

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, JANUARY 28, 2013, 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 - January 14, 2013 (APPROVE)
 - c. Minutes - Executive Session - November 26, 2012 (APPROVE)
 - d. Warrants - \$187,032.26 (APPROVE)
 - e. Ordinance - An Ordinance Abating the Taxes Heretofore Levied for the Year 2012 to Pay the Principal and Interest on the \$2,050,000 General Obligation Bonds (Alternate Revenue Source), Series 2008 of the Village of Willowbrook, DuPage County, Illinois (PASS)

NEW BUSINESS

6. DELINQUENT WATER BILLS
7. PRESENTATION - Beth Marchetti, DuPage Convention & Visitor's Bureau
8. RESOLUTION - A RESOLUTION AUTHORIZING THE MAYOR AND VILLAGE CLERK TO ENTER INTO AN AGREEMENT WITH WOLF & COMPANY LLP FOR AUDIT SERVICES FOR FISCAL YEAR 2012/13
9. RESOLUTION - A RESOLUTION REGARDING ZONING RESTRICTIONS APPLICABLE TO CANNABIS DISPENSARIES AND RELATED FACILITIES

PRIOR BUSINESS

10. COMMITTEE REPORTS
11. ATTORNEY'S REPORT

12. CLERK'S REPORT
13. ADMINISTRATOR'S REPORT
14. MAYOR'S REPORT
15. 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) DISCUSSION - Pursuant to 5ILCS 120/2(c)(21) Regarding the Destruction of Audio or Video Recordings of Closed Meetings Under the Open Meetings Act For the Purpose of a Semi-Annual Review of Said Recordings As Mandated by 5ILCS 120/2.06(3)(c)(1)
 - c) DISCUSSION - Pursuant to 5ILCS 120/2(c)(21) Regarding Previously Approved Minutes of Meetings That Were Lawfully Closed Under the Open Meetings Act For the Purpose of a Semi-Annual Review of Said Minutes As Mandated by 5ILCS 120/2.06(d), For Purposes of Possible Release
16. RESOLUTION - A RESOLUTION AUTHORIZING THE DESTRUCTION OF AUDIO OR VIDEO RECORDINGS OF CLOSED MEETINGS
17. RESOLUTION - A RESOLUTION MAKING A DETERMINATION RELATIVE TO THE RELEASE OF EXECUTIVE SESSION MINUTES PURSUANT TO THE ILLINOIS OPEN MEETINGS ACT
18. ADJOURNMENT

MINUTES OF THE REGULAR MEETING OF THE MAYOR AND BOARD OF TRUSTEES OF THE VILLAGE OF WILLOWBROOK HELD ON MONDAY, JANUARY 14, 2013 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 Mark Altobella, Management Analyst Garrett Hummel, Deputy Clerk Cindy Stuchl, and members of the Willowbrook Police Department.

A QUORUM WAS DECLARED

3. PLEDGE OF ALLEGIANCE

Mayor Napoli asked Chief Shelton 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 - Special Board Meeting - December 17, 2012 (APPROVE)
- c. Warrants - \$365,894.66 (APPROVE)
- d. Monthly Financial Report - December 31, 2012 (APPROVE)
- e. Motion - A Motion to Approve Application for a License to Hold a Raffle - Advocate Charitable Foundation (APPROVE)

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

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. DELINQUENT WATER BILLS

Administrator Halik advised that there was one (1) delinquent water bill in the amount of \$86.40. Staff requested permission to proceed in accordance with past practices, which was approved.

7. PROCLAMATION - A PROCLAMATION RECOGNIZING OFFICER THEODORE KOLODZIEJ FOR 25 YEARS OF SERVICE

Trustee Kelly presented Police Officer Theodore Kolodziej with a Proclamation and gift recognizing his 25 years of service with the Village of Willowbrook. Mayor Napoli, the Board of Trustees and Staff thanked Officer Kolodziej for his service.

MOTION: Made by Trustee Baker and seconded by Trustee Berglund to approve the Proclamation.

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

MOTION DECLARED CARRIED

8. PROCLAMATION - A PROCLAMATION RECOGNIZING OFFICER JOHN HANDZIK FOR 20 YEARS OF SERVICE

Trustee Kelly presented Police Officer John Handzik with a Proclamation and gift recognizing his 20 years of service with the Village of Willowbrook. Mayor Napoli, the Board of Trustees and Staff thanked Officer Handzik for his service.

MOTION: Made by Trustee Kelly and seconded by Trustee Davi to approve the Proclamation.

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

MOTION DECLARED CARRIED

9. OATH OF OFFICE - DEPUTY CHIEF OF POLICE MARK ALTOBELLA

Village Clerk Hansen swore in Mark Altobella to the office of Deputy Chief. Mayor Napoli, the Board of Trustees and Staff congratulated Deputy Chief Altobella on his appointment.

MOTION: Made by Trustee Trilla and seconded by Trustee Baker to confirm the appointment.

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

MOTION DECLARED CARRIED

10. RESOLUTION - A RESOLUTION AUTHORIZING THE MAYOR AND VILLAGE CLERK TO EXECUTE THE GATEWAY SPECIAL RECREATION ASSOCIATION FIFTH AMENDED ARTICLES OF AGREEMENT

Administrator Halik stated that Willowbrook joined the Gateway Special Recreation Association in 1989. This association contracts with the Ray Graham Association to provide recreational programs for persons with physical and mental disabilities. There are currently eight communities that make up the SRA. The current by-laws have not been changed. However, the Gateway Board has completed a draft of the Fifth Amended Articles of Agreement and seeks approval from the Board. The agreement contains revisions that include changing the dates of their fiscal year, the removal of one municipality as a member, and allowing for voluntary withdrawal from members.

MOTION: Made by Trustee Mistele and seconded by Trustee Baker to adopt Resolution No. 13-R-01 as presented.

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

MOTION DECLARED CARRIED

11. RESOLUTION - A RESOLUTION ACCEPTING A PROPOSAL FOR PROFESSIONAL LANDSCAPE DESIGN SERVICES RELATED TO PROPOSED LANDSCAPE IMPROVEMENTS ALONG ILLINOIS ROUTE 83 (KINGERY HIGHWAY) - WBK ASSOCIATES, LTD.

Administrator Halik stated that citizen survey results have indicated varying levels of satisfaction to Village beautification and street scaping. IDOT intends to resurface Kingery Highway through Willowbrook during the 2013 construction season. This project does not include any right of way landscaping. However, this type of project does qualify for grant funding under the Illinois Transportation Enhancement Program. If approved, 80% of the costs could be funded through this grant.

Staff met with WBK Associates to review the completion of this project including grant application submission. A proposal to complete a preliminary design was submitted by WBK which includes coordination with IDOT and estimate of probable costs. The design fee would be \$5,000. The plan would be presented during the Budget Workshop in March.

If approved, the project would commence in the Spring of 2014, right after the Kingery Highway project has been completed. There are currently excess funds in the Public Works Engineering budget to fund these design expenses.

Trustee Mistele stated that the Municipal Services Committee did review this project and the Committee requested that funding for Village entrance signs also be added to the proposal.

MOTION: Made by Trustee Mistele and seconded by Trustee Davi to adopt Resolution No. 13-R-02 as presented.

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

MOTION DECLARED CARRIED

12. REPORT - RISK MANAGEMENT UPDATE

Management Analyst Hummel provided an update on two IRMA claims that have recently been settled. Both claims involved knee issues with police officers. There is one minor incident involving smoke inhalation to an officer that remains open at this time.

PRIOR BUSINESS

13. COMMITTEE REPORTS

Trustee Baker had no report.

Trustee Kelly had no report.

Trustee Mistele had no report.

Trustee Berglund had no report.

Trustee Davi had no report.

Trustee Trilla had no report.

14. ATTORNEY'S REPORT

Attorney Hennessy had no report.

15. CLERK'S REPORT

Clerk Hansen had no report.

16. ADMINISTRATOR'S REPORT

Administrator Halik had no report.

17. MAYOR'S REPORT

Mayor Napoli had no report.

18. EXECUTIVE SESSION

- a. REVIEW 2012 MINUTES - Pursuant to 5 ILCS 120/2(c)(21)
Regarding the Minutes of Executive Session Meetings
That Were Lawfully Closed Under the Open Meetings Act

RECESS INTO EXECUTIVE SESSION

MOTION: Made by Trustee Kelly and seconded by Trustee Baker to
recess 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

The Board reconvened the Regular Meeting at the hour of 6:59 p.m.

19. ADJOURNMENT

MOTION: Made by Trustee Mistele and seconded by Trustee Berglund, to adjourn the Regular Meeting at the hour of 7:00 p.m.

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

MOTION DECLARED CARRIED

PRESENTED, READ and APPROVED:

January 28, 2013.

Mayor

Minutes transcribed by Deputy Clerk Cindy Stuchl.

