5 FEET EXCEPT THE NORTHERLY 10 FEET THEREOF IN LOT 42 IN B.A. FELLER COS. SUBDIVISION NUMBER 2, BEING A SUBDIVISION OF THE EAST 1208.0 FEET OF THE NORTH HALF OF THE NORTH HALF OF THE SOUTHEAST QUARTER OF SECTION 23, TOWNSHIP 38 NORTH, RANGE 11, EAST OF THE THIRD PRINCIPAL MERIDIAN, ACCORDING TO THE PLAT THEREOF RECORDED MARCH 21, 1996 AS DOCUMENT 769961, IN DUPAGE COUNTY, ILLINOIS.

State of Illinois)
County of Will) SS
This is to certify that Rogina & Associates, Ltd., has plotted the above described property for the purpose of granting an easement for the purposes shown hereon, and that the plat drawn hereon is a true and correct representation of said property.

Given under my hand and seal at Joliet, Illinois, this 27th day of July, 2012, A.D.

By: _____
Illinois Professional Land Surveyor No. 2017
License Expires November 30, 2012
Professional Design Firm No. 188-001106
Expires April 30, 2013

This professional service conforms to the current Illinois minimum standards for a boundary survey.

REVISIONS	
1	6
2	7
3	8
4	9
5	10

PREPARED BY:
ROGINA & ASSOCIATES, LTD.
ENGINEERS • SURVEYORS • PLANNERS
86 Caterpillar Drive • Joliet, Illinois • 815/789-0777 • FAX 815/789-0788

CLIENT:
5TH AVENUE CONSTRUCTION
CITY OF NAPERVILLE, ILLINOIS

PROJECT:
LOT 42 IN B.A. FELLER CO'S SUBDIVISION
VILLAGE OF WILLOWBROOK, ILLINOIS

PROJECT NO:
RBS1.08
DATE:
06/28/2012
SCALE:
1"=20'

DESIGNED BY:
H.W.S.
DRAWN BY:
H.W.S.
CHECKED BY:
R.A.R.

PLAT OF EASEMENT

SHEET NO.
1 OF 1

VILLAGE OF WILLOWBROOK

BOARD MEETING

AGENDA ITEM - HISTORY/COMMENTARY

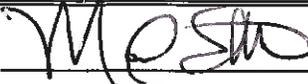
ITEM TITLE:

A RESOLUTION PROCLAIMING "SCHOOL'S OPEN SAFETY WEEK"

AGENDA NO. _____ **5f**

AGENDA DATE: 08/27/2012

STAFF REVIEW: Mark Shelton

SIGNATURE: 

LEGAL REVIEW: N/A

RECOMMENDED BY VILLAGE ADMIN.: Tim Halik

SIGNATURE: 

REVIEWED & APPROVED BY COMMITTEE: YES N/A

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

As you are aware, school will be opening in the next few weeks. The AAA-Chicago Motor Club has again provided information for police agencies and the public to remind motorists of the need for additional caution when driving in the area of schools.

A new school year is about to get under way. Many younger children are walking to and from school each day for the first time. Motorists should be especially aware of children at school crossings and bus stops.

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

The Village Staff recommends the Village of Willowbrook adopt a Resolution proclaiming the week of August 20th – 31st, 2012 as School's Open Safety Week(s).

ACTION PROPOSED:

Adopt Resolution.

RESOLUTION NO. 12-R-_____

A RESOLUTION PROCLAIMING "SCHOOL'S OPEN SAFETY WEEK"

WHEREAS, a new school year is under way, and members of the School Safety Patrol again will be at busy intersections helping fellow students cross safely; and

WHEREAS, for seventy-nine years the School Safety Patrol, originating with the AAA-Chicago Motor Club, has been responsible for guiding countless school children and saving lives; and,

WHEREAS, many younger children are walking to and from school for the first time, frequently by themselves; and

WHEREAS, motorists should obey all traffic signals and signs, be especially aware of children at school crossings and bus stops and acknowledge Patrol members at their posts, guiding students safely across streets;

NOW, THEREFORE, BE IT RESOLVED by the Mayor and Board of Trustees of the Village of Willowbrook that we do hereby proclaim the week of August 20th - 31st, 2012, as "School's Open Safety Week" in the Village of Willowbrook to help prevent school children from becoming victims of traffic accidents.

ADOPTED and APPROVED this 27TH day of August, 2012.

Mayor

ATTEST:

Village Clerk

ROLL CALL VOTE:AYES: _____

NAYS: _____

ABSTENTIONS: _____

ABSENT: _____

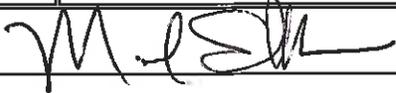
VILLAGE OF WILLOWBROOK

BOARD MEETING

AGENDA ITEM - HISTORY/COMMENTARY

ITEM TITLE:

MOTION TO APPROVE EXPENDITURE FROM FEDERAL ASSET DRUG SEIZURE FUNDS – EXTENDED WARRANTY FOR THE POLICE CANINE VEHICLE

AGENDA NO. _____ **5g****AGENDA DATE:** 08/27/2012**STAFF REVIEW:** Mark Shelton**SIGNATURE:** **LEGAL REVIEW:** N/A**SIGNATURE:** N/A**RECOMMENDED BY VILLAGE ADMIN.:** Tim Halik**SIGNATURE:** **REVIEWED & APPROVED BY COMMITTEE:** YES NO N/A **ITEM HISTORY (PREVIOUS VILLAGE BOARD REVIEWS, ACTIONS RELATED TO THIS ITEM, OTHER PERTINENT HISTORY)**

The Police Department currently has sufficient funds for the purchase of an extended warranty, 60 months / 100,000 mile warranty, for the new canine vehicle. The department has extended the years of service each vehicle will be kept. This warranty will cover all maintenance features with no deductible. The cost is \$3,475.00.

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

The warranty will meet the future needs for maintenance of the new canine vehicle for many years and for extended mileage repairs.

ACTION PROPOSED:

APPROVE PURCHASE OF THE EXTENDED WARRANTY FOR THE NEW POLICE CANINE VEHICLE.

Proclamation

WHEREAS, on August 31, 1992, the Village of Willowbrook first employed Cynthia A. Stuchl as a Police Secretary and served in that capacity for 19 years; and

WHEREAS, during Cynthia Stuchl's tenure as secretary to the Deputy Chief of Police, she was instrumental in the Police Department achieving reaccreditation status from the Commission on Accreditation for Law Enforcement Agencies, Inc. six (6) times; which includes twice being awarded the Flagship Award and during the most recent reaccreditation – Advanced Status with Excellence award; and

WHEREAS, Cynthia Stuchl has been pivotal in the development and implementation of the Willowbrook's Children Photo ID Program, the Car Seat Certification Program, and the Senior Willowbrook Adults Connected program; and

WHEREAS, Cynthia Stuchl provided administrative support to the DuPage County Felony Investigative Assistance Team on numerous high profile cases throughout DuPage County; and

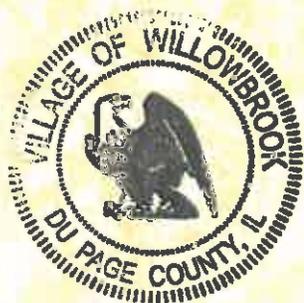
WHEREAS, on November 10, 2011, Cynthia Stuchl was promoted to the Executive Secretary/Deputy Clerk position for the Village, where she works under the guidance and support of the Village Board and Village Administrator.

