

A G E N D A

REGULAR MEETING OF THE MAYOR AND BOARD OF TRUSTEES OF THE VILLAGE OF WILLOWBROOK TO BE HELD ON MONDAY, OCTOBER 22, 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 - October 8, 2012 (APPROVE)
 - c. Minutes - Executive Session Meeting - September 24, 2012 (APPROVE)
 - d. Warrants - \$196,943.39 (APPROVE)
 - e. Resolution - A Resolution Authorizing the Chief of Police to Execute a Tactical Diversion Task Force Agreement with the Federal Drug Enforcement Administration and Ratifying and Confirming the Chief of Police's Prior Execution of Said Agreement (ADOPT)
 - f. Proclamation - A Proclamation Designating the Month of October as National Physical Therapy Month (APPROVE)
 - g. Fiscal Year 2013/14 Budget Schedule (APPROVE)

NEW BUSINESS

6. DELINQUENT WATER BILLS
7. MOTION - A MOTION TO APPROVE THE FISCAL YEAR 2011/12 COMPREHENSIVE ANNUAL FINANCIAL REPORT (CAFR), TAX INCREMENT FINANCING (TIF) DISTRICT FUND REPORT, AND AUDIT MANAGEMENT LETTER
8. RESOLUTION - A RESOLUTION AUTHORIZING THE BOARD OF POLICE COMMISSIONERS (BOPC) TO EFFECT THE APPOINTMENT OF A CANDIDATE TO FILL A FUTURE VACANCY IN THE RANK OF PATROL OFFICER WITHIN THE POLICE DEPARTMENT CREATED BY THE PENDING RETIREMENT OF THE DEPUTY CHIEF OF POLICE

9. DISCUSSION - ETHICS ORDINANCE

PRIOR BUSINESS

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

MINUTES OF THE REGULAR MEETING OF THE MAYOR AND BOARD OF TRUSTEES OF THE VILLAGE OF WILLOWBROOK HELD ON MONDAY, OCTOBER 8, 2012 AT THE VILLAGE HALL, 7760 QUINCY STREET, IN THE VILLAGE OF WILLOWBROOK, DUPAGE COUNTY, ILLINOIS.

1. CALL TO ORDER

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

2. ROLL CALL

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

ABSENT: None

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

A QUORUM WAS DECLARED

3. PLEDGE OF ALLEGIANCE

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

4. VISITORS' BUSINESS

None presented.

5. OMNIBUS VOTE AGENDA

- a. Waive Reading of Minutes (APPROVE)
- b. Minutes - Regular Board Meeting - September 24, 2012 (APPROVE)
- c. Minutes - Executive Session Meeting - August 27, 2012 and September 10, 2012 (APPROVE)
- d. Warrants - \$125,389.40 (APPROVE)
- e. Monthly Financial Report - September 30, 2012 (APPROVE)
- f. Motion - A Motion to Approve Application for a License to Hold a Raffle - Hinsdale South Booster Club (APPROVE)
- g. Motion - A Motion to Approve Application for a License to Hold a Raffle - Wounded Warrior Project (APPROVE)

- h. Resolution - A Resolution Accepting a Proposal to Purchase Window Treatments - National Window Shade Company - No. 12-R-43 (ADOPT)
- i. Resolution - A Resolution Creating Set Hours for Halloween Solicitation - No. 12-R-44 (ADOPT)
- j. Resolution - A Resolution Proclaiming Red Ribbon Week in the Village of Willowbrook - No. 12-R-45 (ADOPT)

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

Trustees Baker and Kelly recused themselves from voting on Item 5g.

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

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

MOTION DECLARED CARRIED

NEW BUSINESS

6. ORDINANCE - AN ORDINANCE AMENDING THE VILLAGE CODE OF THE VILLAGE OF WILLOWBROOK - TITLE 3 CHAPTER 12 SECTION 3-12-5(B) - CLASSIFICATIONS: CLASS B LICENSE

Administrator Halik stated that the recently opened Luciano's Restaurant also operates a monthly wine club program. The Class B liquor license is for consumption on premises only. Class A provides for the sale of packaged liquor, but no on-premises consumption. Staff researched the liquor code in nearby jurisdictions where known wine clubs were in place. Their codes have been amended to directly address the wine club concept.

Staff recommends that a sub-classification of the Class B license, called Class B-1 license, be created to allow for restaurants that have a Class B license to also operate a wine club program. The annual fee for a Class B-1 license will be \$500.00, which must be paid in addition to the annual Class B license of \$2,500.00. The proposed ordinance also sets the initial number of licenses to one (1) which will be issued to Luciano's by the Liquor Control Commissioner.

Trustee Trilla questioned about a liquor store having a wine club. Administrator Halik advised that it is already covered

under the Class A license for the sale of retail packaged liquor.

Trustee Mistele questioned if any of the other Class B liquor license holders could be able to do this also. Administrator Halik stated that they could also apply.

MOTION: Made by Trustee Mistele and seconded by Trustee Kelly to approve Ordinance No. 12-0-23 as presented.

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

MOTION DECLARED CARRIED

7. RESOLUTION - A RESOLUTION ACCEPTING A PROPOSAL TO MANAGE AND ADMINISTER THE JOB APPLICATION AND EXAMINATION PROCESS FOR THE PATROL OFFICER HIRING PROCESS AND TO FURTHER AUTHORIZE THE VENDOR, ACTING AS AN AGENT OF THE VILLAGE, TO ASSESS AN APPLICATION FEE FROM CANDIDATES AS PART OF THE APPLICATION PROCESS - SELECTION WORKS

Chief Shelton reviewed that a new testing company had been found and was recommended by the Board of Police Commissioners. Selection Works will be the vendor that will facilitate and manage the next officer testing process. The police department will need to supply the location for the testing and Selection Works will administer the rest.

MOTION: Made by Trustee Davi and seconded by Trustee Trilla to adopt Resolution No. 12-R-46 as presented.

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

MOTION DECLARED CARRIED

8. MOTION - A MOTION RELATING TO IDOT'S PROPOSED CONSTRUCTION - KINGERY HIGHWAY (ILLINIS ROUTE 83) RESURFACING PROJECT, SECTION 544-RS-4 - COOK COUNTY LINE TO KNOLLWOOD ROAD, TO BE COMPLETED DURING THE 2013 CONSTRUCTION SEASON

Administrator Halik stated that the Village received notification from IDOT of their intent to complete a resurfacing project of Kingery Highway through Willowbrook during 2013. This project was originally supposed to occur in 2017, it has now been moved up. Construction would begin in late April-early May

of 2013 and be completed in October of 2013. IDOT is requesting authorization from the Village to complete the construction work at night, from 8:00 p.m. - 5:00 a.m., as well as possible weekend work that would not be restricted. This would maintain traffic flow during morning and afternoon rush hours and potentially lessen the impact on the local businesses. The obviously downside is the temporary disturbance to residents living in the vicinity.

The Municipal Services Committee discussed this item immediately prior to this Board meeting. After discussion, the Committee advised that they are not opposed to the nighttime construction provided that frequent and ample public notice is provided to all Willowbrook residents.

MOTION: Made by Trustee Mistele and seconded by Trustee Baker to accept the IDOT proposed construction project to be completed during the night as presented.

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

MOTION DECLARED CARRIED

PRIOR BUSINESS

9. COMMITTEE REPORTS

Trustee Baker announced that he has received notice of the pending retirement of Deputy Chief Paul Oggerino on January 4, 2013. As a result of this, Trustee Baker stated that it is necessary for someone to step in immediately for training with Deputy Chief Oggerino. Trustee Baker stated that the Chief should be allowed to select the next Deputy Chief and the process be moved forward immediately.

Trustee Kelly concurred with Trustee Baker's comments and emphasized the need to move quickly so that there is an appropriate command structure in place.

Trustee Kelly stated that while going through the draft from Wolf & Company on control issues, it recommended that the Village require an annual signature on forms indicating that persons in charge of the governance of the Village have read and understood the Village's Code of Ethics and Conflict of Interest policies. Trustee Kelly wanted to remind the Board that this topic had come up several months ago. Trustee Kelly stated that

this is now an audit recommendation and suggested that this issue be resolved as quickly as possible.

Trustee Mistele congratulated Deputy Chief Oggerino on a full career.

Trustee Berglund had no report.

Trustee Davi had no report.

Trustee Trilla had no report.

10. ATTORNEY'S REPORT

Attorney Hennessy had no report.

11. CLERK'S REPORT

Clerk Hansen clarified Resolution numbers assigned during tonight's meeting.

12. ADMINISTRATOR'S REPORT

Administrator Halik had no report.

13. MAYOR'S REPORT

Mayor Napoli (verbatim):

"At our last Board meeting, Trustee Mistele compared our Village and its present operation and management to those of Rosemont and Berwyn in a disparaging manner. The Daily Herald recently ran an article titled, "How Much Money Does Your Town Owe?" A total of 78 municipalities were surveyed:

9 municipalities were lower than us
1 municipality was tied with us
68 municipalities were higher than us (87.2%)

Basically the survey took the total debt of the municipality and divided by the number of citizens to indicate the average debt per resident.

Rosemont:	average debt/resident	\$120,338.00
Willowbrook:	average debt/resident	\$ 303.25

I wish to complement those of you on this Board for your thoughtful and objective deliberation and decision to implement the findings and recommendations of the staff to approve and put into effect the cost savings recommendations presented here over the past years which have not, in any way, diminished the Village services provided to our citizens. Our Village operations and services are provided in a fiscally responsible manner and at a lower cost to the citizens."

14. 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 Pending Litigation Against the Village Pursuant to Chapter 5 ILCS 120/2(c)(11)
- c. Consideration of Collective Negotiating Matters Between the Village and Its Employees and Their Representatives Pursuant to Chapter 5 ILCS 120/1(C)(2)
- d. Consideration of the Performance of a Specific Employee of the Village Pursuant to 5 ILCS 120/2(c)(1)

ADJOURN INTO EXECUTIVE SESSION

MOTION: Made by Trustee Baker and seconded by Trustee Kelly to adjourn into Executive Session at the hour of 6:55 p.m.

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

MOTION DECLARED CARRIED

15. ADJOURNMENT

MOTION: Made by Trustee Kelly and seconded by Trustee Baker, to adjourn the Executive Session at the hour of 8:44 p.m.

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

MOTION DECLARED CARRIED

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Village Board Minutes
October 8, 2012

PRESENTED, READ and APPROVED.

October 22, 2012.

Mayor

Minutes transcribed by Deputy Clerk Cindy Stuchl.

WARRANTS

October 22, 2012

GENERAL CORPORATE FUND	-----	\$84,081.05
WATER FUND	-----	107,202.30
HOTEL/MOTEL TAX FUND	-----	3,649.24
WATER CAPITAL IMPROVEMENTS FUND	-----	2,010.80
TOTAL WARRANTS	-----	\$196,943.39



Tim Halik, Village Administrator

APPROVED:

Robert A. Napoli, Mayor

VILLAGE OF WILLOWBROOK

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BILLS PAID REPORT FOR OCTOBER, 2012

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GENERAL CORPORATE FUND

CHECKS & DIR. DEBITS

DESCRIPTION	ACCOUNT NUMBER	AMOUNT
AFLAC (46)	10/23 CK# 80732	\$1,894.62
D7088/OCT 12 EMP DED PAY - AFLAC/ACCIDENT 01-210-217	01-210-217	410.86
D7088/OCT 12 EMP DED PAY - AFLAC/OTHER INS 01-210-218	01-210-218	1,483.76
AL WARREN OIL CO (2205)	10/23 CK# 80733	\$4,880.82
10746110 GASOLINE INVENTORY 01-190-126	01-190-126	4,880.82
AMERICAN FIRST AID SERVICE INC (77)	10/23 CK# 80734	\$14.20
133954 MAINTENANCE - PW BUILDING	01-35-725-418	14.20
ANNE R SMITH (586)	10/23 CK# 80735	\$20.00
YOGA #215BF FALL RECREATION FEES 01-310-818	01-310-818	20.00
AT & T LONG DISTANCE (66)	10/23 CK# 80736	\$66.91
854192715SEPT12 PHONE - TELEPHONES 01-420-201	01-10-455-201	66.91
AT & T U-VERSE (SM) (2342)	10/23 CK# 80737	\$7.66
105661049/SPT12 MAINTENANCE - PW BUILDING	01-35-725-418	7.66
AUTO TRUCK GROUP (153)	10/23 CK# 80738	\$1,091.58
1097637 MAINTENANCE - VEHICLES 01-520-409	01-35-735-409	1,091.58
AZAVAR AUDIT SOLUTIONS INC (158)	10/23 CK# 80739	\$527.57
9077/OCT 12 UTILITY TAX 01-310-205	01-310-205	527.57
ROBERT BAKSHIS (171)	10/23 CK# 80740	\$1,750.00
2012 SURVEY FINANCIAL SERVICES 01-430-252	01-10-471-252	1,750.00
BLACK GOLD SEPTIC (208)	10/23 CK# 80741	\$310.00
53697 MAINTENANCE - PW BUILDING	01-35-725-418	310.00
BLUE LINE LEARNING GROUP, INC. (203)	10/23 CK# 80742	\$580.00
10B9053R12 SCHOOLS-CONFERENCE TRAVEL 01-451-304	01-30-630-304	500.00
10B9053R12 SCHOOLS CONFERENCE TRAVEL 01-501-304	01-35-710-304	80.00
BSA CUB SCOUT PACK 216 (165)	10/23 CK# 80743	\$82.00
2012 WREATHS PUBLIC RELATIONS 01-435-365	01-10-475-365	82.00
BSN SPORTS (2471)	10/23 CK# 80744	\$349.59
94939473 ADA PARK IMPROVEMENTS 01-630-520	01-20-590-521	349.59
CASE LOTS INC (300)	10/23 CK# 80745	\$313.55
043513 BUILDING MAINTENANCE SUPPLIES 01-405-351	01-10-466-351	313.55
JOSE CHAVEZ-JIMENEZ (322)	10/23 CK# 80746	\$150.83
12 UNFRMS UNIFORMS 01-451-345	01-30-630-345	150.83
CHICAGO INTERNATIONAL TRUCKS, LLC (337)	10/23 CK# 80747	\$1,356.12
1019312 MAINTENANCE - VEHICLES 01-520-409	01-35-735-409	781.78
1019587 MAINTENANCE - VEHICLES 01-520-409	01-35-735-409	574.34
CHICAGO BADGE & INSIGNIA CO (334)	10/23 CK# 80748	\$119.77
11766 OPERATING EQUIPMENT 01-451-401	01-30-630-401	119.77
CIVIC PLUS (2290)	10/23 CK# 80749	\$2,976.60
102985 CONSULTING SERVICES 01-410-306	01-10-460-306	2,976.60
COLLEGE OF DUPAGE (364)	10/23 CK# 80750	\$125.00
2811 SCHOOLS-CONFERENCE TRAVEL 01-451-304	01-30-630-304	125.00
COMMONWEALTH EDISON (370)	10/23 CK# 80751	\$275.77
0423085170OCT12 RED LIGHT - COM ED	01-30-630-248	63.87
0791026027OCT12 RED LIGHT - COM ED	01-30-630-248	54.21
1024813000OCT12 ENERGY - STREET LIGHT 01-530-207	01-35-745-207	1.26
4403140110OCT12 ENERGY - STREET LIGHT 01-530-207	01-35-745-207	84.02
6863089003OCT12 RED LIGHT - COM ED	01-30-630-248	72.41