WARRANTS

January 28, 2013

GENERAL CORPORATE FUND	-----	\$91,051.77
WATER FUND	-----	93,030.49
POLICE PENSION FUND	-----	2,950.00
TOTAL WARRANTS	-----	\$187,032.26



Tim Halik, Village Administrator

APPROVED:

Robert A. Napoli, Mayor

VILLAGE OF WILLOWBROOK

RUN DATE: 01/22/13

BILLS PAID REPORT FOR JANUARY, 2013

PAGE: 1

RUN TIME: 03:23PM

GENERAL CORPORATE FUND

CHECKS & DIR. DEBITS

DESCRIPTION	ACCOUNT NUMBER	AMOUNT
AFLAC (46)	01/29 CK# 81280	\$1,894.62
917851/JAN 13 EMP DED PAY - AFLAC/ACCIDENT 01-210-217	01-210-217	410.86
917851/JAN 13 EMP DED PAY - AFLAC/OTHER INS 01-210-218	01-210-218	1,483.76
AL WARREN OIL CO (2205)	01/29 CK# 81281	\$4,354.03
I0762352 GASOLINE INVENTORY 01-190-126	01-190-126	4,354.03
MARK ALTOBELLA (65)	01/29 CK# 81282	\$260.72
13 UNIFORMS UNIFORMS 01-451-345	01-30-630-345	260.72
AMERICAN FIRST AID SERVICE INC (77)	01/29 CK# 81283	\$71.70
123938 OPERATING EQUIPMENT 01-451-401	01-30-630-401	13.90
123939 BUILDING MAINTENANCE SUPPLIES 01-405-351	01-10-466-351	57.80
AWARD EMBLEM MFG CO INC (2509)	01/29 CK# 81285	\$79.10
374642 OPERATING EQUIPMENT 01-451-401	01-30-630-401	79.10
CHICAGO BADGE & INSIGNIA CO (334)	01/29 CK# 81286	\$106.40
11970 OPERATING EQUIPMENT 01-451-401	01-30-630-401	106.40
CINDY DREW (2084)	01/29 CK# 81287	\$179.00
255W WINTER RECREATION FEES 01-310-816	01-310-816	55.00
262BW WINTER RECREATION FEES 01-310-816	01-310-816	128.00
262BW CHECK PROCESSING FEE - GIFT CERTS 01-310-821	01-310-821	-4.00
COLLEEN KELLY (2084)	01/29 CK# 81288	\$44.00
215AW WINTER RECREATION FEES 01-310-816	01-310-816	44.00
COMMONWEALTH EDISON (370)	01/29 CK# 81289	\$742.93
0423085170JAN13 RED LIGHT - COM ED	01-30-630-248	59.71
0791026027JAN13 RED LIGHT - COM ED	01-30-630-248	50.46
1024813000JAN13 ENERGY - STREET LIGHT 01-530-207	01-35-745-207	12.64
4215105154JAN13 ENERGY - STREET LIGHT 01-530-207	01-35-745-207	453.06
4403140110JAN13 ENERGY - STREET LIGHT 01-530-207	01-35-745-207	102.57
6863089003JAN13 RED LIGHT - COM ED	01-30-630-248	64.49
DD INDUSTRIES INC (2246)	01/29 CK# 81290	\$113.78
45667 OPERATING EQUIPMENT 01-451-401	01-30-630-401	113.78
DUPAGE COUNTY PUBLIC WORKS (514)	01/29 CK# 81291	\$58.53
PW 9/30-11/30 SANITARY USER CHARGE	01-35-725-417	11.20
WH 9/30-11/30 SANITARY USER CHARGE 01-405-385	01-10-466-385	47.33
DUPAGE JUV OFCRS ASSN (523)	01/29 CK# 81292	\$66.00
513/521/528 SCHOOLS-CONFERENCE TRAVEL 01-451-304	01-30-630-304	66.00
FEDEX OFFICE (593)	01/29 CK# 81294	\$11.00
205928230 POSTAGE & METER RENT 01-451-311	01-30-630-311	11.00
FIRE & SECURITY SYSTEMS INC. (601)	01/29 CK# 81295	\$7.00
128278 MAINTENANCE - PW BUILDING	01-35-725-418	7.00
FITZGERALD LIGHTING (2510)	01/29 CK# 81296	\$1,306.52
22113 MAINTENANCE - BUILDING 01-405-228	01-10-466-228	1,306.52
CAROL FRUEH (643)	01/29 CK# 81297	\$375.00
1/3/13 PRINTING & PUBLISH 01-420-302	01-10-455-302	375.00
ROY GIUNTOLI (690)	01/29 CK# 81298	\$50.00
13 ICC DUES FEES DUES SUBSCRIPTIONS 01-551-307	01-40-810-307	50.00
HINSDALE HIGH SCHOOL 86 (820)	01/29 CK# 81300	\$174.00
581 CHILDRENS SPECIAL EVENTS 01-625-150	01-20-585-150	174.00

VILLAGE OF WILLOWBROOK

RUN DATE: 01/22/13

BILLS PAID REPORT FOR JANUARY, 2013

PAGE: 2

RUN TIME: 03:23PM

GENERAL CORPORATE FUND

CHECKS & DIR. DEBITS

DESCRIPTION	ACCOUNT NUMBER	AMOUNT
HOME DEPOT COMMERCIAL (808)	01/29 CK# 81301	\$278.86
24408 MAINTENANCE - BUILDING 01-405-228	01-10-466-228	71.16
4027505 OPERATING SUPPLIES & EQUIPMENT 01-503-401	01-35-715-401	42.45
4033264 MAINTENANCE - BUILDING 01-405-228	01-10-466-228	39.91
7026975 OPERATING SUPPLIES & EQUIPMENT 01-503-401	01-35-715-401	20.96
8032930 MAINTENANCE - BUILDING 01-405-228	01-10-466-228	65.50
9021182 OPERATING SUPPLIES & EQUIPMENT 01-503-401	01-35-715-401	38.88
I.M.R.F. PENSION FUND (917)	01/29 CK# 81302	\$2,695.83
JAN 13 SLEP PENSION 01-10-455-155	01-30-630-156	2,695.83
ILLINOIS DIRECTOR OF (475)	01/29 CK# 81303	\$383.17
4TH QTR 12 EMPLOYEE BENEFIT - UNEMPLOYMENT INS	01-10-455-144	5.83
4TH QTR 12 EMPLOYEE BENEFITS - UNEMPLOYMENT 01-601-144	01-20-550-144	42.47
4TH QTR 12 EMPLOYEE BENEFIT - UNEMPLOYMENT INS	01-25-610-144	115.23
4TH QTR 12 EMPLOYEE BENEFIT - UNEMPLOYMENT INS	01-30-630-144	198.54
4TH QTR 12 EMPLOYEE BENEFITS - UNEMPLOYMENT 01-501-144	01-35-710-144	21.10
ILLINOIS TACTICAL OFFICERS ASN (923)	01/29 CK# 81305	\$40.00
533 FEES-DUES-SUBSCRIPTIONS 01-451-307	01-30-630-307	40.00
INDUSTRIAL ELECTRICAL SUPPLY (929)	01/29 CK# 81306	\$12.90
213263 BUILDING MAINTENANCE SUPPLIES 01-405-351	01-10-466-351	12.90
JULIE, INC. (1018)	01/29 CK# 81307	\$633.04
2013-1713 J.U.L.I.E. 01-540-332	01-35-755-332	633.04
KIEFT BROTHERS INC (1051)	01/29 CK# 81308	\$129.00
192295 STORM WATER IMPROVEMENTS MAT 01-535-381	01-35-750-381	129.00
KING CAR WASH (1057)	01/29 CK# 81309	\$120.00
60/DEC 12 GAS-OIL-WASH-MILEAGE 01-451-303	01-30-630-303	120.00
KONICA MINOLTA BUSINESS SOLUTIONS (2319)	01/29 CK# 81310	\$504.77
223324535 COPY SERVICE 01-451-315	01-30-630-315	317.72
223352832 COPY SERVICE 01-420-315	01-10-455-315	187.05
LINDCO EQUIPMENT SALES INC (1153)	01/29 CK# 81311	\$1,127.51
20121239-P MAINTENANCE - EQUIPMENT 01-525-411	01-35-740-411	1,127.51
LOGSDON OFFICE SUPPLY (2452)	01/29 CK# 81312	\$121.29
4289011 OFFICE SUPPLIES 01-420-301	01-10-455-301	121.29
MARGARET LEAMY (2084)	01/29 CK# 81313	\$65.00
255W-2 WINTER RECREATION FEES 01-310-816	01-310-816	65.00
MARQUARDT & BELMONTE P.C. (2259)	01/29 CK# 81314	\$447.50
5529/NOV-DEC12 RED LIGHT ADJUDICATOR 01-30-630-246	01-30-630-246	447.50
MARY BISHARAT (2084)	01/29 CK# 81315	\$10.00
306SP WINTER RECREATION FEES 01-310-816	01-310-816	10.00
NAPWDA (1333)	01/29 CK# 81317	\$70.00
522 FEES-DUES SUBSCRIPTIONS	01-30-630-307	70.00
NATIONAL PEN COMPANY (2511)	01/29 CK# 81318	\$188.40
106720321 PUBLIC RELATIONS 01-435-365	01-10-475-365	188.40
NORTH AMERICAN SALT CO (1372)	01/29 CK# 81319	\$6,801.15
70917189 OPERATING SUPPLIES 01-540-331	01-35-755-331	6,801.15
NORTH EAST MULTI REGIONAL TRNG. (1371)	01/29 CK# 81320	\$150.00
164411 SCHOOLS-CONFERENCE TRAVEL 01-451-304	01-30-630-304	150.00