WHEREAS, Cynthia Stuchl has received numerous commendations and recognitions from various agencies, organizations, residents, and businesses of the Willowbrook community thanking Ms. Stuchl for her dedicated service; and

WHEREAS, Cynthia Stuchl exhibits her continuous dedication, courtesy, caring, and commitment to the residents, businesses, and employees of the Village of Willowbrook.

NOW, THEREFORE, BE IT RESOLVED by the Mayor and Board of Trustees of the Village of Willowbrook, DuPage County, Illinois that we hereby recognize and commend Cynthia A. Stuchl in this her 20th year of service to the Village of Willowbrook. On behalf of the citizens of the Village of Willowbrook, we wish to thank Cynthia A. Stuchl for her unselfish commitment in making the community of Willowbrook a nicer place to live and work.

Proclaimed this 27th day of August, 2012.



Robert A. Napoli

Mayor

Attest:
Leroy R. Hansen

Village Clerk



Village of Willowbrook

7760 Quincy Street
Willowbrook, IL 60527-5594

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

July 30, 2012

Mayor

Robert A. Napoli

Village Clerk

Leroy R. Hansen

Ms. Janis Liggons
38 Kyle Ct
Willowbrook Il 60527

Re: Account No. 350530.009
Delinquent Water Bill

Dear Ms. Liggons:

Please be advised that your water bill is now delinquent in the amount of \$128.82. 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 August 27, 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.

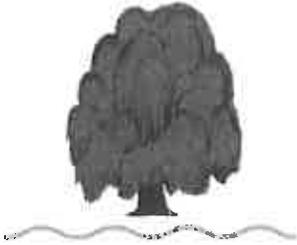
Sincerely,

Timothy J. Halik
Village Administrator

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

July 30, 2012

Mayor

Robert A. Napoli

Ms. Michelle Reck
25 Kyle Ct
Willowbrook Il 60527

Re: Account No. 350495.004
Delinquent Water Bill

Village Clerk

Leroy R. Hansen

Dear Ms. Reck:

Please be advised that your water bill is now delinquent in the amount of \$81.49. 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 August 27, 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.

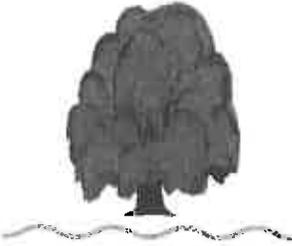
Sincerely,

Timothy J. Halik
Village Administrator

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

July 30, 2012

Mayor

Robert A. Napoli

Village Clerk

Leroy R. Hansen

Willowbrook Lanes
735 Plainfield Rd.
Willowbrook Il 60527

Re: Account No. 410030.000
Delinquent Water Bill

Dear Sir or Madam:

Please be advised that your water bill is now delinquent in the amount of \$421.70. This amount now includes a \$25.00 fee pursuant to Section 6-8-5 of the Village of Willowbrook Code. This \$25.00 is added to all accounts delinquent 45 or more days after the billing date. This amount also includes all other penalties pursuant to Section 6-8-5 of the Village Code. Your failure to satisfy the total amount of this delinquency on or before August 27, 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
Village Administrator

TJH:pkp



"A Place of American History"

VILLAGE OF WILLOWBROOK

BOARD MEETING

AGENDA ITEM - HISTORY/COMMENTARY

ITEM TITLE: A RESOLUTION ACKNOWLEDGING AND CERTIFYING COMPLIANCE WITH ALL TERMS, CONDITIONS AND REGULATIONS PERTAINING TO THE APPLICATION FOR GRANT FUNDING UNDER THE ILLINOIS ENERGY NOW GRANT PROGRAM – VILLAGE HALL LIGHTING REPLACEMENT PROJECT

AGENDA NO. **10**

AGENDA DATE: 8/27/2012

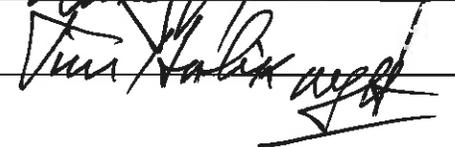
STAFF REVIEW: Garrett Hummel, Management Analyst

SIGNATURE: 

LEGAL REVIEW: William Hennessy, Village Attorney

SIGNATURE: 

RECOMMENDED BY: Tim Halik, Village Administrator

SIGNATURE: 

REVIEWED & APPROVED BY COMMITTEE: YES N/A

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

Village staff met with Nick Skokna of Twin Supplies, Ltd to discuss grant opportunities. Twin Supplies specializes in the sale and installation of energy efficient lighting. Mr. Skokna went on to explain two different funding sources available to municipalities to offset the cost of lighting improvements. The Illinois Energy Now and the Illinois Clean Energy incentive grants are available to local governments looking to upgrade their lighting.

Mr. Skokna conducted an inventory of the current lighting fixtures throughout the Village Hall including both the Administration and Police Department offices. From this inventory, an estimate was developed as to how much funding the Village is eligible for. The incentive amount available from each grant is based upon the level of energy usage reduction.

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

The following is a breakdown of the estimates the Village received from Twin Supplies, Ltd.:

	1.) All Fixtures Retro-Fitted	2.) Combination of Retro-Fit & New Fixtures	3.) All New 2'x4' Fixtures
Total Project Cost	\$ 28,089.75	\$ 29,682.75	\$ 36,231.75
Grant Funding Available:			
DCEO: Illinois Energy Now	\$ 13,927.50	\$ 13,927.50	\$ 13,927.50
DCEO: Incentive Bonus (14%)	\$ 1,949.85	\$ 1,949.85	\$ 1,949.85
Illinois Clean Energy (ICE) Grant	\$ 12,170.01	\$ 12,170.01	\$ 12,170.01
Total Incentive Grant Money	\$ 28,047.36	\$ 28,047.36	\$ 28,047.36
Total Cost to the Village	\$ 42.39	\$ 1,635.39	\$ 8,184.39

As the table shows, the Village is eligible for roughly \$28,000 in incentives. In order to apply for the funding, the Village would need to authorize the application process. If approved for the funding, the Village Board would be able to consider one of the options listed above at a future Board Meeting.

ACTION PROPOSED: ADOPT THE ATTACHED RESOLUTION

RESOLUTION NO. 12-R-_____

A RESOLUTION ACKNOWLEDGING AND CERTIFYING COMPLIANCE WITH ALL TERMS, CONDITIONS AND REGULATIONS PERTAINING TO THE APPLICATION FOR GRANT FUNDING UNDER THE ILLINOIS ENERGY NOW GRANT PROGRAM - VILLAGE HALL LIGHTING REPLACEMENT PROJECT

BE IT RESOLVED by the Mayor and Board of Trustees of the Village of Willowbrook, DuPage County, Illinois, that the Mayor is hereby authorized and directed to execute the attached Applicant Certification as required in the submittal of an application requesting grant funding for the Village Hall lighting replacement project, in substantially the form attached hereto and incorporated herein as Exhibit "A".

ADOPTED and APPROVED this 27th day of August, 2012.