VILLAGE OF WILLOWBROOK

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GENERAL CORPORATE FUND

CHECKS & DIR. DEBITS

DESCRIPTION	ACCOUNT NUMBER	AMOUNT
D & D BUSINESS, INC (2128)	10/23 CK# 80752	\$485.00
2724 PRINTING & PUBLISH 01-420-302	01-10-455-302	242.50
2724 PRINTING & PUBLISHING 01-451-302	01-30-630-302	242.50
DEBORAH JOHNSON (586)	10/23 CK# 80753	\$20.00
YOGA 215BF-3 FALL RECREATION FEES 01-310-818	01-310-818	20.00
DELUXE BUSINESS FORMS & SUPPLIES (459)	10/23 CK# 80754	\$17.50
2025538198 PRINTING & PUBLISHING 01-25-610-302	01-25-610-302	17.50
DESIGN PERSPECTIVES INC (2489)	10/23 CK# 80755	\$2,625.00
12-9874-2 PARK IMPROVEMENTS-NEIGHBORHOOD PARK	01-20-595-695	2,625.00
DONNA DRAKE (586)	10/23 CK# 80756	\$20.00
YOGA #215BF-2 FALL RECREATION FEES 01-310-818	01-310-818	20.00
DUPAGE COUNTY E.T.S.B. 911 (513)	10/23 CK# 80758	\$468.37
ETS 030-12-6 PHONE - TELEPHONES 01-451-201	01-30-630-201	468.37
DUPAGE COUNTY CLERK (509)	10/23 CK# 80759	\$10.00
OGGERINO FEES-DUES-SUBSCRIPTIONS 01-451-307	01-30-630-307	10.00
DUPAGE COUNTY RECORDER (518)	10/23 CK# 80760	\$43.00
201210030319 FEES DUES SUBSCRIPTIONS 01-420-307	01-10-455-307	43.00
ECO CLEAN MAINTENANCE INC (2385)	10/23 CK# 80763	\$1,449.00
2885 SEPT 12 MAINTENANCE - BUILDING 01-405-228	01-10-466-228	1,449.00
FEDERAL EXPRESS CORP. (592)	10/23 CK# 80765	\$36.67
202923548 POSTAGE & METER RENT 01-420-311	01-10-455-311	36.67
FIRE & SECURITY SYSTEMS INC. (601)	10/23 CK# 80766	\$94.00
124918 MAINTENANCE - BUILDING 01-405-228	01-10-466-228	94.00
GAIL BOSCH (586)	10/23 CK# 80767	\$28.00
YOGA 215BF-4 FALL RECREATION FEES 01-310-818	01-310-818	28.00
GORDON FLESCH (695)	10/23 CK# 80768	\$2.58
101385867 COPY SERVICE 01-420-315	01-10-455-315	2.58
GOVT FINANCE OFCRS ASSN (705)	10/23 CK# 80769	\$435.00
12 CAFR FEE FEES DUES SUBSCRIPTIONS 01-25-610-307	01-25-610-307	435.00
W.W. GRAINGER (1999)	10/23 CK# 80770	\$53.21
9944504100 MAINTENANCE SUPPLIES 01-615-331	01-20-570-331	53.21
HOME DEPOT COMMERCIAL (808)	10/23 CK# 80771	\$215.31
2022776 MAINTENANCE SUPPLIES 01-615-331	01-20-570-331	34.08
2022822 MAINTENANCE SUPPLIES 01-615-331	01-20-570-331	58.85
5020318 PARK LANDSCAPE SUPPLIES 01-610-341	01-20-565-341	41.84
9021543 OPERATING EQUIPMENT 01-540-401	01-35-755-401	80.54
THE HUNDRED CLUB OF DUPAGE CNTY (824)	10/23 CK# 80772	\$420.00
10/30 DINNER SCHOOLS-CONFERENCE TRAVEL 01-451-304	01-30-630-304	420.00
I.M.R.F. PENSION FUND (917)	10/23 CK# 80773	\$3,806.67
OCT 12 SLEP PENSION 01-10-455-155	01-30-630-156	3,806.67
ILL. MUNICIPAL LEAGUE (895)	10/23 CK# 80774	\$370.00
20730 SCHOOLS-CONFERENCE TRAVEL 01-05-410-304	01-05-410-304	120.00
20767 SCHOOLS-CONFERENCE TRAVEL 01-05-410-304	01-05-410-304	250.00
ILLINOIS DIRECTOR OF (475)	10/23 CK# 80775	\$436.15
2012 - 3RD QTR EMPLOYEE BENEFIT - UNEMPLOYMENT INS	01-10-455-144	4.63
2012 - 3RD QTR EMPLOYEE BENEFITS - UNEMPLOYMENT 01-601-144	01-20-550-144	74.73
2012 - 3RD QTR EMPLOYEE BENEFIT - UNEMPLOYMENT INS	01-25-610-144	107.29

VILLAGE OF WILLOWBROOK

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2012 - 3RD QTR EMPLOYEE BENEFIT - UNEMPLOYMENT INS	01-30-630-144	91.36
2012 - 3RD QTR EMPLOYEE BENEFITS - UNEMPLOYMENT 01-501-144	01-35-710-144	158.14
JEAN LYALL (1292)	10/23 CK# 80776	\$181.97
MDWY/FRMDALE PARK LANDSCAPE SUPPLIES 01-610-341	01-20-565-341	181.97
JENNIFER NOLAN (586)	10/23 CK# 80777	\$20.00
YOGA 215BF-5 FALL RECREATION FEES 01-310-818	01-310-818	20.00
KATHLEEN KENNEDY (586)	10/23 CK# 80778	\$20.00
YOGA 215BF-6 FALL RECREATION FEES 01-310-818	01-310-818	20.00
KIEFT BROTHERS INC (1051)	10/23 CK# 80779	\$114.60
189946 STORM WATER IMPROVEMENTS MAT 01-535-381	01-35-750-381	114.60
KING CAR WASH (1057)	10/23 CK# 80780	\$487.50
60/SEPT 12 GAS-OIL-WASH-MILEAGE 01-451-303	01-30-630-303	487.50
KONICA MINOLTA BUSINESS SOLUTIONS (2319)	10/23 CK# 80781	\$332.90
222448427 COPY SERVICE 01-451-315	01-30-630-315	107.87
222484747 POSTAGE & METER RENT 01-420-311	01-10-455-311	225.03
LASERCRAFT INC (2300)	10/23 CK# 80782	\$23,465.00
10513/SEPT 12 RED LIGHT CAMERA FEES 01-30-630-247	01-30-630-247	22,475.00
10514/SEPT 12 RED LIGHT - MISC FEE	01-30-630-249	990.00
LEXIS (21)	10/23 CK# 80783	\$102.95
1009686/SEPT12 FEES-DUES-SUBSCRIPTIONS 01-451-307	01-30-630-307	102.95
LOGSDON OFFICE SUPPLY (2452)	10/23 CK# 80784	\$328.66
4200671 OFFICE SUPPLIES 01-420-301	01-10-455-301	328.66
MIDWEST LASER SPECIALISTS, INC (1276)	10/23 CK# 80785	\$259.99
1074786 OPERATING SUPPLIES 01-451-331	01-30-630-331	259.99
MULTI BUSINESS FORMS INC. (1316)	10/23 CK# 80787	\$228.37
231160 OFFICE SUPPLIES 01-25-610-301	01-25-610-301	228.37
NANCY GRINNELL (586)	10/23 CK# 80788	\$28.00
YOGA 215BF-7 FALL RECREATION FEES 01-310-818	01-310-818	28.00
NEXTEL COMMUNICATION (1357)	10/23 CK# 80789	\$176.89
952377363SEP12 PHONE - TELEPHONES 01-420-201	01-10-455-201	40.03
952377363SEP12 PHONE - TELEPHONES 01-451-201	01-30-630-201	136.86
ILL. NOTARY DISCOUNT BONDING (861)	10/23 CK# 80790	\$44.90
B GOERS FEES-DUES-SUBSCRIPTIONS 01-451-307	01-30-630-307	44.90
OCCUPATIONAL HEALTH CENTERS (2413)	10/23 CK# 80791	\$114.00
1007013633 WELLNESS 01-440-276	01-10-480-276	114.00
ORKIN EXTERMINATING (1439)	10/23 CK# 80792	\$74.76
D2604360 OCT 12 MAINTENANCE - BUILDING 01-405-228	01-10-466-228	74.76
PCS INTERNATIONAL (2201)	10/23 CK# 80793	\$6,250.00
TEK PAK CONSULTING SERVICES 01-25-615-306	01-25-615-306	6,250.00
PEPSI COLA GEN BOT (1479)	10/23 CK# 80795	\$178.04
98143263 COMMISSARY PROVISION 01-420-355	01-10-455-355	178.04
PETTY CASH C/O TIM HALIK (1492)	10/23 CK# 80796	\$206.23
10/16/12 OPERATING EQUIPMENT 01-451-401	01-30-630-401	20.00
PD REFRIGATOR MAINTENANCE - BUILDING 01-405-228	01-10-466-228	186.23
PUBLIC SAFETY DIRECT INC (2309)	10/23 CK# 80797	\$255.16
23244 MAINTENANCE - VEHICLES 01-451-409	01-30-630-409	255.16

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GENERAL CORPORATE FUND

CHECKS & DIR. DEBITS

DESCRIPTION	ACCOUNT NUMBER	AMOUNT
RAE WATERS (586)	10/23 CK# 80798	\$28.00
YOGA 215BF-8 FALL RECREATION FEES 01-310-818	01-310-818	28.00
RUTLEDGE PRINTING CO. (1648)	10/23 CK# 80799	\$165.00
115136 PRINTING & PUBLISHING 01-451-302	01-30-630-302	165.00
SCHWEIZER EMBLEM COMPANY (1681)	10/23 CK# 80800	\$278.89
16441 UNIFORMS 01-451-345	01-30-630-345	278.89
SCOTT CONTRACTING INC (1682)	10/23 CK# 80801	\$960.00
2139 STREET & ROW MAINTENANCE 01-535-328	01-35-750-328	960.00
SCUKANEC GEORGE (1685)	10/23 CK# 80802	\$150.00
ADV HALLOWEEN FALL PROGRAM MATERIALS & SERVICES 01-622-118	01-20-580-118	150.00
SEASON COMFORT, CORP. (1687)	10/23 CK# 80803	\$835.00
200021 MAINTENANCE - BUILDING 01-405-228	01-10-466-228	386.25
200025 MAINTENANCE - BUILDING 01-405-228	01-10-466-228	198.75
200028 MAINTENANCE - BUILDING 01-405-228	01-10-466-228	250.00
SERVICE SANITATION INC (1697)	10/23 CK# 80804	\$136.00
6698331 RENT - EQUIPMENT 01-615-234	01-20-570-234	136.00
SHERIDAN PLUMBING & SEVER (2425)	10/23 CK# 80805	\$1,000.00
5732 JET CLEANING CULVERT 01-535-286	01-35-750-286	1,000.00
SIKICH LLP (1722)	10/23 CK# 80806	\$4,404.50
149684/SEPT 12 FINANCIAL SERVICES 01-25-620-252	01-25-620-252	4,404.50
SPRING-GREEN (1755)	10/23 CK# 80807	\$2,866.62
4394351 LANDSCAPE MAINTENANCE SERVICES 01-610-342	01-20-565-342	365.65
4394355 LANDSCAPE MAINTENANCE SERVICES 01-610-342	01-20-565-342	219.40
4394357 LANDSCAPE MAINTENANCE SERVICES 01-610-342	01-20-565-342	73.12
4394384 LANDSCAPE MAINTENANCE SERVICES 01-610-342	01-20-565-342	372.95
4394385 LANDSCAPE MAINTENANCE SERVICES 01-610-342	01-20-565-342	219.40
4394391 LANDSCAPE MAINTENANCE SERVICES 01-610-342	01-20-565-342	153.55
4394392 LANDSCAPE MAINTENANCE SERVICES 01-610-342	01-20-565-342	643.50
4394409 LANDSCAPE MAINTENANCE SERVICES 01-610-342	01-20-565-342	394.90
4394413 LANDSCAPE MAINTENANCE SERVICES 01-610-342	01-20-565-342	314.45
4394425 LANDSCAPE MAINTENANCE SERVICES 01-610-342	01-20-565-342	109.70
T.P.I. (1886)	10/23 CK# 80808	\$1,863.00
6357/SEPT 12 REIMB.	01-40-820-258	525.00
6357/SEPT 12 PART TIME INSPECTOR 01-565-109	01-40-830-109	798.00
6357/SEPT 12 REIMB.	01-40-830-115	540.00
TAMELING GRADING (1836)	10/23 CK# 80809	\$670.00
TG5/SEPT 12 LANDSCAPE MAINTENANCE SERVICES 01-610-342	01-20-565-342	400.00
TG5/SEPT 12 STREET & ROW MAINTENANCE 01-535-328	01-35-750-328	270.00
THOMPSON ELEV. INSPECT. SERVICE (1873)	10/23 CK# 80811	\$86.00
12-3442 ELEVATOR INSPECTION 01-565-117	01-40-830-117	86.00
TOM & JERRY'S SHELL SERVICES (1883)	10/23 CK# 80812	\$1,717.36
46772 MAINTENANCE - VEHICLES 01-451-409	01-30-630-409	20.40
46780 MAINTENANCE - VEHICLES 01-451-409	01-30-630-409	487.94
46804 MAINTENANCE - VEHICLES 01-451-409	01-30-630-409	20.40
46810 MAINTENANCE - VEHICLES 01-451-409	01-30-630-409	25.45
46832 MAINTENANCE - VEHICLES 01-451-409	01-30-630-409	297.24
46837 MAINTENANCE - VEHICLES 01-451-409	01-30-630-409	404.29
46838 MAINTENANCE - VEHICLES 01-451-409	01-30-630-409	25.45
46842 MAINTENANCE - VEHICLES 01-451-409	01-30-630-409	25.45