VILLAGE OF WILLOWBROOK

RUN DATE: 01/22/13

BILLS PAID REPORT FOR JANUARY, 2013

PAGE: 3

RUN TIME: 03:23PM

GENERAL CORPORATE FUND

CHECKS & DIR. DEBITS

DESCRIPTION	ACCOUNT NUMBER	AMOUNT
ORKIN EXTERMINATING (1439)	01/29 CK# 81322	\$74.76
D2604360 JAN 13 MAINTENANCE - BUILDING 01-405-228	01-10-466-228	74.76
P.F. PETTIBONE & CO. (1491)	01/29 CK# 81323	\$1,673.35
26851 PRINTING & PUBLISHING 01-451-302	01-30-630-302	1,431.85
26872 UNIFORMS 01-451-345	01-30-630-345	241.50
PAPER DIRECT (1456)	01/29 CK# 81324	\$33.98
L113571701019 OFFICE SUPPLIES 01-420-301	01-10-455-301	33.98
PELLICIONI ANDREW (1473)	01/29 CK# 81326	\$542.64
13 UNIFORMS UNIFORMS 01-451-345	01-30-630-345	542.64
PETTY CASH C/O TIM HALIK (1492)	01/29 CK# 81327	\$313.78
1/22/13 GAS-OIL-WASH-MILEAGE 01-05-410-303	01-05-410-303	16.95
1/22/13 SCHOOLS-CONFERENCE TRAVEL 01-420-304	01-10-455-304	37.00
1/22/13 CASH - OVER OR SHORT 01-420-505	01-10-455-505	-1.40
1/22/13 PUBLIC RELATIONS 01-435-365	01-10-475-365	21.75
1/22/13 SCHOOLS-CONFERENCE TRAVEL 01-451-304	01-30-630-304	174.49
1/22/13 OPERATING EQUIPMENT 01-451-401	01-30-630-401	44.99
1/22/13 CONFIDENTIAL FUNDS 01-470-339	01-30-655-339	20.00
DANIEL POLFLIET (1522)	01/29 CK# 81328	\$64.04
13 UNIFORMS UNIFORMS 01-451-345	01-30-630-345	64.04
PUBLIC SAFETY DIRECT INC (2309)	01/29 CK# 81329	\$237.50
23606 MAINTENANCE - VEHICLES 01-451-409	01-30-630-409	95.00
23611 MAINTENANCE - VEHICLES 01-451-409	01-30-630-409	142.50
RAGS ELECTRIC, INC (1585)	01/29 CK# 81330	\$1,180.76
15027 MAINTENANCE - STREET LIGHTS 01-530-223	01-35-745-223	270.76
15028 MAINTENANCE - BUILDING 01-405-228	01-10-466-228	284.50
15029 MAINTENANCE - STREET LIGHTS 01-530-223	01-35-745-223	247.50
15030 MAINTENANCE - STREET LIGHTS 01-530-223	01-35-745-223	378.00
RATHS, RATHS & JOHNSON, INC. (1591)	01/29 CK# 81331	\$497.50
11021-212 PLAN REVIEW - STRUCTURAL 01-555-255	01-40-820-255	497.50
RAY O'HERRON CO., INC. (1594)	01/29 CK# 81332	\$45.90
65671 UNIFORMS 01-451-345	01-30-630-345	45.90
REALTY VALUE CONSULTANTS INC (2513)	01/29 CK# 81333	\$22,000.00
V201109100 LAND ACQUISITION 01-445-651	01-10-485-651	22,000.00
LORI RINELLA (2204)	01/29 CK# 81334	\$34.00
INVATIONS PUBLIC RELATIONS 01-435-365	01-10-475-365	34.00
RUTLEDGE PRINTING CO. (1648)	01/29 CK# 81335	\$40.00
113764 OFFICE SUPPLIES 01-420-301	01-10-455-301	40.00
SANTO SPORT STORE (2512)	01/29 CK# 81336	\$791.00
59658 SUMMER PROGRAM MATERIALS & SERVICES	01-20-575-119	791.00
SIKICH LLP (1722)	01/29 CK# 81337	\$5,793.40
153552/DEC 12 FINANCIAL SERVICES 01-25-620-252	01-25-620-252	5,793.40
SO SUBN BLDG OFFICIALS ASSN (1748)	01/29 CK# 81338	\$75.00
13 MEMBERSHIP FEES DUES SUBSCRIPTIONS 01-551-307	01-40-810-307	75.00
SO SUBN BLDG OFFICIALS ASSN (1748)	01/29 CK# 81339	\$500.00
13 CONF T HALIK SCHOOLS CONFERENCE TRAVEL 01-551-304	01-40-810-304	500.00
SO SUBN BLDG OFFICIALS ASSN (1748)	01/29 CK# 81340	\$500.00
13 CONF GUNTLI FEES DUES SUBSCRIPTIONS 01-551-307	01-40-810-307	500.00

VILLAGE OF WILLOWBROOK

RUN DATE: 01/22/13

BILLS PAID REPORT FOR JANUARY, 2013

PAGE: 4

RUN TIME: 03:23PM

GENERAL CORPORATE FUND

CHECKS & DIR. DEBITS

DESCRIPTION	ACCOUNT NUMBER	AMOUNT
SOUTHWEST CENTRAL DISPATCH (1751) FEBRUARY 2013 RADIO DISPATCHING 01-483-235	01/29 CK# 81341 01-30-675-235	\$17,930.77 17,930.77
CYNTHIA STUHL (1788) MICROWAVE OFFICE SUPPLIES 01-420-301	01/29 CK# 81342 01-10-455-301	\$71.24 71.24
SUBURBAN DOOR CHECK & LOCK SERVICE INC (1804) 431288 MAINTENANCE - BUILDING 01-405-228	01/29 CK# 81343 01-10-466-228	\$134.00 134.00
SUNSET SEWER & WATER (2276) 2013-002 STREET & ROW MAINTENANCE 01-535-328 2013-003 SITE IMPROVEMENTS 01-535-289 2013-015 STREET & ROW MAINTENANCE 01-535-328	01/29 CK# 81344 01-35-750-328 01-35-750-289 01-35-750-328	\$3,299.13 552.00 1,949.00 798.13
SUSAN LEAMY (2084) 255W-3 WINTER RECREATION FEES 01-310-816	01/29 CK# 81345 01-310-816	\$55.00 55.00
TAMELING INDUSTRIES (1844) 84395 STORM WATER IMPROVEMENTS MAT 01-535-381	01/29 CK# 81346 01-35-750-381	\$656.06 656.06
THOMPSON ELEV. INSPECT. SERVICE (1873) 12-3365 ELEVATOR INSPECTION 01-565-117	01/29 CK# 81347 01-40-830-117	\$43.00 43.00
TRAFFIC CONTROL & PROTECTIONS (2337) 75911 ROAD SIGNS 01-540-333	01/29 CK# 81348 01-35-755-333	\$329.10 329.10
UNIFIRST (1926) 0610743952 MAINTENANCE - BUILDING 01-405-228 0610744066 MAINTENANCE - PW BUILDING	01/29 CK# 81350 01-10-466-228 01-35-725-418	\$233.36 179.50 53.86
VEDDER, PRICE, KAUFMAN & KAMMHOLZ PC (1971) 455405 FEES - LABOR COUNSEL 01-425-242	01/29 CK# 81351 01-10-470-242	\$6,103.95 6,103.95
VERIZON WIRELESS (1972) 2851451358 PHONE - TELEPHONES 01-05-410-201 2851451358 PHONE - TELEPHONES 01-420-201 2851451358 PHONE - TELEPHONES 01-451-201 2851451358 TELEPHONES 01-501-201 2851451358 TELEPHONES 01-551-201	01/29 CK# 81352 01-05-410-201 01-10-455-201 01-30-630-201 01-35-710-201 01-40-810-201	\$603.41 33.92 23.31 317.96 144.97 83.25
NICHOLAS VOLEK (2254) 13 UNIFORMS UNIFORMS 01-451-345	01/29 CK# 81353 01-30-630-345	\$254.09 254.09
WAREHOUSE DIRECT (2002) 1806535-0 OFFICE SUPPLIES 01-451-301 1809863-0 OFFICE SUPPLIES 01-451-301 1809863-1 OFFICE SUPPLIES 01-451-301 1809868-0 OPERATING EQUIPMENT 01-451-401 1811279-0 OFFICE SUPPLIES 01-451-301 1813190-0 OPERATING EQUIPMENT 01-451-401	01/29 CK# 81354 01-30-630-301 01-30-630-301 01-30-630-301 01-30-630-401 01-30-630-301 01-30-630-401	\$518.08 78.04 42.45 67.18 70.20 54.89 205.32
WESTOWN AUTO SUPPLY COMPANY (2026) 48667 MAINTENANCE - VEHICLES 01-520-409	01/29 CK# 81355 01-35-735-409	\$34.47 34.47
WILLOWBROOK FORD INC. (2056) 6126764/2 MAINTENANCE - VEHICLES 01-451-409 6127125/1 MAINTENANCE - VEHICLES 01-451-409	01/29 CK# 81356 01-30-630-409 01-30-630-409	\$1,910.75 1,585.84 324.91
THE YOGA TEACHERS' GROUP INC (2109) 12/3-12/26/12 FALL PROGRAM MATERIALS & SERVICES 01-622-118	01/29 CK# 81357 01-20-580-118	\$805.00 805.00
TOTAL GENERAL CORPORATE FUND		\$91,051.77