APPROVED:

Mayor

ATTEST:

Village Clerk

ROLL CALL VOTE: AYES: _____

 NAYS: _____

 ABSTENTIONS: _____

 ABSENT: _____

SECTION 3: APPLICANT CERTIFICATIONS FOR STANDARD AND CUSTOM INCENTIVE PROGRAMS

Applicant hereby certifies that:

- For electric energy projects, the project received electric delivery service from Ameren Illinois or ComEd. A copy of the electric utility bill or other documentation must be submitted with this Application.
- For natural gas energy projects, the project received natural gas delivery service from Ameren Illinois, Nicor, Peoples or North Shore. A copy of the gas utility bill or other documentation must be submitted with this Application.
- All authorizations required to perform the project, described in its application, have either been obtained or will be obtained no later than 90 days following the grant beginning date set forth in the Notice of Grant Award issued by the Department.
- The project complies with all applicable state, federal, and local environmental and zoning laws, ordinances, and regulations and that all required licenses, permits, etc., have either been obtained or will be obtained no later than 90 days following an award by DCEO.
- It is not in violation of the prohibitions against bribery of any officer or employee of the State of Illinois as set forth in 30 ILCS 505/10.1.
- It has not been barred from contracting with a unit of state or local government as a result of a violation of Section 33E-3 or 33E-4 of the Criminal Code of 1961 (720 ILCS 5/33 E-3 and 5/33 E-4).
- It is not in violation of the Educational Loan Default Act (5 ILCS 385/3).
- I understand that the State Finance Act, 30 ILCS 105/30 may apply and that payments under this incentive program are contingent upon the existence of a valid appropriation, and that no officer, institution, department, board or commission shall contract any indebtedness on behalf of the State, or assume to bind the State in an amount in excess of the money appropriated, unless expressly authorized by law.
- I understand that the Illinois Prevailing Wage Act (820 ILCS 130/0.01) may apply and that Grantees are responsible for determining if their projects will trigger compliance.
- As of the submittal date, the information provided in its application is accurate, and the individual signing below is authorized to submit this application.

Authorized Official (signature)* Robert A. Napoli	(630) 323-8215 Telephone (630) 323-0787
Typed/Printed Name Mayor	Fax
Title ghummel@willowbrook.il.us	Date
Authorized Signature E-mail Address	

Payment Information below

36-6097046 FEIN (9 digits, Federal Employment ID Number, does not start with "E")	Village of Willowbrook Name of Public Entity
7760 Quincy Street Street Address for Incentive Payment to be Mailed	
Willowbrook, IL 60527-5594 Payment City, 9 Digit Zip	

* Electronic Signatures not acceptable. Please supply Certifications (this page) with original signature via e-mail, fax, or electronically (scanned document).

TWIN SUPPLIES, LTD.

High Efficiency Lighting

CHRIS SKOKNA 1010 JORIE BLVD, STE 124 OAK BROOK, IL 60523
 PHONE: (708) 609-0784 FAX: (630) 537-1045 EMAIL: chrisjmj@comcast.net

Estimate

Date	Estimate #
8/16/2012	Proj. 2185

Village of Willowbrook Police Department/Village Hall 7760 Quincy Street Willowbrook, Illinois 60527

Ship To Village of Willowbrook Police Department/Village Hall 7760 Quincy Street Willowbrook, Illinois 60527
--

Rep	Project

Item	Description	Qty	Rate	Total
REF-KIT 2 X 4 ADVANCE	REFLECTOR, SOCKETS, BRACKETS, WIRE SHIELDS, TWO F32T8/ADV.850/ALTO SERIES #13990-7 & ADVANCE BALLAST#IOPA-2P32-SC OPTANIUM, POWER PLUG LUMINAIRE DISCONNECT #102	111	60.00	6,660.00
REF-KIT 1 X 4	TWO PHILIPS F32T8/ADV850/ALTO ENERGY ADVANTAGE ADVANCED BALLAST #IOP2P32LWSC, SOCKETS, POWER PLUG LUMINAIRE DISCONNECT #102	14	32.00	448.00
REF-KIT 2 X 2	REFLECTOR, SOCKETS, BRACKETS, WIRE SHIELDS, TWO PHIL-F17T8.TL850/PLUS/ALTO & ELECTRONIC BALLAST ADVANCE IOPA-2P32-SC OPTANIUM	1	55.00	55.00
REF-KIT 1 X 2	SOCKETS, BRACKETS, WIRE SHIELDS, ONE F 17 T8 850 SERIES, T12 2 FOOT 1/2 LAMP ELECTRONIC BALLAST	4	32.00	128.00
TCP-LED14E26P3030KFL	TCP PAR 30 FLOOD 14 WATT LED DIMMABLE 3000K	112	43.00	4,816.00
TCP-LED9E26P2030KFL	TCP PAR20 9 WATT LED 50,000 HOURS	5	25.00	125.00
PHILIPS-G10PV2332UV1...	PHILIPS- 3 LAMP T8 POWER CAGE W/ CORD; ENHANCED REFLECTOR; HIGH BALLAST FACTOR; WIRE GUARD	9	175.00	1,575.00
PHILIPS-QC10'	10' LONG Y-STYLE QUICK HANG CABLE KIT	9	12.75	114.75

Subtotal	
Sales Tax (0.0%)	
Total	

TWIN SUPPLIES, LTD.

High Efficiency Lighting

CHRIS SKOKNA 1010 JORIE BLVD, STE124 OAK BROOK, IL 60523
 PHONE: (708) 609-0784 FAX: (630) 537-1045 EMAIL: chrisjmj@comcast.net

Estimate

Date	Estimate #
8/16/2012	Proj. 2185

Village of Willowbrook Police Department/Village Hall 7760 Quincy Street Willowbrook, Illinois 60527

Ship To
Village of Willowbrook Police Department/Village Hall 7760 Quincy Street Willowbrook, Illinois 60527

Rep	Project

Item	Description	Qty	Rate	Total
PHILIPS-OPTW6 22217U...	2 X2 2 LAMP T8 LENSED TROFFER WITH 6 CELL WHITE LOUVER. (1) ADVANCE IOP2S32SC PROGRAMMABLE START BALLAST, DIFFUSED WHITE REFLECTOR	1	109.00	109.00
PHILIPS-W6	6' WHIP	28	10.00	280.00
PHILIPS-OPTW12 24232...	2 X4 2 LAMP T8 LENSED TROFFER WITH 12 CELL WHITE LOUVER. (1) ADVANCE IOP2S32SC PROGRAMMABLE START BALLAST, DIFFUSED WHITE REFLECTOR	27	119.00	3,213.00
LUMECON- LF-LG-70-CW	LUMECON 70 WATT LED LARGE FLOOD 90,000 HR 10 YEAR WARRANTY	6	509.00	3,054.00
LUMECON- LF-RB-30-CW	LUMECON 32W LED ROUND BACK FLOOD LIGHT 10 YEAR WARRANTY	1	250.00	250.00
LUMECON- LWP-SA-30	LUMECON 32 WATT LED SMALL ADJUSTABLE WALLPACK 90,000HR 10 YEAR WARRANTY	6	335.00	2,010.00
LABOR	LABOR TIME		6,845.00	6,845.00
DCEO-INCENTIVE	DCEO-INCENTIVE BASED UPON APPROVAL ***When the incentive check is received from Judy Baar Topinka, this amount will be due the next day****		-13,927.50	-13,927.50
ICE-INCENTIVE	ILLINOIS CLEAN ENERGY ACT INCENTIVE BASED UPON APPROVAL ***When the incentive check is received ; this amount will be due the next day**** \$		-12,170.01	-12,170.01
DCEO BONUS INCENTL...	14% BONUS IF PROJECT IS COMPLETED BY FEB 7, 2013		-1,949.85	-1,949.85

Subtotal	\$1,635.39
Sales Tax (0.0%)	\$0.00
Total	\$1,635.39

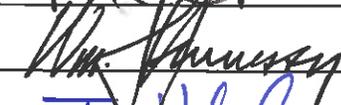
VILLAGE OF WILLOWBROOK

BOARD MEETING

AGENDA ITEM - HISTORY/COMMENTARY

ITEM TITLE:

A RESOLUTION AUTHORIZING THE CHIEF OF POLICE TO EXECUTE A CERTAIN RELEASE AND INDEMNIFICATION AGREEMENT WITH THE VILLAGE OF LEMONT FOR USE OF FIREARM RANGE FACILITIES.