VILLAGE OF WILLOWBROOK

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GENERAL CORPORATE FUND

CHECKS & DIR. DEBITS

DESCRIPTION	ACCOUNT NUMBER	AMOUNT
TOM & JERRY'S SHELL SERVICES (1883) CONTINUED ...		
46843 MAINTENANCE - VEHICLES 01-451-409	01-30-630-409	86.65
46877 MAINTENANCE - VEHICLES 01-451-409	01-30-630-409	324.09
UNIFIRST (1926)	10/23 CK# 80813	\$233.36
0610723544 MAINTENANCE - BUILDING 01-405-228	01-10-466-228	179.50
0610723624 MAINTENANCE - PW BUILDING	01-35-725-418	53.86
VEDDER, PRICE, KAUFMAN & KAMMHOLZ PC (1971)	10/23 CK# 80814	\$5,766.00
447551/SEP 12 FEES - LABOR COUNSEL 01-425-242	01-10-470-242	5,766.00
VERIZON WIRELESS (1972)	10/23 CK# 80815	\$279.15
2808176005CREDIT TELEPHONES 01-551-201	01-40-810-201	-299.99
2808176005OCT12 PHONE - TELEPHONES 01-05-410-201	01-05-410-201	33.96
2808176005OCT12 PHONE - TELEPHONES 01-420-201	01-10-455-201	23.33
2808176005OCT12 PHONE - TELEPHONES 01-451-201	01-30-630-201	319.90
2808176005OCT12 TELEPHONES 01-501-201	01-35-710-201	118.63
2808176005OCT12 TELEPHONES 01-551-201	01-40-810-201	83.32
WAREHOUSE DIRECT (2002)	10/23 CK# 80816	\$304.98
1704272-0 OFFICE SUPPLIES 01-451-301	01-30-630-301	44.22
1706160-0 OFFICE SUPPLIES 01-451-301	01-30-630-301	260.76
WESTMORE SUPPLY CO (2427)	10/23 CK# 80817	\$331.00
SEPT 77090 STREET & ROW MAINTENANCE 01-535-328	01-35-750-328	331.00
WESTOWN AUTO SUPPLY COMPANY (2026)	10/23 CK# 80818	\$38.22
47093 MAINTENANCE - VEHICLES 01-520-409	01-35-735-409	33.91
47224 MAINTENANCE - VEHICLES 01-520-409	01-35-735-409	4.31
WILD GOOSE CHASE INC (2047)	10/23 CK# 80819	\$1,050.00
18218 LANDSCAPE MAINTENANCE SERVICES 01-610-342	01-20-565-342	1,050.00
WLBK BURR RIDGE KIWANIS (2054)	10/23 CK# 80820	\$120.00
VIOLANTE 12/13 FEES DUES SUBSCRIPTIONS 01-420-307	01-10-455-307	120.00
TOTAL GENERAL CORPORATE FUND		\$84,081.05

VILLAGE OF WILLOWBROOK

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WATER FUND

CHECKS & DIR. DEBITS

DESCRIPTION	ACCOUNT NUMBER	AMOUNT
COMMONWEALTH EDISON (370)	10/23 CK# 80751	\$828.78
4651111049SEP12 ENERGY - ELECTRIC PUMP 02-420-206	02-50-420-206	428.98
5071072051SEP12 ENERGY - ELECTRIC PUMP 02-420-206	02-50-420-206	399.80
DUPAGE WATER COMMISSION (521)	10/23 CK# 80761	\$100,093.45
9774/SEPT 12 PURCHASE OF WATER 02-420-575	02-50-420-575	100,093.45
EAST JORDAN IRON WORKS, INC. (540)	10/23 CK# 80762	\$1,099.23
3531448 MATERIAL & SUPPLIES - DISTRIBUTION 02-430-476	02-50-430-476	750.00
3531700 WATER DISTRIBUTION REPAIR-MAINTENAN	02-50-430-277	349.23
ENVIRO TEST INC (555)	10/23 CK# 80764	\$87.50
12-129218 SPT12 SAMPLING ANALYSIS 02-420-362	02-50-420-362	87.50
W.W. GRAINGER (1999)	10/23 CK# 80770	\$67.02
9944958165 MAINTENANCE - METER EQUIPMENT 02-435-463	02-50-435-463	67.02
ILLINOIS DIRECTOR OF (475)	10/23 CK# 80775	\$158.13
2012 - 3RD QTR EMPLOYEE BENEFITS - UNEMPLOYMENT INS	02-50-401-144	158.13
PDC LABORATORIES INC (1477)	10/23 CK# 80794	\$300.00
723327S SAMPLING ANALYSIS 02-420-362	02-50-420-362	300.00
SPRING-GREEN (1755)	10/23 CK# 80807	\$209.80
4394352 LANDSCAPING-STANDPIPE 02-420-297	02-50-420-297	209.80
TAMELING GRADING (1836)	10/23 CK# 80809	\$645.50
TG5/SEPT 12 WATER DISTRIBUTION REPAIR-MAINTENAN	02-50-430-277	645.50
TAMELING INDUSTRIES (1844)	10/23 CK# 80810	\$621.40
82890 LANDSCAPE - OTHER 02-430-299	02-50-430-299	621.40
VERIZON WIRELESS (1972)	10/23 CK# 80815	\$118.63
2808176005OCT12 PHONE - TELEPHONES 02-401-201	02-50-401-201	118.63
ZIEBELL WATER SERVICE PRODUCTS (2118)	10/23 CK# 80821	\$2,972.86
217973-000 WATER DISTRIBUTION REPAIR-MAINTENAN	02-50-430-277	2,972.86
TOTAL WATER FUND		\$107,202.30

VILLAGE OF WILLOWBROOK

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HOTEL/MOTEL TAX FUND

CHECKS & DIR. DEBITS

DESCRIPTION	ACCOUNT NUMBER	AMOUNT
DUPAGE CONVENTION (494)	10/23 CK# 80757	\$3,649.24
1063 ADVERTISING 03-435-317	03-53-435-317	2,399.24
SEPT 12 FEES-DUES-SUBSCRIPTIONS 03-401-307	03-53-401-307	1,250.00
TOTAL HOTEL/MOTEL TAX FUND		\$3,649.24

VILLAGE OF WILLOWBROOK

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WATER CAPITAL IMPROVEMENTS FUND

CHECKS & DIR. DEBITS

DESCRIPTION	ACCOUNT NUMBER	AMOUNT
MIDWEST METER INC (1279)	10/23 CK# 80786	\$2,010.80
39897 WATER MAIN EXTENSIONS 09-440-601	09-65-440-601	2,010.80
TOTAL WATER CAPITAL IMPROVEMENTS FUND		\$2,010.80

VILLAGE OF WILLOWBROOK

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SUMMARY ALL FUNDS

BANK ACCOUNT	DESCRIPTION	AMOUNT	
01-110-105	GENERAL CORPORATE FUND-CHECKING - 0010330283	84,081.05	*
02-110-105	WATER FUND-CHECKING 0010330283	107,202.30	*
03-110-105	HOTEL/MOTEL TAX FUND-CHECKING 0010330283	3,649.24	*
09-110-105	WATER CAPITAL IMPROVEMENTS FUND-CHECKING - 100564-4	2,010.80	*
TOTAL ALL FUNDS		196,943.39	**

VILLAGE OF WILLOWBROOK

BOARD MEETING AGENDA ITEM - HISTORY/COMMENTARY

ITEM TITLE:

A RESOLUTION AUTHORIZING THE CHIEF OF POLICE TO EXECUTE A TACTICAL DIVERSION TASK FORCE AGREEMENT WITH THE FEDERAL DRUG ENFORCEMENT ADMINISTRATION AND RATIFYING AND CONFIRMING THE CHIEF OF POLICE'S PRIOR EXECUTION OF SAID AGREEMENT

AGENDA NO.

5c

AGENDA DATE: 10/22/12

STAFF REVIEW: Tim Halik,
Village Administrator

SIGNATURE:

Tim Halik

LEGAL REVIEW: William Hennessy, Village Attorney

SIGNATURE:

William Hennessy

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)

Each year the Village must execute a new agreement with the Federal Drug Enforcement Administration related to Willowbrook's assignment of an agent to the Tactical Diversion Task Force. Among other items, the agreement contains provisions relating to the activities and duties of the assignment, the assignment period, overtime reimbursement, and the recordkeeping requirements of the Village.

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

As previously discussed by the Board, the Agreement was executed by the Chief of Police on Tuesday, October 9, 2012. This Resolution will serve to ratify and confirm the Chief of Police's prior execution of the Agreement.

ACTION PROPOSED:

Adopt the Resolution.

RESOLUTION NO. 12-R-_____

A RESOLUTION AUTHORIZING THE CHIEF OF POLICE TO EXECUTE A TACTICAL DIVERSION TASK FORCE AGREEMENT WITH THE FEDERAL DRUG ENFORCEMENT ADMINISTRATION AND RATIFYING AND CONFIRMING THE CHIEF OF POLICE'S PRIOR EXECUTION OF SAID AGREEMENT

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 an agreement with the Federal Drug Enforcement Administration related to the Village's assignment of an agent to the Tactical Diversion Task Force, attached hereto as Exhibit "A" and made a part hereof, and that the Chief of Police's prior execution of said agreement be and the same is hereby ratified and confirmed.

ADOPTED and APPROVED this 22nd day of October, 2012

APPROVED:

Mayor

ATTEST:

Village Clerk

ROLL CALL VOTE:

AYES: _____

NAYS: _____

ABSTENTIONS: _____

ABSENT: _____

TACTICAL DIVERSION TASK FORCE AGREEMENT

This agreement is made this 1st day of October, 2012, between the United States Department of Justice, Drug Enforcement Administration (hereinafter "DEA"), and the Willowbrook Police Department. The DEA is authorized to enter into this cooperative agreement concerning the use and abuse of controlled substances under the provisions of 21 U.S.C. Section 873.

WHEREAS there is evidence that trafficking in controlled substance pharmaceuticals and/or listed chemicals exists in the area and that such illegal activity has a substantial and detrimental effect on the health and general welfare of the people of Illinois, the parties hereto agree to the following:

1. The Tactical Diversion Task Force will perform the activities and duties described below:
 - a. Investigate, disrupt and dismantle individuals and/or organizations involved in diversion schemes (e.g., "doctor shopping", prescription forgery, and prevalent retail-level violators) of controlled pharmaceuticals and/or listed chemicals in the Chicago area;
 - b. Investigate, gather and report intelligence data relating to trafficking of controlled pharmaceuticals and/or listed chemicals; and
 - c. Conduct undercover operations where appropriate and engage in other traditional methods of investigation in order that the Task Force's activities will result in effective prosecution before the courts of the United States and the State of Illinois.
2. To accomplish the objectives of the Tactical Diversion Task Force, the WPD agrees to detail one (1) experienced officer to the Tactical Diversion Task Force for a period of not less than two (2) years. During this period of assignment, the WPD officer will be under the direct supervision and control of a DEA supervisory Special Agent assigned to the Task Force.
3. The WPD officer assigned to the Task Force shall adhere to DEA policies and procedures. Failure to adhere to DEA policies and procedures shall be grounds for dismissal from the Task Force.
4. The WPD officer assigned to the Task Force shall be deputized as a Task Force Officer of DEA pursuant to 21 U.S.C. 878.
5. To accomplish the objectives of the Tactical Diversion Task Force, DEA will assign two (2) Special Agents and two (2) Diversion Investigators to the Task Force. DEA will also, subject to the availability of annual Diversion Control Fee Account (DCFA) funds or any continuing resolution thereof, provide necessary funds, vehicles, and equipment to support the activities of the DEA Special Agents and the WPD officer assigned to the Task Force. This support will include: vehicles, office space, office supplies, travel funds, funds for the purchase of evidence and information, investigative equipment, training, and other support items, as available DCFA funds permit. Task Force officers must record their work hours via DEA's activity reporting system.

6. During the period of assignment to the Tactical Diversion Task Force, the WPD will be responsible for establishing the salary and benefits, including overtime, of the officer assigned to the Task Force, and for making all payments due them. DEA will, subject to availability of funds, reimburse the agency/department for overtime payments made by it to the WPD officer assigned to the Tactical Diversion Task Force for overtime, up to a sum equivalent to 25 percent of the salary of a GS-12, step 1, (RUS) Federal employee (currently \$17,202.25 per officer).
7. In no event will the WPD charge any indirect cost rate to DEA for the administration or implementation of this agreement.
8. The WPD shall maintain on a current basis complete and accurate records and accounts of all obligations and expenditures of funds under this agreement in accordance with generally accepted accounting principles and instructions provided by DEA to facilitate on-site inspection and auditing of such records and accounts.
9. The WPD shall permit and have readily available for examination and auditing by DEA, the United States Department of Justice, the Comptroller General of the United States, and any of their duly authorized agents and representatives, any and all records, documents, accounts, invoices, receipts or expenditures relating to this agreement. The WPD shall maintain all such reports and records until all audits and examinations are completed and resolved, or for a period of three (3) years after termination of this agreement, whichever is later.
10. The WPD shall comply with Title VI of the Civil Rights Act of 1964, Section 504 of the Rehabilitation Act of 1973, the Age Discrimination Act of 1975, as amended, and all requirements imposed by or pursuant to the regulations of the United States Department of Justice implementing those laws, 28 C.F.R. Part 42, Subparts C, F, G, H and I.
11. The WPD agrees that an authorized officer or employee will execute and return to DEA the attached OJP Form 4061/6, Certification Regarding Lobbying; Debarment, Suspension and Other Responsibility Matters; and Drug-Free Workplace Requirements. The WPD acknowledges that this agreement will not take effect and no Federal funds will be awarded to the WPD by DEA until the completed certification is received.
12. When issuing statements, press releases, requests for proposals, bid solicitations, and other documents describing projects or programs funded in whole or in part with Federal money, the WPD shall clearly state: (1) the percentage of the total cost of the program or project which will be financed with Federal money and (2) the dollar amount of Federal funds for the project or program.
13. The term of this agreement shall be from October 1, 2012 to September 30, 2013. This agreement may be terminated by either party on thirty days' advance written notice. Billings for all outstanding obligations must be received by DEA within 90 days of the date of termination of this agreement. DEA will be responsible only for obligations incurred by WPD during the term of this agreement.