VILLAGE OF WILLOWBROOK

RUN DATE: 01/22/13

BILLS PAID REPORT FOR JANUARY, 2013

PAGE: 5

RUN TIME: 03:23PM

WATER FUND

CHECKS & DIR. DEBITS

DESCRIPTION	ACCOUNT NUMBER	AMOUNT
AT & T MOBILITY (64)	01/29 CK# 81284	\$72.92
826930710JAN13 PHONE - TELEPHONES 02-401-201	02-50-401-201	72.92
COMMONWEALTH EDISON (370)	01/29 CK# 81289	\$2,130.92
4651111049JAN13 ENERGY - ELECTRIC PUMP 02-420-206	02-50-420-206	1,136.61
5071072051JAN13 ENERGY - ELECTRIC PUMP 02-420-206	02-50-420-206	994.31
DUPAGE WATER COMMISSION (521)	01/29 CK# 81293	\$83,710.72
9882/DEC 12 PURCHASE OF WATER 02-420-575	02-50-420-575	83,710.72
HACH CHEMICAL COMPANY (745)	01/29 CK# 81299	\$1,699.00
8097301 MATERIALS, SUPPLIES, STANDPIPE, PUM	02-50-425-475	1,699.00
HOME DEPOT COMMERCIAL (808)	01/29 CK# 81301	\$10.47
4022862 WATER DISTRIBUTION REPAIR-MAINTENAN	02-50-430-277	10.47
ILLINOIS DIRECTOR OF (475)	01/29 CK# 81303	\$21.10
4TH QTR 12 EMPLOYEE BENEFITS - UNEMPLOYMENT	02-50-401-144	21.10
ILLINOIS SECTION AWWA (150)	01/29 CK# 81304	\$250.00
200004208 SCHOOLS CONFERENCE TRAVEL 02-401-304	02-50-401-304	250.00
LOGSDON OFFICE SUPPLY (2452)	01/29 CK# 81312	\$65.98
428901I OFFICE SUPPLIES 02-401-301	02-50-401-301	65.98
O'HARA TRUE VALUE HOME AND HARDWARE (2481)	01/29 CK# 81321	\$6.15
A255609 WATER DISTRIBUTION REPAIR-MAINTENAN	02-50-430-277	6.15
PDC LABORATORIES INC (1477)	01/29 CK# 81325	\$300.00
730660S SAMPLING ANALYSIS 02-420-362	02-50-420-362	300.00
SUNSET SEWER & WATER (2276)	01/29 CK# 81344	\$3,618.26
2013-013 WATER DISTRIBUTION REPAIR-MAINTENAN	02-50-430-277	731.26
2013-016 WATER DISTRIBUTION REPAIR-MAINTENAN	02-50-430-277	2,887.00
U.S. POSTMASTER (1948)	01/29 CK# 81349	\$1,000.00
DEPOSIT POSTAGE & METER RENT 02-401-311	02-50-401-311	1,000.00
VERIZON WIRELESS (1972)	01/29 CK# 81352	\$144.97
2851451358 PHONE - TELEPHONES 02-401-201	02-50-401-201	144.97
TOTAL WATER FUND		\$93,030.49

VILLAGE OF WILLOWBROOK

RUN DATE: 01/22/13

BILLS PAID REPORT FOR JANUARY, 2013

PAGE: 6

RUN TIME: 03:23PM

POLICE PENSION FUND

CHECKS & DIR. DEBITS

DESCRIPTION	ACCOUNT NUMBER	AMOUNT
MESIROW FINANCIAL SERVICES INC (2314)	01/29 CK# 81316	\$2,950.00
795859 OTHER EXPENSES 07-401-599	07-62-401-599	2,950.00
TOTAL POLICE PENSION FUND		\$2,950.00

VILLAGE OF WILLOWBROOK

RUN DATE: 01/22/13

BILLS PAID REPORT FOR JANUARY, 2013

PAGE: 7

RUN TIME: 03:23PM

SUMMARY ALL FUNDS

BANK ACCOUNT	DESCRIPTION	AMOUNT
01-110-105	GENERAL CORPORATE FUND-CHECKING - 0010330283	91,051.77 *
02-110-105	WATER FUND-CHECKING 0010330283	93,030.49 *
07-110-105	POLICE PENSION FUND-CHECKING 0010330283	2,950.00 *
	TOTAL ALL FUNDS	187,032.26 **

VILLAGE OF WILLOWBROOK

BOARD MEETING

AGENDA ITEM - HISTORY/COMMENTARY

ITEM TITLE:

AN ORDINANCE ABATING THE TAXES HERETOFORE LEVIED FOR THE YEAR 2012 TO PAY THE PRINCIPAL AND INTEREST ON THE \$2,050,000 GENERAL OBLIGATION BONDS (ALTERNATE REVENUE SOURCE), SERIES 2008 OF THE VILLAGE OF WILLOWBROOK, DUPAGE COUNTY, ILLINOIS

AGENDA NO.**5e****AGENDA DATE:** 01/28/13

STAFF REVIEW: Tim Halik,
Village Administrator

SIGNATURE:

LEGAL REVIEW: William Hennessy,
Village Attorney

SIGNATURE:

RECOMMENDED BY: Tim Halik,
Village Administrator

SIGNATURE:

REVIEWED & APPROVED BY COMMITTEE: YES NO N/A

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

On July 14, 2008 the Village issued \$2,050,000 in General Obligation Bonds (Alternate Revenue Source) for the construction of a new public works facility and the completion of the 75th Street extension project. If water fund revenues and income tax receipts were not sufficient to pay the debt service, the Village could levy a property tax for the annual debt service.

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

With the passage of the July 14, 2008 ordinance, every year the DuPage County Clerk automatically prepares an annual property tax levy extension for the payment of the bond debt service unless an annual tax abatement ordinance is filed with the Clerk's office. The Village Board will pass an ordinance such as this one each year until the bonds are paid off in 2027.

ACTION PROPOSED:

PASS ORDINANCE ABATING THE TAXES LEVIED FOR THE YEAR 2012 TO PAY THE PRINCIPAL AND INTEREST ON THE \$2,050,000 GENERAL OBLIGATION BONDS

ORDINANCE NO. 13-O-_____

AN ORDINANCE ABATING THE TAXES HERETOFORE LEVIED FOR THE YEAR 2012 TO PAY THE PRINCIPAL AND INTEREST ON THE \$2,050,000 GENERAL OBLIGATION BONDS (ALTERNATE REVENUE SOURCE), SERIES 2008 OF THE VILLAGE OF WILLOWBROOK, DU PAGE COUNTY, ILLINOIS

WHEREAS, the Mayor and Board of Trustees of the Village of Willowbrook, DuPage County, Illinois (the "VILLAGE"), by Ordinance Number 08-O-17, passed on July 14, 2008 (the "BOND ORDINANCE"), did provide for the issue of \$2,050,000 General Obligation Bonds (Alternate Revenue Source), Series 2008 (the "BONDS"), and the levy of a direct annual tax sufficient to pay principal and interest on the BONDS, and in particular, taxes were levied in the amount of \$160,556.26 for the year 2012 for the BONDS; and

WHEREAS, the Village has the Pledged Revenues (as defined in the BOND ORDINANCE) in the appropriate account or fund pursuant to the BOND ORDINANCE for the purpose of paying the principal and interest on the BONDS up to and including December 30, 2013; and

WHEREAS, it is necessary and in the best interest of the VILLAGE that the tax heretofore levied for the year 2012 to pay such debt service on the BONDS be abated.

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

SECTION ONE: The tax heretofore levied for the year 2012 in the BOND ORDINANCE is hereby abated in its entirety.

SECTION TWO: That the Village Clerk shall and is hereby authorized to file with the County Clerk of DuPage County a certified copy of this Ordinance, and it shall be the duty of said County Clerk to abate said tax levied for the year 2012 in accordance with the provisions hereof.

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

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

PASSED and APPROVED this 28th day of January, 2013.