AGENDA NO. 11**AGENDA DATE:** 08/27/2012**STAFF REVIEW:** Mark Shelton**SIGNATURE:** **LEGAL REVIEW:** William Hennessy**SIGNATURE:** **RECOMMENDED BY VILLAGE ADMIN.:** Tim Halik**SIGNATURE:** **REVIEWED & APPROVED BY COMMITTEE:** YES NO N/A **ITEM HISTORY (PREVIOUS VILLAGE BOARD REVIEWS, ACTIONS RELATED TO THIS ITEM, OTHER PERTINENT HISTORY)**

The Willowbrook Police Department may use the Lemont Police Department Range for training purposes throughout the year. Attached is an Indemnification Agreement with the Village of Lemont for consideration of the Willowbrook Police Department to be allowed the use of the firearm range facilities in the Village of Lemont. Several surrounding departments may train together with the Willowbrook Police Department and use the Lemont Police Department range. Each agency is being asked to execute the attached agreement.

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

The attached release and indemnification agreement releases the Village of Lemont from liability from the actions of the Willowbrook Police Department. Without this release, Willowbrook officers will not be able to use this facility for firearms training. The agreement was reviewed and approved by the Village Attorney.

ACTION PROPOSED:

ADOPT RESOLUTION.

RESOLUTION NO. 12-R-_____

A RESOLUTION AUTHORIZING THE CHIEF OF POLICE TO EXECUTE A CERTAIN RELEASE AND INDEMNIFICATION AGREEMENT WITH THE VILLAGE OF LEMONT FOR USE OF FIREARM RANGE FACILITIES

BE IT RESOLVED by the Mayor and Board of Trustees of the Village of Willowbrook, DuPage County, Illinois, that the Chief of Police is hereby authorized to execute a Release and Indemnification Agreement with the Village of Lemont, attached hereto as Exhibit "A" and made a part hereof, in consideration of the Willowbrook Police Department being allowed to use the firearm range facilities of the Village of Lemont.

ADOPTED and APPROVED this 27th day of August, 2012

APPROVED:

Mayor

ATTEST:

Village Clerk

ROLL CALL VOTE: AYES: _____

NAYS: _____

ABSTENTIONS: _____

ABSENT: _____

Kevin W. Shaughnessy
Chief of Police

Business 630-257-2229
Fax 630-257-5087

**Lemont Police Department
14600 127TH Street
Lemont, IL 60439**

TO: All Police Officers/Outside Agencies
FROM: Kevin W. Shaughnessy/Chief of Police
SUBJECT: Lemont Police Department Operations Weapons Range

The enclosed packet contains the necessary documents for use of the Lemont Police Department Law Enforcement Range Facility by law enforcement agencies for calendar year 2012.

This packet includes the following material:

- 1) Agency Release and Indemnification Agreement.
- 2) Agency Application for the use of the Range. (It is the responsibility of **each agency** to disseminate the Rules and Regulation information and Participant Waiver of Liability information to all persons using the Range).
- 3) Participant Rules and Regulations forms and Individual Participant Waivers of Liability **must be filled out, signed and dated by each officer, for each use.**
- 4) All waivers must be completed and returned to the Range Supervisor, c/o the Lemont Police Department, 14600 127th Street, Lemont, Illinois 60439, **prior to any agencies use of the Lemont Police Department Operations Weapons Range. (NO EXCEPTIONS)**

Kevin W. Shaughnessy
Chief of Police

Lemont Police Department
14600 127th Street
Lemont, IL 60439
Business 630-257-2229
Fax 630-257-5087

Adm. Commander G. Smith
Patrol Commander D. Tully

INSTRUCTION FOR RANGE WAIVER FORMS

- FORM # 1 **TO BE SIGNED BY YOUR CHIEF OF POLICE.**
 ONLY COMPLETE ONE TIME PER YEAR.
- FORM # 2 **TO BE FILLED OUT BY THE AGENCY USING THE RANGE.**
 ONLY COMPLETE ONE TIME PER YEAR.
- FORM # 3 **TO BE FILLED OUT BY EVERY OFFICER FROM YOUR DEPARTMENT**
 WHO IS USING THE RANGE. MUST BE COMPLETED FOR EACH USE.
- FORM # 4 **TO BE FILLED OUT BY EVERY OFFICER FROM YOUR DEPARTMENT**
 WHO IS USING THE RANGE. MUST BE COMPLETED FOR EACH USE.

**YOU WILL NEED TO RENEW THESE WAIVERS EVERY YEAR. YOU WILL BE MAILED A
NEW PACKET SOMETIME IN DECEMBER FOR THE COMING YEAR.**

USE OF RANGE FACILITIES FOR THE VILLAGE OF LEMONT

The undersigned for and in consideration of the Willowbrook Police Dept being allowed to use the firearm range facilities of the Village of Lemont, the undersigned hereby recognizes, acknowledges and assumes any and all risk pertaining to the use of the firearm range facilities.

To the extent permitted by law, the Village of Willowbrook agrees to defend, indemnify, hold harmless, release and forever discharge the Village of Lemont, and all of its elected and appointed officials, officers, employees, agents and all other personnel of the Village of Lemont against all injuries, deaths, loss, damages, claims, suits, liabilities, judgments, cost and expenses (including attorneys fees), which may in anywise accrue against the Village of Lemont, its officials, agents and employees, arising in whole or in part or in consequence of the use of the firearms range facilities of the Village of Lemont, or which may in anywise result therefore, except that arising out of the sole legal cause of the Village of Lemont, its agents or employees. The Village of Willowbrook shall, at its own expense, appear, defend and pay all charges of attorneys and all costs and other expenses arising therefore or incurred in connections therewith, and, if any judgment shall be rendered against the Village of Lemont, its officials, agents and employees, in any such action, the Village of Willowbrook at its own expense, satisfy and discharge the same.

The invalidity or unenforceability of any of the provisions hereof shall not affect the validity or enforceability of the remainder of this Agreement.

The undersigned represents it has full authority to execute this Release and Indemnification Agreement on behalf of the Village of Willowbrook.