For the Drug Enforcement Administration:


_____ Date: 10-10-12
Special Agent in Charge

For the Willowbrook Police Department:


_____ Date: 10/9/2012
Chief of Police

Proclamation

WHEREAS, physical therapists and physical therapist assistants have a long history of providing quality health care based on specific tasks, knowledge and skills acquired through their nationally regulated educational processes; and

WHEREAS, physical therapists and physical therapist assistants provide Evaluation and Treatment to promote your ability to move, reduce pain, restore function, and prevent disability; Rehabilitation; Health Care Administration; Education and Guidance; and

WHEREAS, the American Physical Therapy Association represents and supports over 80,000 members of the physical therapy profession employed at Clinics and Hospitals; Corporate and Industrial Settings; Professional Sports; Home Health; Military Branches; and Nursing Homes; and

WHEREAS, leading organizations concerned with physical therapy and health care have joined together in a common desire to raise public awareness of the importance of the physical therapy profession and to emphasize the importance of quality health care within the aforementioned settings; and

WHEREAS, such an effort will improve health care for all individuals and promote physical therapists and physical therapist assistant as health professionals;

NOW, THEREFORE, I, ROBERT A. NAPOLI, Mayor of the Village of Willowbrook, Illinois do hereby proclaim the month of October as National Physical Therapy Month in the Village of Willowbrook and in doing so urge all citizens to learn more about the importance of physical therapy.

Proclaimed this 22nd day of October, 2012.

Attest:

Mayor

Village Clerk



Dear Mayor Napoli,

Thank you for recognizing our proclamation in Willowbrook. All of us at ATI Willowbrook greatly appreciate taking time out of your day to fulfill our request. We hope this will bring greater awareness on the benefits of physical therapy in our community.

Best Regards,

A handwritten signature in black ink, appearing to read "Brad Trompeter", followed by the text "PT, DPT" written in a similar cursive style.

Brad Trompeter, PT, DPT

VILLAGE OF WILLOWBROOK

BOARD MEETING AGENDA ITEM - HISTORY/COMMENTARY

ITEM TITLE:
FISCAL YEAR 2013/14 BUDGET SCHEDULE

AGENDA NO. **5g**

AGENDA DATE: 10/22/12

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)

Attached is the Fiscal Year 2013/14 (May 1, 2013 thru April 30, 2014) Budget Schedule. The schedule reflects the same budget process that has been followed in previous years.

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

Staff will hold the budget preparation meeting on Wednesday, October 24th. The Board Budget Preview presentation is tentatively scheduled to occur during the November 26, 2012 Board meeting. This presentation is intended to provide both a "sneak peak" of the budget workshop discussion that will occur in March, and to request input on any specific area(s) of the budget that the Board would like to review in greater detail at that time.

ACTION PROPOSED:

Approve the FY 2013/14 Budget Schedule.

FY 2013/14 Budget Schedule

Senior Staff Budget Preparation Meeting	October 24, 2012
Board Budget Preview	November 26, 2012 (BoT)
Staff Budget Kick-Off Meeting	November 30, 2012
Department Budget Proposals Due	January 4, 2013
Department Review of Budget Submittals	Week of January 14, 2013
Staff Budget Meeting / Final Adjustments	January 25, 2013
Committee Review of Proposed Budget	February 11, 2013 (Committees)
Board Budget Workshop I	March 18, 2013 (Workshop)
Board Budget Workshop II (if needed)	April 8, 2013 (BoT)
Final Budget Approval	April 22, 2013 (BoT)

Distributed to Staff: 9/26/2012



Village of Willowbrook

7760 Quincy Street
Willowbrook, IL 60527-5594

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

September 28, 2012

Mayor

Robert A. Napoli

Harris, Brian J.
6330 Tremont Rd
Willowbrook IL 60527

Village Clerk

Leroy R. Hansen

Re: Account No. 252690.000
Delinquent Water Bill

Dear Sir or Madam,

Please be advised that your water bill is now delinquent in the amount of \$376.48. This amount now includes a \$25.00 fee pursuant to Section 6-8-5 of the Village of Willowbrook Code. This \$25.00 is added to all accounts delinquent 45 or more days after the billing date. This amount also includes all other penalties pursuant to Section 6-8-5 of the Village Code. Your failure to satisfy the total amount of this delinquency on or before October 22, 2012, will result in the immediate termination of your water service.

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

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

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

Sincerely,

Timothy J. Halik
Director of Municipal Services

TJH:pkp



"A Place of American History"



Village of Willowbrook

7760 Quincy Street
Willowbrook, IL 60527-5594

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

September 28, 2012

Mayor

Robert A. Napoli

Kafkes, Thomas
6512 Cambridge Rd
Willowbrook Il 60527

Village Clerk

Leroy R. Hansen

Re: Account No. 251620.003
Delinquent Water Bill

Dear Sir or Madam,

Please be advised that your water bill is now delinquent in the amount of \$130.80. This amount now includes a \$25.00 fee pursuant to Section 6-8-5 of the Village of Willowbrook Code. This \$25.00 is added to all accounts delinquent 45 or more days after the billing date. This amount also includes all other penalties pursuant to Section 6-8-5 of the Village Code. Your failure to satisfy the total amount of this delinquency on or before October 22, 2012, will result in the immediate termination of your water service.

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

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

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

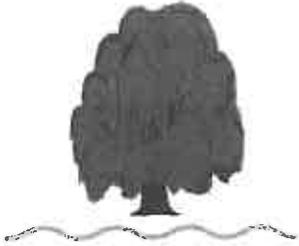
Sincerely,

Timothy J. Halik
Director of Municipal Services

TJH:pkp



"A Place of American History"



Village of Willowbrook

7760 Quincy Street
Willowbrook, IL 60527-5594

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

September 28, 2012

Mayor

Robert A. Napoli

Schwertfeger, George
6306 Martin Dr
Willowbrook Il 60527

Village Clerk

Leroy R. Hansen

Re: Account No. 250075.000
Delinquent Water Bill

Dear Sir or Madam,

Please be advised that your water bill is now delinquent in the amount of \$247.18. This amount now includes a \$25.00 fee pursuant to Section 6-8-5 of the Village of Willowbrook Code. This \$25.00 is added to all accounts delinquent 45 or more days after the billing date. This amount also includes all other penalties pursuant to Section 6-8-5 of the Village Code. Your failure to satisfy the total amount of this delinquency on or before October 22, 2012, will result in the immediate termination of your water service.

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

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

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

Sincerely,

Timothy J. Halik
Director of Municipal Services

TJH:pkp



"A Place of American History"



Village of Willowbrook

7760 Quincy Street
Willowbrook, IL 60527-5594

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

September 28, 2012

Mayor

Robert A. Napoli

Village Clerk

Leroy R. Hansen

Worldwide Transmission Group
585 Executive Dr
Willowbrook Il 60527

Re: Account No. 410210.004
Delinquent Water Bill

Dear Sir or Madam,

Please be advised that your water bill is now delinquent in the amount of \$440.20. This amount now includes a \$25.00 fee pursuant to Section 6-8-5 of the Village of Willowbrook Code. This \$25.00 is added to all accounts delinquent 45 or more days after the billing date. This amount also includes all other penalties pursuant to Section 6-8-5 of the Village Code. Your failure to satisfy the total amount of this delinquency on or before October 22, 2012, will result in the immediate termination of your water service.

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

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

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

Sincerely,

Timothy J. Halik
Director of Municipal Services

TJH:pkp



"A Place of American History"

VILLAGE OF WILLOWBROOK

BOARD MEETING

AGENDA ITEM - HISTORY/COMMENTARY

ITEM TITLE: MOTION TO APPROVE FISCAL YEAR 2011-12
COMPREHENSIVE ANNUAL FINANCIAL REPORT, TIF
COMPLIANCE REPORT AND MANAGEMENT LETTER

AGENDA NO.

7

AGENDA DATE: 10/22/12

STAFF REVIEW: Carrie Dittman, Int. Dir. of Finance

SIGNATURE:

Carrie Dittman

LEGAL REVIEW:

SIGNATURE:

N/A

RECOMMENDED BY VILLAGE ADMIN.:

SIGNATURE:

T. J. Hall

REVIEWED & APPROVED BY COMMITTEE: YES NO N/A

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

Included in your agenda packet are the following:

- Comprehensive Annual Financial Report (CAFR) for the Village of Willowbrook for the Year Ended April 30, 2012.
- Tax Increment Financing (TIF) District Fund's Report on Compliance with Public Act 85-1142 For the Year Ended April 30, 2012.
- Management Letter (Report on Internal Controls) presented by the Village's audit firm, Wolf & Company LLP, with responses from the Village staff. This was presented to the Finance and Administration Committee on 10/8/12.

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

The Village has once again received an unqualified, or "clean" opinion, on its audited financial statements for the fiscal year ending April 30, 2012. The Village will be submitting the report to the Government Finance Officers Assn. for consideration of the Certificate of Achievement for Excellence in Financial Reporting, which, if granted, will be the Village's twenty-third year of receiving the award.

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

ACTION PROPOSED: APPROVAL OF FISCAL YEAR 2011-12 COMPREHENSIVE ANNUAL FINANCIAL REPORT, TIF COMPLIANCE REPORT AND MANAGEMENT LETTER

October 22, 2012

MEMO TO: Mayor and Board of Trustees

FROM: Carrie Dittman, Interim Director of Finance

SUBJECT: April 30, 2012 Comprehensive Annual Financial Report General Fund Results

GENERAL FUND REVENUES

General Fund Revenues exceeded the budgeted amount by \$461,380 or 6.29%. The table below provides a summary of the dollar and percent differences from budget to actual revenues.

<u>Revenue</u>	<u>Budget</u>	<u>Actual</u>	<u>Difference</u>	
Sales Tax	\$ 3,217,250	\$ 3,586,763	\$ 369,513	11.49%
Income Tax	686,000	699,674	13,674	1.99%
Amusement Tax	90,000	89,496	(504)	-0.56%
Utility Tax	1,197,000	1,154,990	(42,010)	-3.51%
Places of Eating Tax	429,500	443,286	13,786	3.21%
Special Rec Property Tax	68,120	68,779	659	0.97%
Road & Bridge Tax	91,000	92,426	1,426	1.57%
Other Taxes	127,899	126,376	(1,523)	-1.19%
Licenses	101,000	124,880	23,880	23.64%
Permit Fees	153,500	184,056	30,556	19.91%
Fines - Red Light	511,000	558,014	47,014	9.20%
Fines - Other	200,000	157,721	(42,279)	-21.14%
Cable Fees	153,000	173,362	20,362	13.31%
Investment Income	30,000	6,926	(23,074)	-76.91%
Grants	1,000	55,619	54,619	5461.90%
Drug Forfeiture/DEA	97,190	100,981	3,791	3.90%
Charges for Services	49,200	32,863	(16,337)	-33.21%
Parks & Recreation	43,087	63,764	20,677	47.99%
Other	94,370	81,520	(12,850)	-13.62%
Total	\$ 7,340,116	\$ 7,801,496	\$ 461,380	6.29%

GENERAL FUND EXPENDITURES

Total General Fund Expenditures came in above the budgeted amount by \$33,398. Expenditures were budgeted at \$7,294,280 compared to actual expenditures of \$7,327,678. Highlights of expenditures by department are as follows:

<u>Department</u>	<u>Budget</u>	<u>Actual</u>	<u>Difference</u>	
Village Board & Clerk	\$ 38,995	\$ 30,030	\$ (8,965)	-22.99%
Board of Police Comm.	23,250	375	(22,875)	-98.39%
Administration	1,067,031	1,150,502	83,471	7.82%
Planning & Econ. Dev	141,550	129,630	(11,920)	-8.42%
Finance	270,747	264,371	(6,376)	-2.35%
Building and Zoning	230,227	241,851	11,624	5.05%
Police	4,430,057	4,569,696	139,639	3.15%
Public Works	777,940	645,960	(131,980)	-16.97%
Parks	314,483	295,263	(19,220)	-6.11%
Total Before Transfers Out	<u>\$ 7,294,280</u>	<u>\$ 7,327,678</u>	<u>\$ 33,398</u>	0.46%
Transfers Out				
2008 Bond Fund	46,586	46,586	-	0.00%
Land Acquisition, Facility Expansion & Ren. Fund	<u>3,165,000</u>	<u>3,165,000</u>	<u>-</u>	<u>0.00%</u>
Total Transfers Out	<u>\$ 3,211,586</u>	<u>\$ 3,211,586</u>	<u>\$ -</u>	0.00%
Grand Total Expenditures and Transfers Out	<u>\$ 10,505,866</u>	<u>\$ 10,539,264</u>	<u>\$ 33,398</u>	0.46%

Summary

The net change in fund balance that resulted after all year-end adjustments and transfers were made was \$(2,338,998). The Village budgeted a net reduction of \$(2,770,635). The ending fund balance at April 30, 2012 is \$2,414,974. This represents exactly 120 days of operating expenditures, the Village's existing target of reserves.

October 17, 2012

The Honorable Mayor
Members of the Board of Trustees
Village of Willowbrook, Illinois

We have audited the financial statements of the governmental activities, the business-type activities, each major fund, and the aggregate remaining fund information of the Village of Willowbrook, Illinois, for the year ended April 30, 2012, and have issued our report thereon dated October 17, 2012. Professional standards require that we provide you with information about our responsibilities under generally accepted auditing standards, as well as certain information related to the planned scope and timing of our audit. We have communicated such information in our letter to you dated July 27, 2012. Professional standards also require that we communicate to you the following information related to our audit.

Significant Audit Findings

Qualitative Aspects of Accounting Practices

Management is responsible for the selection and use of appropriate accounting policies. The significant accounting policies used by the Village of Willowbrook, Illinois are described in Note 1 to the financial statements. As discussed in Note 1.M. to the financial statements, the Village adopted the provisions of GASB Statement No. 54, *Fund Balance Reporting and Governmental Fund Type Definitions*, in the current year. We noted no transactions entered into by the Village during the year for which there is a lack of authoritative guidance or consensus. All significant transactions have been recognized in the financial statements in the proper period.

Accounting estimates are an integral part of the financial statements prepared by management and are based on management's knowledge and experience about past and current events and assumptions about future events. Certain accounting estimates are particularly sensitive because of their significance to the financial statements and because of the possibility that future events affecting them may differ significantly from those expected. There were no particularly sensitive estimates affecting the financial statements.

The disclosures in the financial statements are neutral, consistent, and clear. Certain financial statement disclosures are particularly sensitive because of their significance to financial statement users. There were no particularly sensitive disclosures affecting the financial statements.