APPROVED:

Mayor

ATTEST:

Village Clerk

ROLL CALL VOTE: AYES: _____

NAYS: _____

ABSTENTIONS: _____

ABSENT: _____

STATE OF ILLINOIS)
) SS
COUNTY OF DU PAGE)

FILING CERTIFICATE

I, the undersigned, do hereby certify that I am the duly qualified and acting County Clerk of DuPage County, Illinois, and as such official I do further certify that on the _____ day of _____ 2013, there was filed in my office a duly certified copy of Ordinance No. _____ entitled:

AN ORDINANCE ABATING THE TAXES HERETOFORE LEVIED FOR THE YEAR 2012 TO PAY THE PRINCIPAL AND INTEREST ON THE \$2,050,000 GENERAL OBLIGATION BONDS (ALTERNATE REVENUE SOURCE), SERIES 2008 OF THE VILLAGE OF WILLOWBROOK, DU PAGE COUNTY, ILLINOIS

duly passed by the Mayor and Board of Trustees of the Village of Willowbrook, DuPage County, Illinois, on the 28th day of January, 2013, and that the same has been deposited in the official files and records of my office.

IN WITNESS WHEREOF, I hereunto affix my official signature and the seal of said County, this _____ day of _____, 2013.

County Clerk of DuPage County, Illinois

[SEAL]



Village of Willowbrook

7760 Quincy Street
Willowbrook, IL 60527-5594

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

December 28, 2012

Mayor

Robert A. Napoli

Village Clerk

Leroy R. Hansen

Air Design Systems
12011 91st Street
Willow Springs Il 60480-1299

Re: Account No. 410185.001
Delinquent Water Bill
7855 Quincy St., Willowbrook, IL

Dear Owner/Manager:

Please be advised that your water bill is now delinquent in the amount of \$364.76. 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 January 28, 2013, 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.

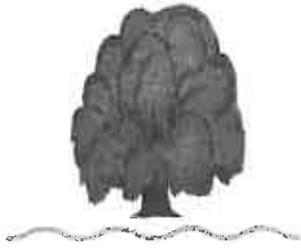
Sincerely,

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

December 28, 2012

Mayor

Robert A. Napoli

Village Clerk

Leroy R. Hansen

Mr. Daniel Loose
Ms. Darci Brasseur
549 Ridgemoor Dr
Willowbrook Il 60527

Re: Account No. 252060.008
Delinquent Water Bill

Dear Mr. Loose & Ms. Brasseur:

Please be advised that your water bill is now delinquent in the amount of \$150.64. 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 January 28, 2013, 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

November 1, 2012

Mayor

Robert A. Napoli

Village Clerk

Leroy R. Hansen

Ms. Letherese Meadows
801 68th Pl
Willowbrook Il 60527

Re: Account No. 210485.012
Delinquent Water Bill

Dear Ms. Meadows:

Please be advised that your water bill is now delinquent in the amount of \$96.13. 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 January 28, 2013, 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.

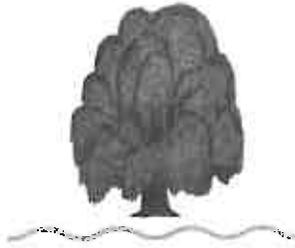
Sincerely,

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

December 28, 2012

Mayor

Robert A. Napoli

Village Clerk

Leroy R. Hansen

Mr. George Schwertfeger
6306 Martin Dr
Willowbrook Il 60527

Re: Account No. 250075.000
Delinquent Water Bill

Dear Mr. Schwertfeger:

Please be advised that your water bill is now delinquent in the amount of \$87.16. 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 January 28, 2013, 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.

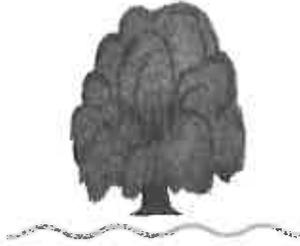
Sincerely,

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

December 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 Owner/Manager:

Please be advised that your water bill is now delinquent in the amount of \$419.23. 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 January 28, 2013, 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

December 28, 2012

Mayor

Robert A. Napoli

Village Clerk

Leroy R. Hansen

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

Re: Account No. 250850.001
Delinquent Water Bill

Dear Mr. & Mrs. Zenner:

Please be advised that your water bill is now delinquent in the amount of \$190.98. 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 January 28, 2013, 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:

A RESOLUTION AUTHORIZING THE MAYOR AND VILLAGE CLERK TO ENTER INTO AN AGREEMENT WITH WOLF & COMPANY LLP FOR AUDIT SERVICES FOR FISCAL YEAR 2012/13

AGENDA NO.**8****AGENDA DATE:** 1/28/13

STAFF REVIEW: Carrie Dittman,
Interim Finance Director

SIGNATURE:

LEGAL REVIEW: William Hennessy, Village Attorney

SIGNATURE:

RECOMMENDED BY: Tim Halik,
Village Administrator

SIGNATURE:

REVIEWED & APPROVED BY COMMITTEE: YES on January 14, 2013 NO N/A

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

In 2010, the Village approved a three year contract with the accounting firm of Wolf & Company LLP to provide audit services for the Village and its TIF fund. At the time, this change in auditors was needed as the prior audit firm of Sikich LLP was also being used to provide interim Village Administrator services. Sikich could not provide both management services and accounting services to the Village within the same audit period.

Wolf has provided satisfactory audit services to the Village for the past three fiscal years at the following rates:

FY 2010: \$23,200

FY 2011: \$23,600

FY 2012: \$24,100

Wolf & Company has submitted an engagement letter to perform the Village and TIF audits for the year ended April 30, 2013 at a fee of \$24,800 (\$23,600 for the Village funds and \$1,200 for the TIF Fund). This represents a 2.9% increase over last year's costs and is in-line with market rates.

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

The Village has continued to receive a Certificate of Achievement for Excellence in Financial Reporting from the GFOA each year Wolf has been the auditor. In addition, Village staff has not encountered any issues with Wolf of their employees assigned to the audit engagement. Therefore, staff would recommend that the Village accept the attached engagement letter with Wolf & Company for a one-year auditing services agreement for Fiscal Year 2012/13.

ACTION PROPOSED:

Adopt Resolution

RESOLUTION NO. 13-R-_____

A RESOLUTION AUTHORIZING THE MAYOR AND VILLAGE CLERK
TO ENTER INTO AN AGREEMENT WITH WOLF & COMPANY LLP
FOR AUDIT SERVICES FOR FISCAL YEAR 2012/13

NOW, THEREFORE, BE IT RESOLVED by the Mayor and Board of Trustees of the Village of Willowbrook, DuPage County, Illinois, that the Mayor and Village Clerk be and the same are hereby authorized to enter into an Audit Services Agreement between the Village of Willowbrook and Wolf & Company, LLP., in substantially the form attached hereto and incorporated herein as Exhibit "A".

ADOPTED and APPROVED this 28th day of January, 2013.

APPROVED:

Mayor

ATTEST:

Village Clerk

ROLL CALL VOTE: AYES: _____

NAYS: _____

ABSTENTIONS: _____

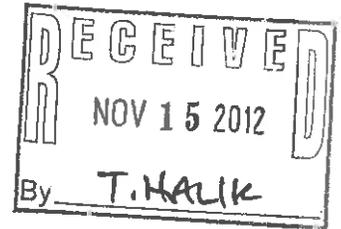
ABSENT: _____

Wolf Company LLP



Wolf Company
Oakbrook Terrace Chicago

October 24, 2012



Mr. Tim Halik, Village Administrator
Village of Willowbrook
7760 Quincy Street
Willowbrook, IL 60527

Dear Mr. Halik:

We are pleased to confirm our understanding of the services we are to provide Village of Willowbrook (the Village) for the year ended April 30, 2013. We will audit the financial statements of the governmental activities, the business-type activities, each major fund, and the aggregate remaining fund information, which collectively comprise the basic financial statements of the Village as of and for the year ended April 30, 2013. Accounting standards generally accepted in the United States provide for certain required supplementary information (RSI), such as management's discussion and analysis (MD&A), to accompany the Village's basic financial statements. Such information, although not a part of the basic financial statements, is required by the Governmental Accounting Standards Board who considers it to be an essential part of financial reporting for placing the basic financial statements in an appropriate operational, economic, or historical context. As part of our engagement, we will apply certain limited procedures to the Village's RSI in accordance with auditing standards generally accepted in the United States of America. These limited procedures will consist principally of inquiries of management regarding the methods of preparing the information and comparing the information for consistency with management's responses to our inquiries, the basic financial statements, and other knowledge we obtained during our audit of the basic financial statements. We will not express an opinion or provide any assurance on the information because the limited procedures do not provide us with sufficient evidence to express an opinion or provide any assurance. The following RSI is required by generally accepted accounting principles and will be subjected to certain limited procedures, but will not be audited:

1. Management's Discussion and Analysis
2. Pension-related Schedules of Funding Progress and Employer Contributions
3. General Fund and any major Special Revenue Funds, Schedules of Revenues, Expenditures, and Changes in Fund Balances – Budget and Actual

We have also been engaged to report on supplementary information other than RSI that accompanies the Village's financial statements. We will subject the following supplementary information to the auditing procedures applied in our audit of the financial statements and certain additional procedures, including comparing and reconciling such information directly to the underlying accounting and other records used to prepare the financial statements or to the financial statements themselves, and other additional procedures in accordance with auditing standards generally accepted in the United States of America and will provide an opinion on it in relation to the financial statements as a whole:

1. Combining and Individual Governmental Fund Statements and Schedules

2. Proprietary Fund Schedules – by Subfund
3. Fiduciary Fund Statements
4. Schedules of Capital Assets and Long-term Debt

The following additional information accompanying the basic financial statements will not be subjected to the auditing procedures applied in our audit of the financial statements, and for which our auditor's report will disclaim an opinion.