Agreed this 27th day of August, 2012

Willowbrook Police Department
Name of Organization

Signature of Authorized Person

Chief of Police
Title

LEMONT POLICE DEPARTMENT

**APPLICATION FOR USE OF THE LEMONT POLICE
DEPARTMENT RANGE TRAINING FACILITIES**

POLICE AGENCY: _____

MAILING ADDRESS: _____

E-MAIL ADDRESS: _____

Chief of Police

RANGE ORIENTATION GIVEN TO:

_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____

By: _____

Date: _____

RETURN ORIGINAL COPY TO:

**Range Supervisor
Lemont Police Department
14600 127th Street
Lemont, Illinois 60439
(630) 257-2229**

**VILLAGE OF LEMONT
RANGE RULES & REGULATIONS**

Special Provisions For Use Of Lemont Police Operations Range.

1. Absolutely NO HUNTING !!
2. Range will be thoroughly policed by responsible agency. All litter such as cigarette butts, used targets, pop cans, etc., will be removed.
3. Agencies will supply the Lemont Police with a written report in cases of any damage or problems encountered while utilizing the range.
4. Absolutely no one is allowed on Lemont Police property without a hold-harmless agreement on file.
5. No weapons will be discharge on Lemont Police property except on designated firing range.
6. All agencies will have a first aid kit on hand during use of range.
7. NO pistol fire is to be allowed beyond the 50 yard line.
8. All Participants will wear eye and hearing protection at all times while utilizing the Lemont Police Department Firing Range.
9. Weapons will NOT be operated in the fully automatic mode beyond the 25 yard line.
10. **ABSOLUTELY** no targets other than wood, cardboard and paper construction. **NO STEEL, GLASS OR METAL ON THE FIRING RANGE.**
11. **ALL** targets are to be placed at the designated target line.
12. **NO** targets will be posted behind or in front of that line.
13. **NO** shooting at distances closer than the 5 yard line.
14. The range will not be used for commercial purposes, unless authorized by the Chief of Police or designee.
15. All agencies utilizing the range will have a primary and secondary means of communication for purposes of medical evacuation and emergencies.
16. No live rounds will be disposed of or left behind on the Lemont range. All live rounds must leave with the agency utilizing the range.
17. All brass will be policed up by using agency at the closing of the range.
18. If an agency fails to clean up following use of the range, the Village of Lemont reserves the right to have the range cleaned to proper standards, with the cost passed through to the using agency.
19. **THE LEMONT POLICE DEPARTMENT RESERVES THE RIGHT TO EXPEL OR SUSPEND ANY AGENCY OR MEMBER OF AN AGENCY WHICH FAILS TO COMPLY WITH THE AFORESAID RULES.**

Safety Responsibility

The requesting organization will have a firearms instructor in charge and is responsible for insuring that safety precautions and range safety regulations are observed at all times. He/She will cause a lecture on range safety to be given to all units who utilize the rifle range **PRIOR** to firing.

Safety Danger Zone

Weapons will be discharged only at designated targets. Impact of discharged weapons is to be restricted to the lower half of backstop berm.

Safety Danger Zone Regulations

A search of the area for persons around the range will be conducted before firing on the range.

1. Firing will commence or resume upon the command of the Range Officer.
2. Ammunition will be removed from hot chambers during lulls in firing.
3. Shooters will remain on the firing line until given the command to leave.

PARTICIPANT WAIVER OF LIABILITY AND HOLD HARMLESS AGREEMENT

In consideration of the undersigned being given the opportunity to observe and/or take part in use of the Lemont Firing Range in any manner whatsoever, presented, sponsored, operated or provided by the Village of Lemont, the undersigned hereby recognizes, acknowledges and assumes any and all risk of injury (including death) pertaining to observing or taking part in the use of the Lemont firing range.

The undersigned also acknowledges that he/she has received and reviewed pertinent printed materials relating to use of the Lemont firing range and agrees to participate voluntarily and at his/her own risk. The undersigned affirmatively states that he/she does not suffer from any type of ailment, illness or disorder that affects or may affect the undersigned's ability to participate in the use of the Lemont firing range. The undersigned hereby acknowledges and assumes any and all risk of injury (including death) with relation to any type of ailment, illness, disorder or abnormality, whether known or unknown.

The undersigned hereby releases and agrees to defend, indemnify and hold the Village of Lemont, its officials, agents and employees harmless from any and all liabilities, claims, injuries or damages of whatever nature, arising from, as a result on account of, directly or indirectly, observing or participating in use of the Lemont firing range, except that arising out of the sole legal cause of the Village of Lemont, its agents or employees.

Any and all questions or concerns shall be brought to the attention of Chief of Police, Village of Lemont or their designee prior to participating in the use of the Lemont firing range. The Village of Lemont reserves the right to deny participation to any person for any reason whatsoever.

This Waiver of Liability and Hold Harmless Agreement shall be governed by the laws of the State of Illinois and jurisdiction shall be proper only in the County of Du Page, State of Illinois. The invalidity or unenforceability of any of the provisions hereof shall not affect the validity or enforceability of the remainder of this Agreement.

The undersigned must complete this waiver in the presence and acknowledged by their department's range officer prior to participation in the use of the Lemont firing range.

By signing below, the participant has read and understands the waiver as described above.

Police Agency _____ **Range Officer** _____

Signature of Participant _____ Date _____

VILLAGE OF WILLOWBROOK

BOARD MEETING AGENDA ITEM - HISTORY/COMMENTARY

ITEM TITLE:

AN ORDINANCE AMENDING CHAPTER 12 OF THE WILLOWBROOK MUNICIPAL CODE ENTITLED "CODE OF ETHICS" BY ADDING PROVISIONS THERETO CREATING A VILLAGE ETHICS COMMISSION, ENUMERATING ITS POWERS AND DUTIES AND ESTABLISHING PROCEDURES FOR ITS HEARING AND DETERMINATION OF ETHICS COMPLAINTS.

AGENDA NO.

12

AGENDA DATE: 8/27/2012**STAFF REVIEW:** Tim Halik, Village Adm.**SIGNATURE:** Tim J. Halik**LEGAL REVIEW:** Wm J. Hennessy, Village Atty.**SIGNATURE:** Wm. Hennessy**RECOMMENDED BY:** Tim Halik, Village Adm.**SIGNATURE:** Tim J. Halik**REVIEWED & APPROVED BY COMMITTEE:**YES NO N/A **ITEM HISTORY (PREVIOUS VILLAGE BOARD REVIEWS, ACTIONS RELATED TO THIS ITEM, OTHER PERTINENT HISTORY)**

In 1977, the Village first adopted a Code of Ethics. This initial iteration was thereafter revised in 1984, 1992, 1999 and 2004. In 2010, a matter arose which over that year and the next demonstrated the need for a further revision of the Code to provide for appropriate due process to those charged with violating its provisions. Pursuant to the Mayor's direction, the Village Attorney has drafted an Amendatory Ordinance which addresses this matter. The proposed Ordinance was last discussed by this Board on July 9, 2012. At that time, the consensus of the body embraced the following points: (a) that the Ordinance draft retain the Commission's option of delegating to a Subcommittee composed of three (3) Trustees the authority to conduct investigations and report findings upon the same to the Commission for final action; and (b) that the Ordinance draft add the Commission's alternative option of delegating to a Committee composed of two (2) Trustees and one (1) non-Trustee the authority to conduct investigations and report findings upon the same to the Commission for final action. The proposed Ordinance before the body this evening retains the Commission's delegate Subcommittee option and adds an alternative delegate Committee option. Given the serious and often complex legal nature of Code of Ethics complaints, it is the Village Attorney's opinion that the said Committee's non-Trustee member ought to be the Village's Ethics Officer, a person very familiar with this body of law. Accordingly, this revised Ordinance is submitted tonight for the Board's consideration.