Difficulties Encountered in Performing the Audit

We encountered no significant difficulties in dealing with management in performing and completing our audit.

Corrected and Uncorrected Misstatements

Professional standards require us to accumulate all known and likely misstatements identified during the audit, other than those that are trivial, and communicate them to the appropriate level of management. One unrecorded misstatement was noted related to a severance payable liability in the amount of \$98,917 that the Village is accruing for at April 30, 2012. Management has determined that its effect is immaterial to the financial statements taken as a whole.

Disagreements with Management

For purposes of this letter, professional standards define a disagreement with management as a financial accounting, reporting, or auditing matter, whether or not resolved to our satisfaction, that could be significant to the financial statements or the auditor's report. We are pleased to report that no such disagreements arose during the course of our audit.

Management Representations

We have requested certain representations from management that are included in the management representation letter dated October 17, 2012.

Management Consultations with Other Independent Accountants

In some cases, management may decide to consult with other accountants about auditing and accounting matters, similar to obtaining a "second opinion" on certain situations. If a consultation involves application of an accounting principle to the governmental unit's financial statements or a determination of the type of auditor's opinion that may be expressed on those statements, our professional standards require the consulting accountant to check with us to determine that the consultant has all the relevant facts. To our knowledge, there were no such consultations with other accountants.

Other Audit Findings or Issues

We generally discuss a variety of matters, including the application of accounting principles and auditing standards, with management each year prior to retention as the Village's auditors. However, these discussions occurred in the normal course of our professional relationship and our responses were not a condition to our retention.

Other Matters

With respect to the supplementary information accompanying the financial statements, we made certain inquiries of management and evaluated the form, content, and methods of preparing the information to determine that the information complies with accounting principles generally accepted in the United States of America, the method of preparing it has not changed from the prior period, and the information is appropriate and complete in relation to our audit of the financial statements. We compared and reconciled the supplementary information to the underlying accounting records used to prepare the financial statements or to the financial statements themselves.

This information is intended solely for the use of the Board of Trustees and management of the Village of Willowbrook, Illinois and is not intended to be and should not be used by anyone other than these specified parties.

Very truly yours,

Wolf & Company LLP



**Village of Willowbrook,
Illinois**

Report on Internal Controls

**For the Year Ended
April 30, 2012**

Wolf & Company LLP
Certified Public Accountants

The Honorable Mayor
Members of the Board of Trustees
Village of Willowbrook, Illinois

In planning and performing our audit of the financial statements of the Village of Willowbrook, Illinois (the Village) as of and for the year ended April 30, 2012, in accordance with auditing standards generally accepted in the United States of America, we considered the Village of Willowbrook, Illinois' internal control over financial reporting (internal control) as a basis for designing our auditing procedures for the purpose of expressing our opinion on the financial statements, but not for the purpose of expressing an opinion on the effectiveness of the Village's internal control. Accordingly, we do not express an opinion on the effectiveness of the Village's internal control.

Our consideration of internal control was for the limited purpose described in the preceding paragraph and was not designed to identify all deficiencies in internal control that might be significant deficiencies or material weaknesses and, therefore, there can be no assurance that all such deficiencies have been identified.

A deficiency in internal control exists when the design or operation of a control does not allow management or employees, in the normal course of performing their assigned functions, to prevent, or detect and correct misstatements on a timely basis. A material weakness is a deficiency, or combination of deficiencies in internal control, such that there is a reasonable possibility that a material misstatement of the entity's financial statements will not be prevented, or detected and corrected on a timely basis. We did not identify any deficiencies in internal control that we consider to be material weaknesses.

A significant deficiency is a deficiency, or a combination of deficiencies, in internal control that is less severe than a material weakness, yet important enough to merit attention by those charged with governance.

The comments that accompany this letter summarize the control deficiencies identified during the audit and suggestions regarding those matters. This letter does not affect our report dated October 17, 2012, on the financial statements of the Village of Willowbrook. Responses to our communication of the above matters have been prepared by management of the Village and are included in the comments that accompany this letter. Accordingly, we do not express an opinion on management's responses to our communications.

This communication and the accompanying comments and recommendations are intended solely for the information and use of the Village President, Board of Trustees, and management and are not intended to be nor should be used by anyone other than these specified parties.

Wolf & Company LLP

Oakbrook Terrace, Illinois
October 17, 2012

CONTROL DEFICIENCY

Entity Level Controls

Previously Reported Comment

Comments:

We have considered the internal control structure, including the risk of fraud, at the Village in order to determine our audit procedures. The Village does not perform a formal fraud risk assessment and has no formal fraud prevention program. Fraud prevention requires a system of rules that minimize the likelihood of fraud occurring and at the same time maximizes the possibility of detecting any fraudulent activity. A strong fraud prevention program should incorporate the five interrelated components of internal control:

- Control Environment
- Risk Assessment
- Control Activities
- Information and Communication
- Monitoring

In addition to the formal fraud risk assessment, we noted the Village does not have a Whistleblower Policy in place.

Recommendations:

We recommend that the Village document and adopt a formal fraud prevention program. The program should document the policies, procedures and strategies related to the five components of internal control and all components should be reviewed. The control environment sets the moral tone and is the base on which all of the other aspects of internal control are built. It is necessary that top management be responsible for the internal control and fraud prevention programs of the Village.

The following are some additional specific recommendations:

- Require annual signatures on forms indicating that employees and others charged with governance have read and understand the Village's Code of Ethics and Conflict of Interest policies.

We also recommend the Village incorporate a whistle blower policy into its personnel manual. It is important to provide a program whereby an employee feels safe if they provide information about theft or other crime.

Current Year Status:

The prior year comment also included recommendations pertaining to a whistleblower policy, which was addressed during the current year. Therefore, this issue was not identified in the comment above. The fraud risk assessment is the remaining item, which the Village intends on addressing in the future. **This control deficiency is repeated.**

Management's Response:

Staff has requested a sample policy from the auditors and will review with Village management to create a policy for the Village during fiscal year 2012-2013.

SATISFIED CONTROL DEFICIENCIES

Accounts Payable Vendors

Previously Reported Comment

Comments:

Currently, the Finance Secretary has sole access to add new vendors when needed. There is no formalized review of the addition of new vendors to the system.

Recommendations:

We recommend the Village implement a formalized approval process for adding new vendors to the system. This will help reduce the risk of disbursements being made to fictitious vendors.

Current Year Status:

During fiscal year 2012, the Village implemented satisfactory internal controls over the process of adding new vendors. **This control deficiency is considered satisfied.**

Police Pension Investment Allocations

Comments:

The Village's Police Pension Board has formally adopted an investment policy which stipulates the allowed and targeted investment allocations for various fixed income securities and equities. At fiscal year end, it was noted that the Police Pension's investment balance in fixed income agencies exceeded the allowable maximum allocation of 55%. The percentage at fiscal year end was 1.27% greater, which equates to \$181,529 of the plan's \$14,293,653 of net present assets.

Recommendations:

We recommend the Village take steps to ensure compliance with the Police Pension Board approved investment policy. Per the policy, rebalancing is to take place annually or at the end of any quarter in which allocations rise above maximum allowed thresholds.

Current Year Status:

During fiscal year 2012, the Police Pension Board adopted an updated investment policy. The Police Pension Fund was in compliance with policy at April 30, 2012. **This control deficiency is considered satisfied.**

VILLAGE OF WILLOWBROOK

BOARD MEETING AGENDA ITEM - HISTORY/COMMENTARY

ITEM TITLE:

A RESOLUTION AUTHORIZING THE BOARD OF POLICE COMMISSIONERS (BOPC) TO EFFECT THE APPOINTMENT OF A CANDIDATE TO FILL A FUTURE VACANCY IN THE RANK OF PATROL OFFICER WITHIN THE POLICE DEPARTMENT CREATED BY THE PENDING RETIREMENT OF THE DEPUTY CHIEF OF POLICE

AGENDA NO. 8

AGENDA DATE: 10/22/12

STAFF REVIEW: Tim Halik,
Village Administrator

SIGNATURE: Tim Halik

LEGAL REVIEW: William Hennessy, Village Attorney

SIGNATURE: William Hennessy

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 HISTORY)

At the October 8, 2012 regular meeting of the Board of Trustees, Chairman Baker shared the announcement of the retirement of Deputy Chief Paul Oggerino effective January 4, 2013. Deputy Chief Oggerino has been an employee of the Village for the past 29 years. His career included 13 years as a patrol officer, 5 years as a detective, 5 years as a D.A.R.E. officer, 4 years as a DEA agent, and 2 years as the Deputy Chief of Police.

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

Chief Shelton has conducted extensive interviews of internal candidates to eventually fill the position of Deputy Chief. After consideration, Chief Shelton has announced his final selection to be Detective Mark Altobella. Detective Altobella started his career with the Village as a patrol officer in September of 1990. He was assigned as a detective in June of 2003. As recommended by the Public Safety Committee, Detective Altobella will begin training for his succession to the position of Deputy Chief this week. This appointment will create a vacancy within the detective division, which will be filled by a current patrol officer. Once this vacancy is filled, the need to hire a replacement patrol officer will be required for adequate shift coverage.

The Board of Police Commissioners (BOPC) is proceeding with candidate testing to establish a new patrol officer hiring eligibility roster. The current roster will expire on January 21, 2013. To ensure the Village can bring on the replacement patrol officer as soon as possible to complete the required Field Training and avoid interruptions in the shift schedule, it will be necessary to begin contacting candidates now. This will require that the Village consider candidates from the current patrol officer hiring eligibility roster as opposed to waiting for the new roster.

In accordance with Village Ordinance No. 12-O-22 (passed September 24, 2012), the Village Board must first authorize the BOPC to fill a vacancy within the police department.

ACTION PROPOSED:

Adoption of the Resolution will enable the BOPC to begin contacting candidates from our current patrol officer hiring eligibility roster as part of their consideration of an original appointment of a patrol officer.

RESOLUTION NO. 12-R-_____

A RESOLUTION AUTHORIZING THE BOARD OF POLICE COMMISSIONERS (BOPC) TO EFFECT THE ORIGINAL APPOINTMENT OF A CANDIDATE TO FILL A FUTURE VACANCY IN THE RANK OF PATROL OFFICER WITHIN THE POLICE DEPARTMENT CREATED BY THE PENDING RETIREMENT OF THE DEPUTY CHIEF OF POLICE

BE IT RESOLVED by the Mayor and Board of Trustees of the Village of Willowbrook, DuPage County, Illinois, that the Board of Police Commissioners (BOPC) is hereby authorized to effect the original appointment of a candidate to fill a future vacancy in the rank of patrol officer within the police department created by the pending retirement of the Deputy Chief of Police.

ADOPTED and APPROVED this 22nd day of October, 2012

APPROVED:

Mayor

ATTEST:

Village Clerk

ROLL CALL VOTE:

AYES: _____

NAYS: _____

ABSTENTIONS: _____

ABSENT: _____

VILLAGE OF WILLOWBROOK

BOARD MEETING AGENDA ITEM - HISTORY/COMMENTARY

ITEM TITLE: DISCUSSION – ETHICS ORDINANCE	AGENDA NO. 9 AGENDA DATE: <u>10/22/2012</u>
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STAFF REVIEW: Tim Halik, Village Administrator **SIGNATURE:** Tim Halik

LEGAL REVIEW: Wm J. Hennessy, Village Attorney **SIGNATURE:** William Hennessy

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)

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 referenced Ordinance is submitted tonight for the Board's discussion.

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 the Ethics Officer the authority to conduct investigations and report its findings 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:

Discussion only.

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 or the recusal 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 recommendations.

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. It is the obligation of all officers and employees of the Village of Willowbrook to cooperate with the Commission or, as the case may be, with the Ethics Officer during the course of their investigations. Any such officer's or employee's failure or refusal to so cooperate shall constitute grounds for disciplinary action pursuant to Section 1-12-7d 1 & 2.
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 the Ethics Officer its authority to conduct investigations pursuant to this Section and require a report of the said Officer's investigative findings to the full Commission for final action. Upon such a delegation, the Ethics Officer shall exercise all such of the foregoing powers of the Commission as are reasonably necessary to performing the investigative and reporting duties of the said Office.
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 or the Ethics Officer, 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. The Ethics Officer shall represent the complainant at this closed hearing.. The respondent may there be represented at his own expense by counsel of his own choice.
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. The Ethics Officer shall represent the complainant at this public hearing. The respondent may there be represented at his own expense by counsel of his own choice.
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 day of , 2012.

APPROVED:

Mayor

ATTEST

Village Clerk

ROLL CALL VOTE:

AYES: _____

NAYES: _____

ABSTENTIONS: _____

ABSENT: _____

MINUTES OF THE SPECIAL MEETING OF THE BOARD OF POLICE COMMISSIONERS HELD ON SEPTEMBER 21, 2012 AT THE VILLAGE HALL OF THE VILLAGE OF WILLOWBROOK, 7760 QUINCY STREET, WILLOWBROOK, DUPAGE COUNTY, ILLINOIS

1. CALL TO ORDER

The meeting was called to order by Chairman Schuler at the hour of 7:00 a.m.

2. ROLL CALL

Those present at roll call were Chairman William Schuler, Secretary Stephen Landsman (via teleconference), and Commissioner Joe Heery. Also present was Chief of Police Mark Shelton, Mayor Robert Napoli, Village Administrator Tim Halik, and Executive Secretary Cindy Stuchl.

ABSENT: None.

A QUORUM WAS DECLARED

3. VISITORS' BUSINESS

None presented.

4. REVIEW AND APPROVE SPECIAL MEETING MINUTES OF AUGUST 24, 2012

The Commission reviewed the minutes from the special meeting held on August 24, 2012.

MOTION: Made by Commissioner Heery, seconded by Secretary Landsman, to approve the special meeting minutes of August 24, 2012.

UNANIMOUS VOICE VOTE

MOTION DECLARED CARRIED

5. MAYOR'S MESSAGE

Mayor Napoli wanted to extend good communication between the Corporate Authorities and this Commission. Mayor Napoli stated that the budget process will begin soon and the Village Board is looking into ways to economize with respect to the costs to the citizens of the Village. The Administration side of the Village

has already been streamlined with combining and eliminating positions. The Village Board is now looking at the police side and alternate ways to provide for proper police protection.

When the BOPC was looking to begin new police testing, Mayor Napoli requested that the testing process be delayed until decisions were made by the Corporate Authorities on how best to proceed. Mayor Napoli stated that the BOPC has the authority to hire a new replacement police officer without any Village Board consideration if a vacancy were to become available. The Village labor attorney suggested by allowing the eligibility list to expire this would give the Village Board the opportunity to look into alternative measures for replacing an officer.