1. Introductory Section
2. Statistical Section

We will also perform required audits of the Village's Tax Increment Financing (TIF) Fund, and issue opinion on compliance with PA85-1142.

Audit Objective

The objective of our audit is the expression of opinions as to whether your basic financial statements are fairly presented, in all material respects, in conformity with generally accepted accounting principles and to report on the fairness of the additional information referred to in the first paragraph when considered in relation to the basic financial statements taken as a whole. Our audit will be conducted in accordance with auditing standards generally accepted in the United States of America and will include tests of the accounting records and other procedures we consider necessary to enable us to express such opinions. If our opinions on the financial statements are other than unqualified, we will fully discuss the reasons with you in advance. If, for any reason, we are unable to complete the audit or are unable to form or have not formed opinions, we may decline to express opinions or to issue a report as a result of this engagement.

Management Responsibilities

Management is responsible for the basic financial statements and all accompanying information as well as all representations contained therein. You are also responsible for making all management decisions and performing all management functions; for designating an individual with suitable skill, knowledge, or experience to oversee our assistance with the preparation of your financial statements and related notes and any other nonattest services we provide; and for evaluating the adequacy and results of those services and accepting responsibility for them.

Management is responsible for establishing and maintaining effective internal controls, including monitoring ongoing activities; for the selection and application of accounting principles; and for the fair presentation in the financial statements of the respective financial position of the governmental activities, the business-type activities, the aggregate discretely presented component units, each major fund, and the aggregate remaining fund information of the Village and the respective changes in financial position and where applicable, cash flows, in conformity with U.S. generally accepted accounting principles.

Management is also responsible for making all financial records and related information available to us and for the accuracy and completeness of that information. You are also responsible for providing us with (1) access to all information of which you are aware that is relevant to the preparation and fair presentation of



the financial statements, (2) additional information that we may request for the purpose of the audit, and (3) unrestricted access to persons within the government from whom we determine it necessary to obtain audit evidence.

Your responsibilities include adjusting the financial statements to correct material misstatements and confirming to us in the written representation letter that the effects of any uncorrected misstatements aggregated by us during the current engagement and pertaining to the latest period presented are immaterial, both individually and in the aggregate, to the financial statements taken as a whole.

You are responsible for the design and implementation of programs and controls to prevent and detect fraud, and for informing us about all known or suspected fraud or illegal acts affecting the government involving (1) management, (2) employees who have significant roles in internal control, and (3) others where the fraud or illegal acts could have a material effect on the financial statements. Your responsibilities include informing us of your knowledge of any allegations of fraud or suspected fraud affecting the government received in communications from employees, former employees, regulators, or others. In addition, you are responsible for identifying and ensuring that the entity complies with applicable laws and regulations.

You are responsible for the preparation of the supplementary information in conformity with U.S. generally accepted accounting principles. You agree to include our report on the supplementary information in any document that contains and indicates that we have reported on the supplementary information. You also agree to include the audited financial statements with any presentation of the supplementary information that includes our report thereon. Your responsibilities include acknowledging to us in the representation letter that (1) you are responsible for presentation of the supplementary information in accordance with GAAP; (2) that you believe the supplementary information, including its form and content, is fairly presented in accordance with GAAP; (3) that the methods of measurement or presentation have not changed from those used in the prior period (or, if they have changed, the reasons for such changes); and (4) you have disclosed to us any significant assumptions or interpretations underlying the measurement or presentation of the supplementary information.

Audit Procedures—General

An audit includes examining, on a test basis, evidence supporting the amounts and disclosures in the financial statements; therefore, our audit will involve judgment about the number of transactions to be examined and the areas to be tested. We will plan and perform the audit to obtain reasonable rather than absolute assurance about whether the financial statements are free of material misstatement, whether from (1) errors, (2) fraudulent financial reporting, (3) misappropriation of assets, or (4) violations of laws or governmental regulations that are attributable to the entity or to acts by management or employees acting on behalf of the entity.

Because of the inherent limitations of an audit, combined with the inherent limitations of internal control, and because we will not perform a detailed examination of all transactions, there is a risk that material misstatements may exist and not be detected by us, even though the audit is properly planned and performed in accordance with U.S. generally accepted auditing standards. In addition, an audit is not designed to detect immaterial misstatements, or violations of laws or governmental regulations that do not have a direct and material effect on the financial statements. However, we will inform the appropriate level of management of any material errors or any fraudulent financial reporting or misappropriation of assets that come to our attention. We will also inform the appropriate level of management of any violations of laws or governmental regulations that come to our attention, unless clearly inconsequential. Our responsibility as auditors is limited



to the period covered by our audit and does not extend to any later periods for which we are not engaged as auditors.

Our procedures will include tests of documentary evidence supporting the transactions recorded in the accounts, and may include tests of the physical existence of inventories, and direct confirmation of receivables and certain other assets and liabilities by correspondence with selected individuals, funding sources, creditors, and financial institutions. We will request written representations from your attorneys as part of the engagement, and they may bill you for responding to this inquiry. At the conclusion of our audit, we will require certain written representations from you about the financial statements and related matters.

Audit Procedures—Internal Control

Our audit will include obtaining an understanding of the entity and its environment, including internal control, sufficient to assess the risks of material misstatement of the financial statements and to design the nature, timing, and extent of further audit procedures. An audit is not designed to provide assurance on internal control or to identify deficiencies in internal control. However, during the audit, we will communicate to management and those charged with governance internal control related matters that are required to be communicated under AICPA professional standards.

Audit Procedures—Compliance

As part of obtaining reasonable assurance about whether the financial statements are free of material misstatement, we will perform tests of the Village's compliance with applicable laws and regulations and the provisions of contracts and agreements. However, the objective of our audit will not be to provide an opinion on overall compliance and we will not express such an opinion.

Engagement Administration, Fees, and Other

We understand that your employees will prepare all cash or other confirmations we request and will locate any documents selected by us for testing.

Scott C. Termine is the engagement partner and is responsible for supervising the engagement and signing the report or authorizing another individual to sign it. Our fee for these services will be at our standard hourly rates plus out-of-pocket costs (such as report reproduction, word processing, postage, travel, copies, telephone, etc.) except that we agree that our gross fee, including expenses will not exceed \$24,800 (includes \$1,200 for TIF audit).

Optional services for 2013:

Single Audit (if needed)	\$ 2,200
Illinois Comptroller AFR	600
IDOI Pension Report	2,300

Our standard hourly rates vary according to the degree of responsibility involved and the experience level of the personnel assigned to your audit. Our invoices for these fees will be rendered each month as work



progresses and are payable on presentation. In accordance with our firm policies, work may be suspended if your account becomes 60 days or more overdue and may not be resumed until your account is paid in full. If we elect to terminate our services for nonpayment, our engagement will be deemed to have been completed upon written notification of termination, even if we have not completed our report. You will be obligated to compensate us for all time expended and to reimburse us for all out-of-pocket costs through the date of termination. The above fee is based on anticipated cooperation from your personnel and the assumption that unexpected circumstances will not be encountered during the audit. If significant additional time is necessary, we will discuss it with you and arrive at a new fee estimate before we incur the additional costs.

We appreciate the opportunity to be of service to Village of Willowbrook and believe this letter accurately summarizes the significant terms of our engagement. If you have any questions, please let us know. If you agree with the terms of our engagement as described in this letter, please sign the enclosed copy and return it to us.

Very truly yours,

Scott C. Termine
Partner

SCT/lea

RESPONSE:

This letter correctly sets forth the understanding of Village of Willowbrook.

By: _____

Title: _____

Date: _____



VILLAGE OF WILLOWBROOK

BOARD MEETING AGENDA ITEM - HISTORY/COMMENTARY

ITEM TITLE:

A RESOLUTION REGARDING ZONING RESTRICTIONS APPLICABLE TO
CANNABIS DISPENSARIES AND RELATED FACILITIES

AGENDA NO.**9****AGENDA DATE:** 1/28/13

STAFF REVIEW: Tim Halik,
Village Administrator

SIGNATURE:

LEGAL REVIEW: William Hennessy, Village Attorney

SIGNATURE:

RECOMMENDED BY: Tim Halik,
Village Administrator

SIGNATURE:

REVIEWED & APPROVED BY COMMITTEE: YES NO N/A

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

There is a pending bill in Springfield which will legalize the use of medical marijuana in Illinois. The bill is currently in Committee review. The legislation (HB 30 or possibly HB 5019), in its current form, preempts municipal authority to wholly prohibit medical marijuana disbursement facilities within municipal borders. It does, however, allow municipalities to regulate the location of such facilities from a zoning standpoint.