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

The proposed Ordinance creates an Ethics Commission consisting of the corporate authorities of the Village. It sets forth with particularity the Commission's powers and duties. Among those powers, it allows the Commission the option of delegating to a Subcommittee or, alternatively, to an Advisory Committee the authority to conduct investigations into complaints alleging violations of the Code of Ethics and to report their findings thereon to the full Commission for its final action. The core provisions of the proposed Ordinance are those governing the process to be followed in hearing and determining the merits of complaints alleging violations of the Code by those subject to its provisions. Finally, the proposed Ordinance delineates the Commission's enforcement power as limited to recommending disciplinary action of a person found to be in violation of the Code to his or her ultimate jurisdictional authority, i.e., to the Village officer(s) having authority under Section 1-12-8 to discipline such persons, namely: the Corporate Authorities, the Board of Police Commissioners or the person(s) identified in Section 12-2-4 of the Willowbrook Municipal Code.

ACTION PROPOSED: Passage of the Ordinance

ORDINANCE NO. 12-0-_____

AN ORDINANCE AMENDING CHAPTER 12 OF THE WILLOWBROOK MUNICIPAL CODE ENTITLED "CODE OF ETHICS" BY ADDING PROVISIONS THERETO CREATING A VILLAGE ETHICS COMMISSION, ENUMERATING ITS POWERS AND DUTIES AND ESTABLISHING PROCEDURES FOR ITS HEARING AND DETERMINATION OF ETHICS COMPLAINTS.

WHEREAS, the Village of Willowbrook is a unit of local government organized and existing under the laws of the State of Illinois; and,

WHEREAS, the Mayor and the Board of Trustees of the Village have determined that it is appropriate and in the best interests of the Village to amend Chapter 12 of the Willowbrook Municipal Code entitled "Code of Ethics" in certain respects;

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

SECTION ONE: The foregoing recitals are hereby incorporated herein and made a part of this Amendatory Ordinance as though fully set forth in this section.

SECTION TWO: That the present text of Chapter 12 of the Willowbrook Municipal Code be and is hereby amended as follows: (a) by deleting certain provisions from the text of Chapter 12 as are hereafter shown with a line drawn through said provisions, and (b) by adding certain provisions to the text of Chapter 12 as are hereafter shown with a line drawn beneath said provisions:

Chapter 12

CODE OF ETHICS

1-12-1: PURPOSE:

All elected and appointed officers and all employees of the village shall, in relation to the positions of public trust and employment which they may occupy, maintain the standards of ethical conduct set forth in this code. Such officers and employees shall at all times segregate their personal and private business interests from the performance of their duties and responsibilities as officers or employees of the village to the end that the appearance of, as well as any actual conflict of interest does not exist. (Ord. 77-0-21, 5-23-1977)

1-12-2: DEFINITIONS:

BUSINESS ENTITY: Any legal entity, including, without limitation, sole proprietorship, partnership, limited partnership, joint venture, corporation or trust. Business entity shall also include any legal entities owned or owned by, in whole or in part, any legal entity qualifying as a business entity.

DIRECT OR INDIRECT INTEREST: Any legal or equitable ownership interest which a public servant or a member of the public servant's immediate family holds in a business entity which is equal to or greater than seven and five-tenths percent (7.5%) of the total ownership of the business entity.

PUBLIC SERVANT: Any officer, full time employee, whether elected, appointed or employed by the Village of Willowbrook, together with all engineers, accountants, attorneys, insurance agents, land planners or other consultants retained or employed for the purpose of rendering professional services to the Village of Willowbrook.

ULTIMATE JURISDICTIONAL AUTHORITY: The village officer(s) having authority under Section 1-12-8 of this chapter to discipline a public servant named as a respondent in a complaint alleging a violation of any of its provisions.

VILLAGE CONFIDENTIAL INFORMATION: Any information relating to the village which has not yet been disclosed to the public. (Ord. 77-0-21, 5-23-1977; amd. Ord. 84-0-30, 6-25-1984; Ord. 92-0-97, 2-9-1992)

1-12-3: GENERAL PROHIBITION:

(A)

1. No public servant shall be interested, directly or indirectly, in his own name or in the name of any business entity in which the public servant holds a direct or indirect interest, in any contract, work or business of the village, or in the sale of any article, whenever the expense, price or consideration of the contract, work, business or sale is paid either from the village treasury or by any assessments levied by any statute or ordinance, or upon which said public servant may be called upon to act or vote.
2. No public servant shall represent, either as agent or otherwise, any person, association, trust, corporation or other business entity, with respect to any application or bid for any contract, work or business of the village, or in the sale of any article, whenever the expense, price or consideration of the contract, work, business or sale is paid either from the village treasury or by any assessment levied by any statute or ordinance, or upon which said public servant may be called upon to act or vote.
3. No public servant shall be interested, directly or indirectly, in his own name or in the name of any business entity in which the public servant holds a direct or indirect interest, in the purchase of any property which: a) belongs to the village; or b) is sold for taxes or assessments; or c) is sold by virtue of legal process initiated by the village.
4. The prohibitions contained in subsections (A) 1, (A) 2 and/or (A) 3 of this section shall not apply if such prohibited interest is disclosed by the public servant prior to the village's consideration of the subject transaction and the corporate authorities approve such transaction, notwithstanding such disclosed interest, by the affirmative vote of each member of the corporate authorities eligible to vote with respect to such transaction. No provision of this subsection shall be so construed as to authorize or permit any public servant to be in violation of any statute of the state, including, but not limited to, 65 Illinois Compiled Statutes 5/3-14-4 and/or "an act to prevent fraudulent and corrupt practices in the making or accepting of official appointments and contracts by public officers", 50 Illinois Compiled Statutes 105/1 et seq. (Ord. 92-0-07, 2-9-1992)

(B) No public servant may accept, during any calendar year, a gift(s) with a value in the aggregate greater than one hundred seventy five dollars (\$175.00) from any one person or business entity who has or may reasonably be expected to have business of any sort with the village. No public servant shall have a direct or indirect interest in any business entity which accepts, during any calendar year, a gift(s) with a value in the aggregate greater than one hundred seventy five dollars (\$175.00) from any one person or business entity who has or may reasonably be expected to have business of any sort with the village.

This prohibition shall not apply to gifts provided to public servants which are consumed on village premises and which are not for the personal benefit of any single public servant. This provision shall not preempt any stricter provisions adopted as part of the village's personnel manual. (Ord. 99-0-22, 8-9-1999).

(C) No public servant may accept any economic opportunity from any third party for purposes of influencing the performance of his or her official duties. No public servant shall have a direct or indirect interest in any business entity that accepts any economic opportunity from any third party for purposes of influencing the performance of his or her official duties.