Chairman Schuler stated that in the memo from the Mayor, it was stated that if the BOPC establishes a list, it may preclude or eliminate options that might be available to the Village Board. Chairman Schuler stated that the ability for the BOPC to automatically hire someone if a vacancy does occur this issue can be worked out. The BOPC does not wish to blindly hire somebody if it is not in the best interest of the Village. Chairman Schuler stated that the Village code can be amended to include that the BOPC would go to the Village Board before hiring.

Chairman Schuler stated that if there is not a current list, this eliminates the option that the Village Board has to hire a full time police officer from the list. To establish a new list, the lead time could take at least 3-4 months minimum to get a new list. It is an extended process to get a new hire into the police academy to replace someone who leaves the department. Having a current eligibility list would cut several months off of the hiring process. Chairman Schuler stated that if there is a current list, he does not see any reason why the BOPC would be in conflict with what the Village Board is trying to do.

Secretary Landsman stated that the BOPC principle role is to make sure that there is a current eligibility list of good candidates that meet the criteria that the Village requires. The Village Board should then decide whether or not to hire off the list.

Mayor Napoli stated that the Village Board was not aware of the duties and responsibilities of the BOPC. Mayor Napoli stated that the Village Board has agreed to allow the BOPC to run a new

test, but would like to amend the Village Code to require the Village Board to have a discussion regarding hiring then direct the BOPC to proceed.

Secretary Landsman questioned if the amendment would change the BOPC's role to create and conduct testing. Administrator Halik stated that it would not. Administrator Halik stated that there would be no change to the BOPC's duties; the only change would be for the ability to automatically hire a new officer when a vacancy occurs.

Chairman Schuler stated that he had a concern that if Administrator Halik has been assigned as the Village's liaison, that Chief Shelton should not be pulled away from the commission. The Chief keeps the BOPC attuned to the needs of the police department and is helpful in researching options to the interview process that is currently in place. Mayor Napoli stated that the change was to have total communication to the Village Board. Mayor Napoli stated that Administrator Halik will not have involvement in running or preparing an exam.

Chairman Schuler had concerns over the Village Attorney attending the BOPC meetings. Chairman Schuler stated that he feels that they are being watched and why is there a need for it. Chairman Schuler felt that it is an expense to the Village that is not necessary. Mayor Napoli stated that he has learned from the previous Village attorney that the police testing must be conducted every two years. As he spoke with other mayors, Mayor Napoli stated that these other mayors stated it was not the case. Mayor Napoli stated that he had the current Village attorney look into the state statute in reference to testing and that the Village would follow the law. Mayor Napoli stated that he has asked the Village attorney get involved because there have been occasions in the past where the Village Board did not have full knowledge of what the law states. Mayor Napoli stated that he does not intend on having the Village attorney attend all of the BOPC meetings.

Chairman Schuler stated that there is a need and to maintain a current list and to also look into the possible charging for applications.

Chairman Schuler stated that there had been a discrepancy on whether or not a municipality could charge a fee for applicants. The statute states that a "fully qualified" candidate cannot be

charged. This means that the candidate has gone through independent means to take the test, have background checks completed, and has become fully qualified on their own. The candidates that Willowbrook will be testing are not "fully qualified". Mayor Napoli stated that he has instructed the Village attorney to check into this information.

Chairman Schuler stated that the question of why the testing is being outsourced was raised. Chairman Schuler stated that for as long as he has been on the commission, the testing process has always been handled by PCI. The difference with Selection Works is that they will also handle the entire application process.

Chairman Schuler requested a consensus on the following items:

- The BOPC should go ahead and maintain the patrol officer eligibility list. The BOPC acknowledges that there should be a change in the ordinance that the BOPC will get Village Board approval before filling any police officer vacancies.
- If the list expires, the BOPC removes the opportunity to hire a full-time police officer.
- The BOPC will make a recommendation to the Village Board to charge an application fee not to exceed \$50.00.

The BOPC had a consensus on the above listed items.

Chairman Schuler questioned what kind of time frame is needed in order to have an updated list. Chief Shelton stated that if Selection Works were to begin the process on October 1st, including advertising and processing applications, possibly the test can be run in the middle of November. After preference points have been submitted, the final eligibility list could be completed by the middle of December.

Administrator Halik stated that the revision to the Village ordinance pertaining to the fees will be placed on the Village Board agenda for the October 8th Board meeting.

MOTION: Made by Secretary Landsman, seconded by Commissioner Heery, that the Board of Police Commissioners will authorize the Village Administrator and Chief of Police to contact Selection Works and begin the process to release applications and run the testing process immediately.

UNANIMOUS VOICE VOTE

MOTION DECLARED CARRIED

6. MAYORAL DIRECTIVE

See discussion in Item #5.

7. VILLAGE BOARD INPUT REGARDING POLICE OFFICER CANDIDATE ROSTER OF ELIGIBLE CANDIDATES

See discussion in Item #5.

8. ISSUES

- a) Roster of Eligibles;
- b) Options if need to hire if roster is not maintained, and
- c) Cost of testing and application fees.

See discussion in Item #5.

9. VILLAGE ATTORNEY'S COMMENTS

Village attorney was not present at today's meeting.

10. ADJOURNMENT

MOTION: Made by Commissioner Heery, seconded by Secretary Landsman, to adjourn the special meeting at the hour of 8:07 a.m.

UNANIMOUS VOICE VOTE

MOTION DECLARED CARRIED

PRESENTED, READ and APPROVED,

October 19 , 20 12

Chairman

Minutes transcribed by Executive Secretary Cindy Stuchl.

MINUTES OF THE REGULAR FINANCE AND ADMINISTRATION COMMITTEE MEETING OF THE VILLAGE OF WILLOWBROOK HELD ON MONDAY, SEPTEMBER 10, 2012 AT 6:00 P.M. IN THE VILLAGE HALL, 7760 QUINCY STREET, WILLOWBROOK, ILLINOIS.

1. CALL TO ORDER

The meeting was called to order by Trustee Davi at 6:00 p.m.

2. ROLL CALL

Those present at roll call were Trustee Umberto Davi, Trustee Frank Trilla, and Management Analyst Garrett Hummel.

3. APPROVAL OF MINUTES

Minutes of the Regular Meeting of the Finance & Administration Committee held on Monday, July 9, 2012 were reviewed. Motion to approve made by Trustee Davi. Second by Trustee Trilla. Motion carried.

4. REPORT - Monthly Reports - July & August 2012

The Committee reviewed and highlighted the items below for the months of July & August.

- Total cash outlay for all Village funds - \$833,357 & \$816,664

Trustee Davi inquired as to why the FY 2012 expenditures are more than the FY 2011 expenditures even with all of the cuts that have been made. Management Analyst Hummel responded that he would verify with Interim Finance Director Dittman but the numbers will most likely go down next year after the Commander payments are complete.

- Ave. daily outlay of cash for all Village funds - \$26,882 & \$26,344
 - Ave. daily expenditures for the General Fund (fiscal year to date average) \$18,277 & \$17,795*
- * EXCLUDES ½ of the budgeted transfer to the L.A.F.E.R Fund (\$1,582,500)

Trustee Trilla inquired as to whether payroll was included in the General Fund expenditure numbers. Analyst Hummel responded that it was. Trustee Trilla requested that payroll be presented on its own separate page. Trustee Trilla further requested that the payroll numbers be presented with prior year numbers as well for comparison purposes. Analyst Hummel responded that he would speak with Director Dittman about adding such a page.

5. REPORT - Sales Tax, Utility Tax, Income Tax, Places of Eating Tax, Fines, Building Permits, Water Revenues, Hotel Motel Tax and Motor Fuel Tax

- Sales tax receipts - \$1,174,471 up 5.77% from the prior year
- Income Tax receipts - \$281,634 up 14.54% compared to the prior year

Analyst Hummel reported the state is 3 months behind on income tax payments.

- Utility tax receipts - \$400,581 up 4.57% from the prior year

- Places of Eating Tax receipts - \$155,234 up 5.35% compared to the prior year
- Fines - \$44,907 down 25.48% compared with the prior year
- Red Light Fines - Collected \$199,576 up 24.03% compared with the prior year
- Building Permit receipts - \$83,967 up 172.11% compared with the prior year
- Water Sales receipts - \$850,643 up 31.11% compared with the prior year

Trustee Trilla inquired as to the increase in water sales. Analyst Hummel responded that the water rate increase effective 3/1/12 was sure to have an effect as well as the drought we have been experiencing throughout the summer months.

- Hotel/Motel Tax receipts - \$22,652 down 11.98% compared with the prior year
- Motor Fuel Tax receipts \$68,784 down 38.12% compared with the prior year

6. Report - Status Update: Village Hall Server/Computer Replacement Project

Management Analyst Hummel provided a summary of the computer/server replacement project completed during June and July 2012.

Analyst Hummel began by explaining the Village purchased three (3) servers from PCS, International in the amount of \$24,083. This amount was roughly \$1,700 over budget. Trustee Trilla inquired as to why the amount came in over budget. Analyst Hummel explained the reason for the price increase was that the original proposal, which the budget estimates were based on, needed to be adjusted due to the fact that the Police Department needed a server with more memory capability. Because of the Police Department's interest in obtaining a wireless squad car camera system, the increased memory became a necessity. The install labor on the servers came out to \$7,250 for the three (3) servers. This amount was based on a flat rate quote from PCS and it matched the budgeted amount for server labor.

Analyst Hummel next touched on the various costs related to the computer workstations. Analyst Hummel explained the Village entered into a 3-year lease for 26 new computers at an amount of \$25,811. This amount was \$2,788 under budget over the course of the lease or \$929 under budget per year. Analyst Hummel explained the computer workstation install costs were based on a combination of flat rate and hourly labor costs. The flat rate pricing included the configuration of each workstation and the transferring of files. The hourly labor included computer application and program installs as well as any debugging necessary. The labor costs originally came in at \$26,291. The Village challenged several portions of the installation invoices and after the dispute process was complete,

the Village was credited \$2,151. Including this credit amount, the final labor bill for computer installs came to \$24,140 which was \$2,135 over the budgeted amount. Analyst Hummel explained the overage came about because the installers ran into several conversion issues when trying to install some of the Village's older programs on the new operating system. Trustee Trilla inquired as to why it was agreed upon to have installs done on an hourly rate and not a flat rate. Analyst Hummel acknowledged that he agreed with Trustee Trilla's statement, but that PCS did not offer a flat rate that would cover the entire install of the computers. Analyst Hummel further elaborated by saying that during a project wrap-up meeting with PCS, that exact topic was discussed and PCS said they would look into providing such a service in the future.

The final item Analyst Hummel presented was the software costs associated with the computer replacement project. The Village had budgeted \$400 per computer or \$10,400 for possible software costs. Fortunately, most of the Village's software and applications were compatible with the new operating system. Because of this the software costs for the project currently are at \$4,106. This amount is \$6,294 under the budgeted amount.

Overall, Analyst Hummel stated that the Village Hall server/computer replacement project came in \$3,356 under budget.

7. VISITOR'S BUSINESS

There were no visitors present at the meeting.

8. COMMUNICATIONS

There were no communications received.

9. ADJOURNMENT

Motion to adjourn was made by Trustee Davi. Second by Trustee Trilla.

The meeting was adjourned at 6:25 p.m.

(Minutes transcribed by: Garrett Hummel, 9/17/12)

MINUTES OF THE REGULAR MEETING OF THE MUNICIPAL
SERVICES COMMITTEE OF THE VILLAGE OF WILLOWBROOK HELD ON MONDAY,
September 10, 2012 IN THE VILLAGE HALL, 7760 QUINCY STREET, IN THE
VILLAGE OF WILLOWBROOK, DUPAGE COUNTY, ILLINOIS

1. CALL TO ORDER

Chairman Mistele called the meeting to order at 6:05 PM.

2. ROLL CALL

Those present at roll call were Chairman Mike Mistele, Trustee Suzanne Berglund, and Administrator Tim Halik. Absent: None.

3. APPROVAL OF MINUTES

- a. After review of the draft minutes from the July 9, 2012 Regular Meeting of the Municipal Services Committee, Chairman Mistele made a motion to approve the minutes as presented. Trustee Berglund seconded the motion. Motion carried.

4. DISCUSSION – Village Wide Brush Collection Program

Administrator Halik advised that this past Spring, the Village's regular tree maintenance contractor, Homer Tree Care, completed the Village-wide Spring brush collection program the week of May 7th thru 11th. The program included curb-side chipping of piled brush throughout town. Afterwards, the resulting chips were dumped at the Village public works facility for future use at park sites. Halik advised that the chips are not of high quality, but can be used to top-dress the walking paths within Creekside Park. Currently, we have no use for additional chipped material at any Village facility. In addition, given it is a low-quality chip, Halik stated that he would not recommend that we consider making the material available to residents. Staff would recommend that the resulting chipped material from the Fall brush program be disposed of by the vendor. This part of the project could be included in the contractor's proposal. Halik further advised that staff has recently been using a new tree service contractor, Mario's Tree Service and Landscaping, to complete some park work. We have found that the company has been very responsive, and performs high quality work at a low price. Therefore, we solicited a proposal from them to complete the 2012 Village-wide Fall Brush Collection Program. Mario offered a proposal of \$105/hour/crew to perform the program, which includes the removal and disposal of the resulting chips. Halik advised that this happens to be the same price that was offered by Homer Tree Service this past Spring, but the Village was responsible for the disposal of the chips. Using Mario, the estimated cost of the Fall Brush Collection Program would be \$9,450, which is below the budgeted amount, and includes the removal and disposal of the chips. Staff would recommend that the proposal submitted by Mario's Tree Service and Landscaping in the amount of \$105.00/hr. per chipping crew be accepted to perform the Village-wide Fall Brush Collection Program. If the Committee concurred, a resolution accepting the proposal will be placed on the agenda for the September 24th regular meeting of the Village Board. The Fall Brush Program would then be scheduled to occur the week of October 8th thru the 12th. Trustee Mistele inquired whether the same low rate would apply if the vendor were used for emergency type work, such as brush collection after a storm. Halik advised that he could definitely ask that of the contractor. Trustee Berglund recommended that sufficient funds should be budgeted next year to grind the low quality chips into a useable mulch that could be made available to residents. Halik agreed and stated that he could budget for the use of a tub grinder during next year's Spring program. The Committee concurred with the staff recommendation and authorized the placement of

this item on the next Board agenda under consent.