In anticipation of the passage of this pending legislation, several municipalities, including the City of Lake Forest and the Village of Barrington, have proactively adopted resolutions which direct their respective Plan Commissions to evaluate the classification of medical marijuana distribution facilities and make recommendations as to whether such facilities should be considered special uses. The Metropolitan Mayors Caucus has recommended that all member jurisdictions consider adopting similar resolutions.

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

Staff would recommend that the Village consider the adoption of a resolution which is based on the model provided by the Village of Barrington, which is also a non-home rule municipality. In accordance with the resolution, should the proposed law, or any similar law, be approved by the Illinois General Assembly and signed into law by the Governor, the Village Plan Commission would be directed to hold a public hearing on the question of whether the Village's Zoning Ordinance should be amended to include Distribution Facilities as a Special Use, and whether any other conditions should be part of the zoning regulations applicable to any such Distribution Facilities. The recommendation of the Plan Commission would then be forwarded to the Corporate Authorities of the Village for final consideration.

ACTION PROPOSED:

Adopt Resolution

RESOLUTION NO. 13-R-____

RESOLUTION REGARDING
ZONING RESTRICTIONS APPLICABLE TO CANNABIS DISPENSARIES
AND RELATED FACILITIES

WHEREAS, the Corporate Authorities of the Village of Willowbrook, DuPage County, Illinois (“the Village”) have heretofore exercised the power conferred on them pursuant to Chapter 65 ILCS 5/11-13 et seq. by adopting a new Zoning Ordinance on or about January 27, 1997 (Ordinance No. 97-O-05), and subsequent amendments thereto (hereinafter collectively referred to as the “Zoning Ordinance”), and in response to pending legislation being considered by the Illinois General Assembly which may authorize the establishment of cannabis dispensaries and related facilities for medical purposes, desire to establish certain zoning regulations relative thereto; and

WHEREAS, the Illinois General Assembly is currently considering House Bill 0030 (the “Proposed Law”) which would authorize qualifying patients that have been diagnosed by a physician as having a debilitating medical condition, as defined by the Proposed Law, to obtain and use cannabis from authorized Distribution Facilities without being subject to arrest, prosecution, or denial of any right or privilege for the medical use of cannabis in accordance with the Proposed Law; and

WHEREAS, under the Proposed Law, nonprofit medical cannabis organizations, as defined by the Proposed Law (“Distribution Facilities”) will be authorized to grow, harvest, and distribute cannabis; and

WHEREAS, the Village has a long tradition of utilizing its zoning and planning authority to ensure that compatible uses are maintained in neighborhoods throughout the Village, and the Zoning Ordinance does not plainly address uses that would encompass such Distribution Facilities or related operations; and

WHEREAS, under the Proposed Law only one (1) Distribution Facility will be permitted by the state to operate within each Illinois Senate District; and

WHEREAS, if the Proposed Law is approved by the Illinois General Assembly, and considering the present provisions of the Village’s Zoning Ordinance, the Village would not be immediately equipped to handle zoning requests from Distribution Facilities; and

WHEREAS, the Corporate Authorities of the Village have determined that it is in the best interests of the Village and its residents to direct the Plan Commission of the Village of Willowbrook (the “Plan Commission”) to evaluate the classification of Distribution Facilities, to regulate the location of such Distribution Facilities, and to make a recommendation to the Corporate Authorities of the Village as to whether Distribution Facilities should be considered “Special Uses” under the Zoning Ordinance, as well as to recommend any other related regulations as may be necessary, important, or beneficial to the Village and its residents:

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

SECTION 1: That the Corporate Authorities of the Village find that the facts set forth in the recitals to this Resolution are true and correct and by this reference are incorporated as if fully set forth herein.

SECTION 2: Direction to Plan Commission; Notice to Public. Should the Proposed Law, or any similar law, be approved by the Illinois General Assembly and signed into law by the Governor, the Plan Commission is hereby directed to hold a public hearing as soon as practical on the question of whether the Village's Zoning Ordinance should be amended to include Distribution Facilities as a Special Use and make a recommendation to the Corporate Authorities of the Village regarding same, as well as to recommend any other conditions that should be part of the zoning regulations applicable to any such Distribution Facilities.

SECTION 3: This Resolution shall be in full force and effect upon its passage and approval as provided by law.

ADOPTED AND APPROVED THIS 28TH DAY OF JANUARY, 2013

APPROVED:

Robert A. Napoli, Mayor

ATTEST:

Leroy Hansen, Village Clerk

(SEAL)

ROLL CALL VOTE: AYES _____

NAYS: _____

ABSTENTIONS: _____

ABSENT: _____

VILLAGE OF WILLOWBROOK

BOARD MEETING

AGENDA ITEM - HISTORY/COMMENTARY

ITEM TITLE: A RESOLUTION AUTHORIZING THE DESTRUCTION OF AUDIO OR VIDEO RECORDINGS OF CLOSED MEETINGS

AGENDA NO.

16

AGENDA DATE: 1/28/13

STAFF REVIEW: Cindy Stuchl

SIGNATURE: Cindy Stuchl

LEGAL REVIEW: William Hennessy

SIGNATURE: Wm. Hennessy

RECOMMENDED BY VILLAGE ADMIN.:

SIGNATURE: T. Hald

REVIEWED & APPROVED BY COMMITTEE: YES NO N/A

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

Effective January 2004, the Illinois Open Meetings Act, Illinois Compiled Statutes required governmental bodies to audio or video record closed meetings. The Illinois Open Meetings Act permits the destruction of verbatim records of closed meetings without notification to or the approval of a records commission or the State Archivist under the Local Records Act or the State Records Act not less than 18 months after the completion of the meeting recorded. The destruction of these verbatim records are allowed after: 1) It (governmental body) approves the destruction of a particular recording; and 2) It (governmental body) approves written minutes of the closed meeting.

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

The Village Administrator, Village Attorney and Deputy Clerk have reviewed the list of verbatim record by tape to be destroyed of the closed meetings itemized in the Resolution. It was determined that at least 18 months have passed since the completion of each of the closed meetings and the governmental body has approved the written minutes for each of the meetings set forth in Section Two of the Resolution. The Village Staff and Village Attorney recommend the adoption of the Resolution authorizing the destruction of the verbatim record of the closed meetings pursuant to the Illinois Open Meetings Act as listed in Section Two of the Resolution.

ACTION PROPOSED: ADOPT THE RESOLUTION.

RESOLUTION NO. 13-R-_____

A RESOLUTION AUTHORIZING THE DESTRUCTION OF
AUDIO OR VIDEO RECORDINGS OF CLOSED MEETINGS

WHEREAS, the Open Meetings Act requires governmental bodies to audio or video record their closed meetings; and

WHEREAS, this governmental body has complied with that requirement; and

WHEREAS, the Open Meetings Act permits governmental bodies to destroy the verbatim record of closed meetings without notification to or the approval of a records commission or the State Archivist under the Local Records Act or the State Records Act not less than eighteen (18) months after the completion of the meeting recorded, but only after:

1. It approves the destruction of a particular recording; and

2. It approves written minutes of the closed meeting; and

WHEREAS, for the verbatim record by audio tape of the meeting(s) set forth in Section Two of this Resolution, at least eighteen (18) months have passed since the completion of each of those meetings, and this governmental body has approved written minutes for each of the meetings set forth in Section Two; and

WHEREAS, this governmental body may order the destruction of the verbatim record even if it continues to

withhold the approved minutes of the closed meeting until some later period of time;

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

SECTION ONE: The Whereas clauses set forth above are incorporated herein by reference as if set out in full.

SECTION TWO: The Mayor and Board of Trustees of the Village of Willowbrook hereby orders the destruction of the verbatim record being an audio tape of the following closed meetings:

2011

January 24
February 14
March 21
May 9
May 23
June 13
June 27

SECTION THREE: That all other prior Resolutions of the Village of Willowbrook in conflict with the provisions of this Resolution are hereby repealed.

SECTION FOUR: This Resolution shall be in full force and effect from and after its adoption and approval.

ADOPTED AND APPROVED this 28th day of January,
2013.

APPROVED:

Mayor

ATTEST:

Village Clerk

ROLL CALL VOTE:

AYES: _____

NAYS: _____

ABSTENTIONS: _____

ABSENT: _____

VILLAGE OF WILLOWBROOK

BOARD MEETING

AGENDA ITEM - HISTORY/COMMENTARY

ITEM TITLE: A RESOLUTION MAKING A DETERMINATION
RELATIVE TO THE RELEASE OF EXECUTIVE SESSION MINUTES
PURSUANT TO THE ILLINOIS OPEN MEETINGS ACT

AGENDA NO. 17

AGENDA DATE: 1/28/13

STAFF REVIEW: Cindy Stuchl

SIGNATURE: Cindy Stuchl

LEGAL REVIEW: William Hennessy

SIGNATURE: Wm. Hennessy

RECOMMENDED BY VILLAGE ADMIN.:

SIGNATURE: T. Hold

REVIEWED & APPROVED BY COMMITTEE: YES NO N/A

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

In compliance with the Illinois Open Meetings Act, Illinois Compiled Statutes requires that minutes of meetings closed to the public shall be available only after the public body determines that it is no longer necessary to protect the public interest or the privacy of an individual by keeping them confidential. Each public body shall review closed session minutes no less than semi-annually.