(D) No public servant shall disclose village confidential information to any third party. No public servant shall disclose any nonconfidential village information where the purpose is to enhance an economic opportunity for the public servant or a business entity in which the public servant holds a direct or indirect interest. (Ord. 92-0-07, 2-9-1992)

1-12-3.1: ABSTENTION:

Every public servant shall abstain from participating in any official function, duty or vote if because of any competing interest there is a material threat to the public servant exercising independent judgment or if exercising such official function, duty or vote creates the appearance of impropriety. Should any public servant have any question whether his or her actions may violate the requirements of this section, the public servant may raise such issue to the Village Board or its designate prior to taking such action and the Village Board shall rule whether the public servant must abstain or may participate in the village function, duty or vote. (Ord. 92-0-07, 2-9-1992)

1-12-3.2: ADOPTION OF CERTAIN PROVISIONS OF THE STATE OFFICIALS AND EMPLOYEES ETHICS ACT:

- (A) The provisions of Section 5-15 and Article 10 of the state officials and employees ethics act, 5 Illinois Compiled Statutes 430/1-1 et seq., (hereinafter referred to as the “act” in this section) are hereby adopted by reference and made applicable to the officers and employees of the village to the extent required by 5 Illinois Compiled Statutes 430/70-5. Three (3) copies of the act are, and have been for not less than thirty (30) days prior to the enactment of this section, on file in the office of the Village Clerk.
- (B) The solicitation or acceptance of gifts prohibited to be solicited or accepted under the act by any officer or any employee of the village is hereby prohibited.
- (C) The offering or making of gifts prohibited to be offered or made to an officer or employee of the village under the act is hereby prohibited.
- (D) The participation in political activities prohibited under the act, by any officer or employee of the village is hereby prohibited.
- (E) For purposes of this section, the terms “officer” and “employee” shall be defined as set forth in 5 Illinois Compiled Statutes 430/70-5(c).
- (F) The penalties for violations of this section shall be the same as those penalties set forth in 5 Illinois Compiled Statutes 430/50-5 for similar violations of the act.
- (G) This section does not repeal or otherwise amend or modify any existing ordinances, codes, rules, regulations or policies, including, but not limited to, the village’s personnel manual, which regulate the conduct of village officers and employees. To the extent that any such existing ordinances or policies are less restrictive than this section, however, the provisions of this section shall prevail in accordance with the provisions of 5 Illinois Compiled Statutes 430/70-5(a).
- (H) There is hereby created the office of ethics officer. The ethics officer shall be appointed by the ~~president~~ mayor with the advice and consent of the corporate authorities. The ethics officer may hold another office, either elected or appointed. The ethics officer shall provide guidance to the officers and employees of the village concerning the interpretation and compliance with the provisions of this ~~section~~ chapter and state ethics laws. The ethics officer shall perform such other duties as may be delegated by the village.

- (I) Any amendment to the act that becomes effective after the effective date of this section shall be incorporated into this section by reference and shall be applicable to the solicitation, acceptance, offering and making of gifts and to prohibited political activities. However, any amendment that makes its provisions optional for adoption by municipalities shall not be incorporated into this section by reference without formal action by the corporate authorities of the village.
- (J) If the Illinois Supreme Court declares the act unconstitutional in its entirety, then this section shall be repealed as of the date that the Illinois Supreme Court's decision becomes final and not subject to any further appeals or rehearings. This section shall be deemed repealed without further action by the corporate authorities of the Village of Willowbrook if the act is found unconstitutional by the Illinois Supreme Court.
- (K) If the Illinois Supreme Court declares part of the act unconstitutional but upholds the constitutionality of the remainder of the act, or does not address the remainder of the act, then the remainder of the act as adopted by this section shall remain in full force and effect; however, that part of this section relating to the part of the act found unconstitutional shall be deemed repealed without further action by the corporate authorities of the Village of Willowbrook. (Ord. 04-0-17, 4-26-2004)

1-12-4: FINANCIAL DISCLOSURE:

Each public servant shall file with the Village Clerk a statement of financial disclosure containing the following information:

- (A) The name and address of any business entity in which the public servant has a "direct or indirect interest", as defined elsewhere in this chapter.
- (B) The location and present use of each parcel of real property owned by the public servant or a business entity in which the public servant has a "direct or indirect interest", as defined elsewhere in this chapter. (Ord. 92-0-07, 2-9-1992)

1-12-5: FINANCIAL DISCLOSURE STATEMENTS:

Financial disclosure statements shall be provided by the Village Clerk. Each public servant shall file the required statement reflecting the information required thereon as of January 1 of each year, such statement to be filed on or before January 31 of each year. Any person who becomes

a public servant after January 1 of any year shall file the required financial statement within thirty one (31) days of entering office or assuming the duties of employment, which statement shall reflect the information required thereon as of the date of his entry into such office or assumption of such duties of employment. (Ord. 77-0-21, 5-23-1977)

1-12-6: PUBLIC RECORD:

All financial disclosure statements filed in accordance with the provisions of this code shall be available for public inspection in the office of the Village Clerk, subject only to such reasonable rules and regulations as the Village Clerk shall from time to time adopt and public.

(Ord. 77-0-21, 5-23-1977)

1-12-7: ETHICS COMMISSION:

A. Establishment. There is hereby established an Ethics Commission, consisting of the corporate authorities of the Village. The Chairperson of the Commission shall be the Village Mayor. In the absence of the Mayor, the corporate authorities may elect one of their members to serve as a temporary chairman.

B. Powers and Duties. The Ethics Commission shall have the following powers and duties:

1. To promulgate such procedures and rules governing the performance of its duties and the exercise of its powers as deemed necessary or appropriate.
2. Upon receipt of a signed, notarized, written complaint to investigate, conduct research, conduct closed hearings and deliberations, issue findings, decisions and recommendation.
3. To act only upon the receipt of a written complaint alleging a violation of this Chapter, and not upon its own prerogative.
4. To receive information from the public pertaining to its investigations and to require additional information and documents from persons who may have violated this Chapter as the Commission deems appropriate.

5. When necessary, to subpoena witnesses and compel the production of books and papers pertinent to an investigation authorized by this Chapter.
6. When necessary, to request that the State's Attorney provide legal advice without charge to the Commission.
7. To prepare and publish such manuals and guides as the Commission deems appropriate explaining the duties of individuals covered by this Chapter.
8. To prepare such public information materials as the Commission deems appropriate to facilitate compliance, implementation and enforcement of this Chapter.
9. To prepare periodic statistical reports consisting of (i) the number of complaints filed, (ii) the number of complaints deemed to sufficiently allege a violation of this Chapter, (iii) the recommendation or decision issued for each complaint, (iv) the number of complaints resolved, and (v) the status of pending complaints.
10. The Commission may delegate to a Subcommittee its authority to conduct investigations pursuant to this Section and require a report of the Subcommittee's findings to the full Commission for final action. Alternatively, the Commission may delegate to an Advisory Committee its authority to conduct investigations pursuant to this Section and require a report of the Committee's findings to the full Commission for final action. In the case where the Commission has delegated to a Subcommittee its authority to conduct investigations and report its findings to the full Commission pursuant to this Section, the Mayor with the advice and consent of the Board of Trustees shall appoint from amongst the membership of the Board the said Subcommittee consisting of three (3) Trustees. In the alternative case where the Commission has delegated to an Advisory Committee its authority to conduct investigations and report its findings to the full Commission pursuant to this Section, the Mayor with the advice and consent of the Board of Trustees shall appoint two (2) Trustees and the Ethics Officer as the three (3) members of the Advisory Committee. From amongst the persons so appointed to the said Subcommittee or to the said Advisory Committee, the Mayor shall designate the Chairperson of the Subcommittee or, as the case may be, the Chairperson of the Advisory Committee. The attendance of a majority of the members of the Subcommittee or, as the case may be, the Advisory Committee at its meetings shall be required to constitute a quorum, provided, however, that any member not present at each meeting shall, prior to participating in a vote or any decision, first certify upon the record that he or she has read the transcript of each meeting at which he or she was not personally in attendance.