5. REPORT – Status Update: FY 2012/13 Road Maintenance Program

Administrator Halik advised that the FY 2012/13 MFT Road Maintenance Program has recently been completed in its entirety. We have received the final invoice for the work from the contractor, Fiala Paving. Halik advised that the final invoice is approximately \$8,000 higher than the bid price. Halik further advised that this was due to the addition of white pavement markings that were added along road edges in areas where sidewalks were present, but there were no curbs, additional sealcoating, and higher than expected base patching. Halik further explained that during the preparation of the bid document, staff and the Village Engineering Consultant estimate the amount of area of required base patching, but that after the project is underway, and the roadway surface is milled, the true limits of the required patch areas are known. This year's required patching exceeded what was expected. Chairman Mistele stated that he would prefer that the project is done right the first time and agreed with staff's decision to increase the amount of base patching as required. Halik stated that once partial lien waivers and certified payroll records are received from Fiala Paving, a motion to approve payout #1 will be placed on the next Board agenda.

6. REPORT – Municipal Services Department

- a. Administrator Halik shared the monthly permit activity report for both July and August showing that we have taken in about \$11,500 in permit revenue for the month of July, and about \$14,500 in the month of August. Halik stated that building department staff has worked many hours to handle the workload and have taken in just under \$30,000 in permit revenue for the two months. Halik advised that with four months into fiscal year 2012/13, we have taken in about 81% of our projected total revenue for the year.
- b. Administrator Halik shared the water system pumpage report. The report indicates that we have pumped about 23.5 million gallons more this year than we did in the same period last year. Halik attributes this increase to the drought conditions we have experienced this Summer. As a result of the increase, Halik increased his pumpage projection to 390 million gallons for the year.
- c. Administrator Halik provided a copy of both the June and July 2012 Status Report from Clarke Environmental. Halik advised that our trap counts have been well below typical nuisance level, which he advised was thirty female mosquitos per count. Halik advised that he monitors weekly trap counts closely throughout the season and works with our Clarke representative, Tom Kessler, to discuss possible action at times when indicators show a rise in breeding or trap counts. Halik also explained how the Culex Pipiens species of mosquito are the disease carrying vectors.

7. VISITOR'S BUSINESS

(none)

8. COMMUNICATIONS

(none)

9. ADJOURNMENT

Motion to adjourn was made by Chairman Mistele and seconded by Trustee Berglund.
The meeting was adjourned at 6:25 PM.

(Minutes transcribed by: Tim Halik, 10/4/12)

MINUTES OF THE SPECIAL MEETING OF THE PARKS AND RECREATION COMMISSION
HELD ON TUESDAY, SEPTEMBER 18, 2012, AT THE WILLOWBROOK VILLAGE HALL, 7760
QUINCY STREET, WILLOWBROOK, DUPAGE COUNTY, ILLINOIS

1. CALL TO ORDER

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

2. ROLL CALL

Those present at roll call were Commissioners Ronald Kanaverskis, Laurie Landsman, Rene Schuurman, and Doug Stetina.

ABSENT: Commissioners Carol Lazarski and Ramona Weigus. At time of Roll Call, Chairman Richard Cobb.

Also present was Superintendent of Parks and Recreation Kristin Violante.

A QUORUM WAS DECLARED

3. APPROVAL OF MINUTES – JULY 10, 2012

The Commission reviewed the July 10, 2012 minutes. Commissioner Landsman stated that on Page 2 under the Clarendon Hills Park District, it was Commissioner Lazarski who asked how many Willowbrook residents had purchased memberships at Woods Pool in Burr Ridge, not Commissioner Landsman as written.

MOTION: A Motion was made by Commissioner Landsman seconded by Commissioner Kanaverskis to approve the July 10, 2012 minutes as amended.

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

MOTION DECLARED CARRIED

***Chairman Richard Cobb arrived at 7:03 p.m.

4. REPORTS

Park News in Brief

Special Events

Superintendent Violante stated that the Village-wide Yard Sale held on July 14th was a huge success. Superintendent Violante stated that she had limited the sellers to 12 due to concerns over the amount of traffic around the park. Next year, however, more sellers will be accommodated.

Touch-A-Truck was held on July 19th. Approximately 80 children were in attendance. There were several trucks and specialty vehicles from the Army Reserves, area businesses, and the K-9 vehicle from the Willowbrook Police Department.

Superintendent Violante stated that there were two movie nights this summer. Approximately 55 people attended the "How to Train Your Dragon" on July 19th; and 65 attended "Dolphin Tail" on August 16th. The chance of rain during the first event may have deterred people from attending. Meatheads sponsored the movie nights.

Burr Ridge Park District Woods Pool

Superintendent Violante followed up on Commissioner Lazarski's question from last meeting about the number of Willowbrook residents that purchased memberships. Three residents purchased memberships and several daily passes were sold to Willowbrook residents.

Fall Newsletter

Superintendent Violante stated that the Fall Newsletter has been sent out in the mail. New programs include Dance and Computers for Seniors.

5. OLD BUSINESS

A. Master Plan

Superintendent Violante stated that she and Village Administrative Staff recently met with Todd Stanton from Design Perspectives. Mr. Stanton will soon be mailing out the park and recreation survey to a random group of approximately 500 residents, including phone interviews. Focus groups will also be formed. Superintendent Violante requested if any of the commissioners know someone who would like to participate in a focus group, to forward her their contact information. Mr. Stanton has also sent surveys to surrounding park districts about their park and recreation programs. Mr. Stanton will be attending the October Commission meeting to give an update on the master plan. Commissioner Stetina asked if a copy of the resident survey could be made available at the front counter. Superintendent Violante stated she would ask Mr. Stanton about that.

Commissioner Landsman asked if the commissioners will be able to review the survey before it gets mailed out to Village residents. Superintendent Violante stated she would forward the rough draft to them.

B. Dugout Canopies

Superintendent Violante stated that the canopies have been completed. Superintendent Violante stated that her only concern is that the canopies on Field 2 are lower than the others.

The Public Works Department will be placing plywood underneath Field 2's canopy roofs to deter kids from hanging on the exposed beams.

C. Shelter Roof Replacement

At the last meeting, Commissioner Stetina had suggested fascia be placed over the wood trim on the recently completed shelter roofs. Superintendent Violante stated the cheapest quote was received from Rusco out of Westmont. The contract was signed today and the work should be done soon. They will be using forest green fascia.

D. 2012 Holiday Party

Superintendent Violante stated that Commissioner Stetina had made a recommendation at an earlier meeting to give the same gift to all the children who attend the Village Holiday Party and suggested creating a gift with a Village mascot. Superintendent Violante suggested stuffed animals. Commissioner Stetina stated that the mascot idea would alleviate the controversy of kids being disappointed when they compare their gift with others. The other commissioners felt that boys and older kids would not appreciate a stuffed animal.

Commissioner Landsman stated when she has shopped for gifts from Walgreens, it has not taken much of her time. In addition, Wayne, the manager from the Willowbrook Walgreen's has helped with the Village's gift efforts in the past. The consensus of the Commissioners was to continue purchasing gifts as has been done in the past.

E. Fall Programing

Superintendent Violante stated that the Tree Lighting Ceremony has been scheduled for December 7th. A resident wants to donate a tree from his yard for this event. Superintendent Violante stated there is a great corner by the Fannie May in Hinsdale Lake Commons that would be a good spot for the tree. There is also an overhang nearby that could provide cover in the case of bad weather. She will be discussing the placement of the tree with the Public Works Department. Superintendent Violante stated she will contact the management company to get permission to have held on their property.

Commissioner Kanaverskis suggested placing the tree near Target or the Wingren Shopping Plaza. Both of these locations already have trees that could be used. Superintendent Violante also suggested having the event at Borse Park where there is already a great tree and electricity.

Commissioner Schuurman stated that the advantage of having the tree lighting at the Fannie May location is that there would be more of a crowd from people shopping in the area. In addition, there are businesses nearby that may be willing to participate. Commissioner Landsman also suggested having the ceremony in the mall where Bernard's Deli is. Chairman

Cobb suggested everyone look at the different locations before the next meeting and make a decision at the next scheduled meeting.

6. NEW BUSINESS

A. Burr Ridge Willowbrook Softball Association

Superintendent Violante stated that she met with members of the BRW Board to discuss the possibility of the Village of Willowbrook taking over the league. Taking over BRW would be a huge undertaking. It involves sponsorships, scheduling, registration, and recruiting coaches and players, among other things.

Superintendent Violante stated that BRW's initial idea included her doing most of the work. Superintendent Violante does not feel this would work since her position as Superintendent is part-time. Superintendent Violante stated that the current BRW president would like to oversee the travel league and have someone else coordinate the in-house league. Superintendent Violante was hoping to have a proposal from BRW, including BRW's and the Village's responsibilities were the Village to provide more support; however, she has not received any concrete proposal from BRW. They are still trying to determine what direction BRW should go.

Chairman Cobb stated that BRW needs to work to find a volunteer to take over, not the Village. Superintendent Violante stated if needed she would be willing to possibly help with registration and team formation.

Commissioner Schuurman asked if BRW has looked into merging with another league. Superintendent Violante stated that she has met with a staff member from the Westmont Park District, who has an interleague with BRW and Darien. He stated that Westmont is getting away from parent volunteers and having the park district recreation supervisor handle girls' softball. He stated that he would help the Village of Willowbrook if they took over running the league.

Commissioner Landsman suggested that a notice should be placed in the winter/spring newsletter to recruit adult volunteers for BRW. Commissioner Schuurman stated that BRW has never reached out to look for volunteers at school events and that they should consider doing so.

7. CORRESPONDENCE/COMMUNICATIONS

Superintendent Violante stated she received a letter from Maercker School District thanking the Commission for the donation to their Fun Fair. The Village of Willowbrook donated a karate class and a fishing birthday party.

8. VISITORS' BUSINESS

There was no visitors' business.

9. ADJOURNMENT

MOTION: Made by Commissioner Landsman, seconded by Commissioner Schuurman to adjourn the meeting at the hour of 7:44 p.m.

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

UNANIMOUS VOICE VOTE

MOTION DECLARED CARRIED

PRESENTED, READ and APPROVED,

October 3 _____, 2012

Chairman

Minutes transcribed by Cindy Stuchl.

MINUTES OF THE REGULAR MEETING OF THE PLAN COMMISSION HELD ON WEDNESDAY, APRIL 4, 2012, AT THE VILLAGE HALL, 7760 QUINCY STREET, WILLOWBROOK, DUPAGE COUNTY, ILLINOIS.

1. CALL TO ORDER

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

2. ROLL CALL

Those present at roll call were Commissioners Robert DelSarto, William Remkus, James Soukup, James Baker, William Buckley, Vice-Chairman Wagner and Chairman Kopp. Also present were Village Planner Jo Ellen Charlton and Secretary Joanne Prible. ABSENT: None.

3. OMNIBUS VOTE AGENDA

The items on the Omnibus Vote Agenda were as follows:

- A. Waive Reading of Minutes (APPROVE)
- B. Minutes – Regular Meeting February 1, 2012 and February 15, 2012 (APPROVE)
- C. Minutes – Village Board Meeting March 12, 2012 and March 19, 2012

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

4. PLAN COMMISSION WORKSHOP: Discussion of Chapter 1 through Chapter 8 of the Zoning Ordinance update.

Planner Charlton opened the workshop discussion. She said at the last Plan Commission meeting the recommendation was to put the ordinance together in the current form. The code for section 1 through 8 is the existing code with the exception of anything that is underscored, indicating new text, and strike through indicating text that is to be removed. Planner Charlton said the uses in the residential section have not yet been modified. The papers distributed before the meeting show the use matrix and those uses are taken from the business districts. When the business uses are finalized they will be added to some of the single family uses and non residential uses in the residential zoning district.

One of the first discussion items is the modified front yard setback for residential uses. In residential districts, the ability to reduce a front yard setback is based on the average of the homes on a block, for those homes that are less than the required setback. There are several areas particularly on the far north end of town that were annexed in from the county that have very small lots. Therefore, the front yard setback is impossible to meet in those situations. If anyone wants to do an expansion to their home, or if they do a teardown rebuild, there is no way that they can meet the required front yard setback. The

provision in the code was originally put in there to accommodate those properties in town. There have been some issues where some of the areas on the south side of town that were built in the county have scattered front yard setbacks. In some cases, people want to do additions to their home and come forward and they are able to utilize this section of the code because other homes are closer. The existing language evaluates the whole block. Also the language says that the average is calculated only by looking at those homes that are less than the required setback, so it exclude in the average everything that needs or exceeds the setback, Planner Charlton said the proposed amendment provides that at a minimum, everything on the block should be included, so all homes on one block would be included in the average calculation. The alternative is to only look at those homes on either side of the proposed lot. On the north side of town almost all the homes are equally lined up on the front setbacks. They are so small that they all meet the minimum setback for whatever code they were built under. The proposed language would allow them to be rebuilt to their original position. If for some reason some of the areas on the south side of town wanted to take advantage of this setback, the homes could be different on either side. She added for example that someone may have concern if their house met the required setback and a neighbor was able to move forward because of what is happening three or four lots down.

Chairman Kopp liked the fact that this amendment addresses the issue that homeowners had to hire surveyors to survey the distance of every home on the block. Chairman Kopp said that he agreed that looking at the three houses would be easier to administer.

Vice-Chairman Wagner said that this comes out of an issue on 68th Street where most of the houses were built under the county regulations and they all have 35 feet setbacks. The district today is R1A and the lots on the north side of the street are all half acre and the lots on the south side of the street are almost all one acre. The current requirement is a setback of 50 ft. The neighborhood started to have tear downs and some people chose to build back of the 50 feet. With a 50 or 60 foot setback the front of some houses could essentially be at the back of a neighboring house. At the time, the Plan Commission was trying to create some method of allowing the new home to be brought forward slightly from the requirement because the district requirement is not fitting the district.

Planner Charlton said front yard setbacks are always worded as a minimum front yard setback, so even though someone is allowed to come forward, there could be a maximum front yard setback in some areas, if you do not want to allow someone in an existing established neighborhood to increase the setback.

Vice-Chairman Wagner added the other thing created is that three lots on 68th were subdivided about three years ago, the requirement for the front yard was 50 feet. Now they have a platted building line of 50 feet so the exception of averages of the front yard platted line superseded the zoning ordinance.

Vice-Chairman Wagner said the disparity of the requirement in the current ordinance does not meet the requirement that those houses were built under DuPage County and they only require a 35 foot setback and the district does not recognize that setback.