11. In the event that a member of the Commission is the subject of a claimed violation of this Chapter, such member shall immediately recuse himself or herself from the investigation of such claimed violation, and shall take no part in the final action of the Commission regarding such claimed violation.

The powers and duties of the Commission are limited to matters clearly within the purview of this chapter.

C. Complaint Procedure:

1. Complaints alleging a violation of this Chapter by a public servant shall be filed as follows: If the complaint alleges a violation by an employee, appointed officer, or elected officer of the Village, then the complaint shall be filed with the Ethics Officer. In the event that the subject of the complaint is the Ethics Officer, such complaint shall be filed with the Village Mayor. Any complaint received by, or incident reported to, an employee alleging the violation of this Chapter, shall be forwarded to the Ethics Officer or Village Mayor as provided above. Upon receipt of any such complaint, the Ethics Officer, or the Village Mayor, as the case may be, shall forward the complaint to each member of the Ethics Commission.
2. Within three (3) days after the filing of an ethics complaint, the Commission's Secretary shall send by certified mail, return receipt requested, a notice to the respondent that a complaint has been filed against him or her and a copy of the complaint. The Commission shall send by certified mail, return receipt requested, a confirmation of the receipt of the complaint to the complainant within three (3) business days after the submittal to the Commission. The notices to the respondent and the complainant shall also advise them of the date, time, and place of the meeting on the sufficiency of the complaint and probable cause, which meeting shall be held within fourteen (14) business days after receiving the complaint.
3. Upon at least 48 hours' public notice of the meeting session, the Commission, its delegate Subcommittee, or its delegate Advisory Committee, as the case may be, shall meet in a closed session to review the sufficiency of the complaint and, if the complaint is deemed to sufficiently allege a violation of this chapter, to determine if there is probable cause, based on evidence presented by the complainant, to proceed. The Commission shall thereafter issue notice to the complainant and the respondent of its ruling on the sufficiency of the complaint, and, if necessary, on probable cause.

If the complaint is deemed to sufficiently allege a violation of this chapter and there is a determination of probable cause, then the Commission's notice to the parties shall include a hearing date scheduled within four (4) weeks after the Commission's ruling on the sufficiency of the complaint. If the complaint is deemed not to sufficiently allege a violation or if there is no determination of probable cause, then the Commission shall send by certified mail, return receipt requested, a notice to the parties of the decision to dismiss the complaint and that notice shall be made public.

4. On the scheduled hearing date and upon at least 48 hours' public notice of the said hearing, the Commission shall conduct a closed meeting on the complaint and allow both parties the opportunity to present testimony and evidence.
5. Within two (2) weeks after the conclusion of the hearing on the complaint, the Commission shall either (i) dismiss the complaint or (ii) issue a preliminary recommendation to the alleged violator and to the violator's ultimate jurisdictional authority. The particular findings in the instant case and the preliminary recommendation shall be made public.
6. Within seven (7) business days after the issuance of the preliminary recommendation, the respondent may file a written demand for a public hearing on the complaint. The filing of the demand for a public hearing shall stay the enforcement of the preliminary recommendation. Within two (2) weeks after receiving the demand, the Commission shall conduct a public hearing on the complaint after at least 48 hours' public notice of the hearing and allow both parties the opportunity to present testimony and evidence. Within five (5) business days after such public hearing, the Commission shall publicly issue a final recommendation to the alleged violator and to the violator's ultimate jurisdictional authority.
7. If the complaint is filed during the 60 days preceding the date of any election at which the respondent is a candidate, the Commission shall render its decision as required under Section 1-12-7C5 within seven (7) days after the complaint is filed, and during the seven (7) days preceding that election, the Commission shall tender such decision before the date of that election, if possible.
8. A complaint alleging the violation of this Chapter must be filed within one year after the alleged violation.

D. Enforcement:

1. Should the Commission find the respondent to be in violation of any of the provisions of this Chapter, it may recommend disciplinary action of that person to his or her ultimate jurisdictional authority. The Commission's recommendation may prescribe the following courses of action:

- (i) A reprimand.
- (ii) An order to cease and desist the offensive action.
- (iii) A return or refund of money or other items, or an amount of restitution for services received in violation of this chapter.
- (iv) Donation to a charity of an amount equal to the gift.
- (v) Suspension, dismissal, removal from office or censure.

2. The Village, through the respondent's ultimate jurisdictional authority, may take disciplinary action against any such respondent (i) who the Commission finds is in violation of this chapter, (ii) who is the subject of a recommendation by the Commission or (iii) described by both items (i) and (ii).

The Village may take disciplinary action as recommended by the Commission, if any, or as it deems appropriate, to the extent it has constitutional and statutory authority to take that action.

The Village shall make its action, or its determination to take no action, available to the public.

3. If after a hearing, the Commission finds no violation of this chapter, it shall dismiss the complaint.

E. Review:

The Commission's decision to dismiss a complaint or to recommend disciplinary action is not a final administrative decision subject to judicial review under the Administrative Review Act of the Illinois Code of Civil Procedure.

F. Exemption:

The proceedings conducted and documents generated under this Section are exempt from the provisions of the Open Meetings Act and the Freedom of Information Act, except as expressly provided.

~~1-12-7:~~ 1-12-8: VIOLATION:

Any public servant found to have violated any provision of this chapter shall be subject to discipline as follows:

- (A) Any member of the corporate authorities, or village clerk, found to have violated any provision of this chapter shall be subject to censure by a vote of a majority of the corporate authorities then holding office.
- (B) Any sworn police officer found to have violated any provision of this chapter shall be subject to discipline by the board of police commissioners, pursuant to the rules and regulations duly adopted by said board.
- (C) Any employee subject to the provisions of Title 12, Chapter 2 of this code found to have violated any provision of this chapter shall be subject to discipline in accordance with Title 12, Chapter 2 of this code.
- (D) Any Village Administrator, Village Attorney, or other officer or consultant of the Village of Willowbrook, not provided for hereinabove, found to have violated any provision of this chapter shall be subject to removal, censure, or such other action as the corporate authorities deem appropriate. (Ord. 92-O-07, 3-9-1992)

~~1-12-8:~~ 1-12-9: EMPLOYEE PROTECTION:

No employee shall be discharged, demoted, suspended, threatened, harassed, or in any other manner discriminated against in the terms and conditions of employment by the Village because of lawful acts done by the employee, on behalf of the employee or others, in furtherance of investigation of, initiation of testimony for or assistance with an alleged violation of this chapter. (Ord. 09-O-14, 5-26-1998)

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

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

PASSED and APPROVED this 27th day of August, 2012.

APPROVED:

Mayor

ATTEST

Village Clerk

ROLL CALL VOTE:

AYES: _____

NAYES: _____

ABSTENTIONS: _____

ABSENT: _____