Planner Charlton said a revision that acknowledges a required front yard setback in established neighborhoods should be made. That would require new platted subdivisions to adhere to the prior platted front setback line or the platted building line. Planner Charlton said we should understand where all the districts are located. Where the platted front yard setbacks do not comply with the existing, and write something into the general provisions or within each category about front yard setbacks that have exception and define the situation. She noted that language could be drafted so that variations would not be required if exceptions were identified in the Zoning Ordinance.

Chairman Kopp said he is not in favor of making someone comply with a minimum setback. It should not be mandatory and owners should be allowed to increase a front yard setback if they wish.

Vice-Chairman Wagner said he agreed with that position. If someone chooses to build a greater distance back from the front building line that is their choice. The other way is to change the required front yard setback in the R1 or R1A. Since there are many tear downs and building bigger, consideration should be made to change to 40 feet so that the disparity would only be between 5 and 10 feet.

Planner Charlton said that she needs to understand how many subdivisions and homes were built in Willowbrook under the greater setback.

Chairman Kopp cautioned that changes to bulk regulations that do not recognize what is currently there, may create non-conforming structures.

Planner Charlton said the other change that was made was that it will only apply to residential uses in residential districts. Right now it applies to all uses, included non-residential uses in residential district.

Planner Charlton explained that a provision referencing "specific setbacks" was going to be added to each zoning district. This existing provision is currently only listed once in the ordinance and is commonly missed. It refers to the larger setbacks that are required along the Village's major roadways.

Planner Charlton then discussed some specific questions about uses based on feedback from Tim and some elected officials. The first issue was a discussion on whether office uses should become special uses in B districts in order to restrict the number of non-sales tax revenue generating uses in the B district.

Vice-Chairman Wagner said it definitely should be tax generating. The exception is banks, although most of them are not in shopping centers but freestanding.

Chairman Kopp said he does not want to restrict the type of tenant based on the trouble owners are having filling vacant space. He added he does not like to impose restrictions on someone who owns property just to generate tax revenue for the village.

Planner Charlton added the thing about malls and large developments that make them so successful is a management company that pays attention to the mix of uses. Staff does not want to restrict them, but perhaps identify some of them as special uses. Some communities restrict sizes because some of the larger drug store chains will go dark and leave a 20,000 square foot space. The Village will end up getting non-retail users filling these larger spaces, which could significantly impact revenues.

Chairman Kopp said a landlord is going to find the person who is going to pay the most money. He said he would rather have the landlord make a go of it rather than have dark stores, which perpetuates the problem and then other stores go dark.

Planner Charlton said food stores are listed in the matrix. A lot of food-related uses are all special use except for candy, ice cream and bakery shops, which are permitted in B2. Bakeries are permitted in B1 and B3. Everything else is special use. All the restaurants, deli, fast food, grocery store, meat market are all special uses. Planner Charlton said it does not make sense to treat restaurants of all sizes the same by requiring all to obtain special use approval. Larger restaurants and drive-through should continue to be special uses so that parking can be checked to ensure there is adequate parking for those uses.

Chairman Kopp asked why we need a special use.

Planner Charlton said as long as a restaurant meets the requirement of parking on an out lot, it could be permitted. Drive-thru should always have a special use.

Chairman Kopp agreed as long as they meet the parking.

Planner Charlton said to do the parking requirement as a matter of policy.

Vice-Chairman Wagner said he agreed if they meet the parking requirements. Parking regulations should become the governing factor in that.

Planner Charlton clarified that the Commission was favorable to making all food related uses except for drive thru permitted uses.

Vice-Chairman Wagner said almost every one of the shopping centers is on a major street so they are all highways. He added he does not see the point in that.

Planner Charlton introduced a discussion about pawn shops and resale shops. Most codes restrict their use because it is supposed to be retail in nature only. She suggested that the Village may want to distinguish between resale and antique stores.

Vice-Chairman Wagner said we have a conflict with that because Goodwill was approved in a major shopping center.

Planner Charlton asked if that was approved as a special use.

Vice-Chairman Wagner said it is a retail store.

Planner Charlton said we will keep that special or conditional uses so we have an opportunity to review.

Chairman Kopp said he thinks they should be a permitted use.

Vice-Chairman Wagner said he does not see any reason to restrict as long as it meets all the other requirements of the code.

Vice-Chairman Wagner said that Cash for Gold is not a resale shop. It is not even a pawn shop, it is a service. That should be in a separate category.

In describing the use matrix, Planner Charlton said she pulled all uses from the business districts into a spreadsheet. It was hard to go through each of the uses and insert them into a format because there were uses that were defined a little different in all the districts. For example, one district lists "professional office" and in another district it would be listed as "offices" or a variation on the same type of use. She said she went through and pulled them all into a spread sheet and sorted them by the first letter of the word and sorted them by association with other similar uses, and then broke them down into categories. She took all the retails uses and broke them down by "general merchandise", "food categories", "auto related categories" in order to see what the relationships were and how these uses were referred to between all the districts. The goal was to create one way to list the same use in all districts. Also certain uses were combined. Planner Charlton asked the Commissioners to look at the list and make comments in terms of changing permitted to special use or special to permitted or expanding them into additional categories. It will be an easier way to reincorporate all these back into each district. The Commissioners will provide these comments at the next meeting.

Planner Charlton asked the commission for questions.

Vice-Chairman Wagner stated that the provision for trailers, boats, etc in Chapter 3, general provisions 9-3-6 specific uses, was very convoluted. Boats are licensed, trailers are licensed and most cars are licensed. He asked whether these items need to meet the setback requirements of the principle building or the accessory building. In most cases people store boats and trailers probably within 5 feet of the property line as that is where the driveway might be.

Planner Charlton said currently, these items must meet the setback requirements of the principal structure. There are many codes that are written to require they meet minimum

setbacks of the principal structure, with the intent that they not be allowed except on larger properties that have larger setbacks. There are two questions. One is what is happening now and if they meet all their side yard setbacks, do you really want a boat coming right up to the property line.

Vice-Chairman Wagner said usually a detached garage is within 3 or 5 feet of a property line. Typically there is a pad next to a detached garage or some type of storage. Most applications with a boat in the back yard would have been within 5 feet of the property line. There are numerous campers that are stored on lots and usually they are in back yards. The issue is unlicensed vehicles such as cars that have not been licensed in years sitting on parcels.

Planner Charlton said the issue of unlicensed vehicles is probably regulated by code enforcement through the property maintenance code. If it is a violation, staff should be following through on this. Planner Charlton asked the commission what they would like to see in town and what is reasonable in terms of someone who owns a boat or a trailer being stored it on their property.

Vice-Chairman Wagner said he always thought they should be behind the structure as opposed to in the front yard or side yard. These things should meet the minimum requirement of an accessory building as opposed to a principle structure.

Vice-Chairman Wagner asked do we get into home occupancy in general provisions or is that another part of the ordinance.

Planner Charlton said it is another part of the ordinance.

Planner Charlton said before changes are made to this section she will do some research and a report to see what we did in the past and what issues code enforcement might be able to educate us on.

5. VISITOR'S BUSINESS

Chairman Kopp mentioned there are Boy Scouts in audience working on their citizenship in the community merit badge.

6. COMMUNICATION

Chairman Kopp introduced and welcomed the new Plan Commission William Buckley.

7. ADJOURNMENT

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

UNANIMOUS VOICE VOTE

MOTION DECLARED CARRIED

PRESENTED, READ AND APPROVED,

_____, 2012

Minutes transcribed by Joanne Prible.

Chairman

MINUTES OF THE SPECIAL MEETING OF THE BOARD OF TRUSTEES OF THE POLICE PENSION FUND OF THE VILLAGE OF WILLOWBROOK HELD ON MARCH 19, 2012, AT THE VILLAGE HALL, 7760 QUINCY STREET, WILLOWBROOK, DUPAGE COUNTY, ILLINOIS

1. CALL TO ORDER

The meeting was called to order at the hour of 1:35 p.m. by President Umberto Davi.

2. ROLL CALL

Those present at roll call were Trustees Scott Eisenbeis, and Joseph Pec, and President Davi. Also present: Interim Director of Finance Carrie Dittman. ABSENT: Trustee Tim Kobler.

3. APPROVAL - APPLICATION FOR RETIREMENT BENEFITS - COMMANDER JOHN S. BARNACLE

President Davi reviewed the application for regular retirement benefits submitted by Commander John Barnacle. Commander Barnacle has 28 years, 5 months and 23 days of service and will receive 70% of his base salary. Pension calculations were completed and placed into his pension file.

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

MOTION: Made by Trustee Pec, seconded by Trustee Eisenbeis to approve Commander John Barnacle's application for a regular retirement effective 4/1/2012 (last day of employment). The effective date of the benefit will be April 2, 2012. Commander Barnacle's pension benefits will be based on a salary of \$97,906.54 and 28 years, 5 months and 23 days of creditable service. Commander Barnacle will receive 70% of \$97,906.54 which totals \$68,534.58 (\$5,711.22 on a monthly basis, month of April 2012 is prorated and is \$5,520.85).

UNANIMOUS VOICE VOTE

MOTION DECLARED CARRIED

Trustee Pec asked if his longevity pay was included in the total amount of his pension. Director Dittman confirmed that it was.

4. VISITOR'S BUSINESS

None presented.

5. NEW BUSINESS

Commander Barnacle submitted an application for a Concealed Carry Permit. President Davi signed the application.

6. OLD BUSINESS

a. Director Dittman advised that the village received a certified copy of the QUILDRO on February 29, 2012 for Officer Chris Drake. However the Village cannot administer the QUILDRO until some information is provided. (ie. - date of marriage). Trustee Pec also advised that they are responsibility to pay the \$50.00 fee to administer the QUILDRO and should not be sent until payment is received. Director Dittman will contact the attorney as a courtesy to request payment prior to payment.

b. Director Dittman also advised that the Village's Budget Workshop will be held on tonight. She will provide a tentative budget to the next Police Pension Board meeting on April 18, 2012.

c. Trustee Pec provided a copy of his Pension Certification documents for his file.

7. ADJOURNMENT

MOTION: Made by Trustee Pec, seconded by Trustee Eisenbeis to adjourn the meeting of the Board of Trustees of the Police Pension Fund at the hour of 1:55 p.m.

UNANIMOUS VOICE VOTE

MOTION DECLARED CARRIED

PRESENTED, READ and APPROVED,

April 18, 2012

President

Minutes transcribed by Debbie Hahn.

A G E N D A

Minutes of the Public Safety Committee of the Village of Willowbrook, which was held on September 10th, 2012 at 6:00 p.m. at the Village Hall, 7760 Quincy Street, in the Village of Willowbrook, DuPage County, Illinois.

CALL TO ORDER

The meeting was called to order at 6:00 p.m.

ROLL CALL

Those present at roll call were Chief Mark Shelton, Deputy Chief Paul Oggerino, Mayor Robert Napoli, Trustee Terry Kelly and Chairman of the Public Safety Committee Dennis Baker.

1. Reviewed the August 13th, 2012 Meeting Minutes.
The Committee approved the August 13th, 2012 Meeting Minutes.
2. Reviewed Weekly Press Releases – Information.
3. Reviewed Overtime Report for 07/23/2012-08/19/2012 - Information.
4. Reviewed Monthly Offense Summary Report for August - Information.
Trustee Baker commented on a decrease in overtime for the period. He related the overtime had decreased, as the Chief had advised it should at the last meeting.
5. Reviewed Monthly Expenditure Report for August – Information.
6. Reviewed V.A.P. (Victim Assistance Program) Follow-up Call Responses for August.
7. Reviewed Letter(s) of Recognition and Appreciation – Information
 - Officer Theodore Kolodziej

Trustee Baker commented on the letter and how it is nice that citizens recognize and comment on the positive actions of the Police Department regarding jobs well done.

8. DISCUSSION ITEMS

- Update on the new Report Writing / Records Management Program (Capers, ID Network, and New World System).
Chief Shelton advised the committee that one company has given its presentation and that another company is coming to the police department on September 12th, 2012 for a demonstration of their program including the records management and report writing process. Chief Shelton advised the Committee that he hopes to have (3) quotes and a recommendation by October for the purchase of a new system. The Committee was informed that the new system would interface with Southwest Central Dispatch and populate the reports automatically along with search features and report features that currently are not accessible without performing a manual look up. Mayor Napoli inquired as to how the current system is working with the new computers and servers which were just recently purchased by the Village. Mayor Napoli was advised that the current system is extremely old, from the 1990's, and is very difficult to interface with the current technology. We are using technology from the 1990's in the year 2012. The Chief advised Mayor Napoli that Village Administrator Timothy Halik, Management Analyst Garrett Hummel, and Village of Willowbrook I.T. Consultant Rich Kurtz can all attest to the comments made by I.T. Technicians about the old system. Trustee Baker inquired if the future purchase can be made with money from the drug fund, and was advised by Chief Shelton that money from the drug fund can be utilized for the purchase.

- Schools Opening Week – Appreciation.
Holmes School's Officer Manager and Principal commented, via e-mail, to Chief Shelton on their appreciation for Officers presence and enforcement during the first weeks of "Schools Opening". Chief Shelton advised Mayor Napoli that this information has already been forwarded to Village Administrator Timothy Halik.
- Southwest Central Dispatch Update.
The Committee was advised that Countryside Police Department may be joining Southwest Central Dispatch and would be also be on Net 9.
- SNS Update.
The Committee was advised that the distribution planning is still consistent. A walk through of the plan will be scheduled with other departments in the near future.
- Gower Plan.
The Committee was advised that staff from Gower West School, local fire departments and local police departments met for the annual review of the safety plans.
- Requested Reports.
Chief Shelton advised the Committee that Mayor Napoli had requested (2) reports. The first report is to explain what factors would generate overtime, why it occurs and include a (2) year history of expenses. The second report is the designated shift assignments for the months of August and September of 2012.

Trustee Kelly inquired about solicitors and the required identification and safety requirements they must adhere to while in the roadway.

Deputy Chief Oggerino related to the Committee that each patrol shift works mostly on required minimum staffing. Anytime an officer is investigating an accident and another officer is assisting in that investigation that leaves only one officer available to handle police calls. If an individual is arrested policy states that (2) officers must be in the lockup facility during the booking process which once again leaves only one officer available to handle police calls. Deputy Chief Oggerino advised the Committee that crimes are becoming more serious and there is a need for additional officers on the street.

9. VISITOR'S BUSINESS*
None Present

10. ADJOURNMENT
Meeting was adjourned at 6:26 p.m.

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

NEXT MEETING SCHEDULED FOR OCTOBER 8TH, 2012 AT 6:00 P.M.