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

The Village Attorney and Deputy Clerk have reviewed the closed session minutes itemized on Schedules A & B of the Resolution. The Village Staff and Village Attorney recommend the adoption of the Resolution making a determination relative to the release of the closed session minutes pursuant to the Illinois Open Meetings Act as listed on the attached Schedules A & B.

ACTION PROPOSED: ADOPT THE RESOLUTION.

RESOLUTION NO. 13-R-_____

A RESOLUTION MAKING A DETERMINATION RELATIVE
TO THE RELEASE OF EXECUTIVE SESSION MINUTES
PURSUANT TO THE ILLINOIS OPEN MEETINGS ACT

WHEREAS, the Mayor and Board of Trustees of the Village of Willowbrook have met from time to time in executive session for the purposes authorized by the Illinois Open Meetings Act; and

WHEREAS, as required by the Act, the Village Clerk has kept written minutes of all such executive sessions; and

WHEREAS, pursuant to the requirements of the Open Meetings Act, the Mayor and Board of Trustees have met in executive session to review all executive session minutes; and

WHEREAS, they have determined that a need for confidentiality still exists as to the executive session minutes from the meetings set forth on Schedule "A" attached hereto; and

WHEREAS, they have further determined that the minutes of the meetings listed on Schedule "B" attached hereto no longer require confidential treatment and should be made available for public inspection.

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

SECTION ONE: The Executive Session minutes from those meetings set forth on Schedule "B" attached hereto are hereby released for public inspection.

SECTION TWO: The Village Clerk is hereby authorized and directed to make said minutes available for inspection and copying in accordance with the standing procedures of the Clerk's office.

SECTION THREE: This Resolution shall be in full force and effect from and after its adoption and approval.

ADOPTED and APPROVED this 28th day of January, 2013.

APPROVED:

Mayor

ATTEST:

Village Clerk

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

SCHEDULE "A"

EXECUTIVE SESSION MINUTES FOR WHICH THE NEED FOR CONFIDENTIALITY STILL EXISTS

1985

September 23

1991

March 25

August 12-Items 3&4

1992

February 24-Items 3&4

April 27-Item 3

June 8

1996

June 10

June 24

1998

July 13-Item 6

2002

July 8-Item 4

July 22

August 12

September 9

October 9

November 11

November 25

December 9

2003

January 13

April 28-Items 3 & 4

2004

May 10

May 24

June 14-Items 3 & 4

July 12-Item 5

2005

February 28-Item 3

April 11

June 13

June 27-Items 3 & 4

October 22

2006

January 23

December 11

2007

March 26

April 23

May 29

June 11

June 25

July 9

August 13

September 24

October 8

October 22

November 12

December 10

2008

January 14

January 28

February 19

April 14

May 12

2008 cont.

August 19

September 8

October 27

November 10

2009

January 12

February 9

February 23

May 26

June 8

June 22

July 13

July 27

August 10

August 24

September 14

November 9

November 19

November 23

December 14

December 21

2010

February 22

March 1

March 8

April 26-Item 5

May 10

May 17

June 28

July 26-Item 4

August 9

September 13

SCHEDULE "A"

EXECUTIVE SESSION MINUTES FOR WHICH THE NEED FOR CONFIDENTIALITY STILL EXISTS

2011

January 24
February 14
March 21
May 9
May 23
June 13
June 27
July 11
July 18
July 25
August 8
August 22
September 12
September 26
October 10
October 24
November 14
November 28
December 12

2012 cont.

October 8
November 12

2012

January 9
January 23
March 12
March 19
March 26
April 9
April 23
May 14
May 29
June 11
June 25
July 9
July 23
August 13
September 10

SCHEDULE "B"

**EXECUTIVE SESSION MINUTES
WHICH NO LONGER REQUIRE CONFIDENTIAL TREATMENT
AND ARE AVAILABLE FOR PUBLIC INSPECTION**

1995

February 13 – Item #3

1997

March 24 – Items #3, 5, 6

1998

April 27 – Items #3 & 4

2003

June 23

November 24

2004

January 12 – Item #4

January 26

March 8

2008

April 28

2009

March 9

April 13

2012

February 13

February 27

August 27

September 24

MINUTES OF THE SPECIAL MEETING OF THE BOARD OF POLICE COMMISSIONERS HELD ON NOVEMBER 16, 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, and Commissioner Joe Heery. Also present were Chief of Police Mark Shelton, 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 OCTOBER 19, 2012

The Commission reviewed the minutes from the special meeting held on October 19, 2012.

MOTION: Made by Commissioner Heery, seconded by Secretary Landsman, to approve the special meeting minutes of October 19, 2012 as presented.

UNANIMOUS VOICE VOTE

MOTION DECLARED CARRIED

5. COMMUNICATIONS

None presented.

6. UNFINISHED BUSINESS

a. APPROVAL - AMENDED BOARD OF POLICE COMMISSIONERS RULES AND REGULATIONS

Chairman Schuler reviewed changes that were made which mainly involved identifying testing and clerical duties that the testing agent will perform on behalf of the Board of Police Commissioners. The commissioners discussed and agreed to the following changes/additions:

- Chapter II, Section 10: Spell out POWER (Police Officer Wellness Evaluation Report).
- Chapter III, Section D, Subsection 1: Change the word "passed" to "completed".
- Chapter III, Section E, Subsection 1-a: In reference to sending a dated copy of the Initial Eligibility Register, add the phrase "The testing agent shall send" to the beginning of the sentence.
- Chapter III, Section E: Add a third subsection with title and content to specify that the Board of Police commissioners, at its discretion, may interview and accept or reject a candidate prior to job offer.

Chief Shelton also stated that it is in the Rules that when changes have been made, the amended Rules and Regulations will be posted for public viewing. This will be placed on the Village's website.

MOTION: Made by Secretary Landsman, seconded by Commissioner Heery, to approve the Rules and Regulations of the Board of Police Commissioners as amended.

UNANIMOUS VOICE VOTE

MOTION DECLARED CARRIED

7. NEW BUSINESS

a. UPDATE - HIRING PROCESS

Chief Shelton reviewed the status of the hiring of a new patrol officer from the current roster of eligibles. The front runner is an individual that recently was a certified police officer in the State of Illinois and currently is employed as a security

guard. Background check is underway, and this individual will be sent for polygraph and psychological testing.

b. UPDATE - NEW HIRING PROCESS

Chief Shelton reminded the Commission that the next patrol officer testing will be held on January 26, 2013 at Ashton Place.

Chairman Schuler recognized the efforts of Chief Shelton for his work with Selection Works (the testing agent) to create and post the police officer testing notice and application on the Selection Works website and commended the Village staff for providing a link to the notice and application on the Village's website.

Chairman Schuler questioned if there would be a need to schedule a BOPC meeting for December. Chief Shelton stated no unless there is the need for the approval of the new patrol officer. Chairman Schuler stated that the Commission should then plan on a meeting for December 21, 2012 and cancelled if appropriate.

8. ADJOURNMENT

MOTION: Made by Secretary Landsman, seconded by Commissioner Heery, to adjourn the special meeting at the hour of 7:26 a.m.

UNANIMOUS VOICE VOTE

MOTION DECLARED CARRIED

PRESENTED, READ and APPROVED,

December 21 , 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 NOVEMBER 12, 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 (via telephone), Trustee Frank Trilla and Interim Director of Finance Carrie Dittman.

3. APPROVAL OF MINUTES

Minutes of the Regular Finance/Administration Committee held on Monday, October 8, 2012 were reviewed. Motion to approve made by Trustee Trilla. Motion carried.

4. DISCUSSION - Financial & Accounting Services Engagement Letter - Sikich LLP

Interim Director of Finance Carrie Dittman described that since December 2010 when the former finance director left the Village, Ms. Dittman (through Sikich) has been providing the director of finance services at an hourly rate of \$115. No rate increase has occurred since then. Fred Lantz of Sikich, the partner in charge of the engagement, recently approached Administrator Halik and proposed an alternative arrangement in which some of the lower level, recurring monthly work could be delegated down to Ms. Diane Gillian at Sikich at a lower charge rate of \$89/hour, while Ms. Dittman would continue to work on budget, audit and other special higher-level projects but at a rate of \$145, which is still significantly less than her normal billing rate. The hours per month and the cost would stay neutral and the same or enhanced level of service would be provided. Further discussion was tabled until after Trustee Davi arrived in person for the meeting; the item was brought up again at the end of the meeting and after additional discussion, Trustee Davi motioned in favor of the revised engagement letter and Trustee Trilla seconded; motion carried. This will be voted on by the full board at the Village board meeting following tonight's committee meeting.

5. DISCUSSION - Special Recreation Association (SRA) Tax Levy

Interim Director of Finance Carrie Dittman noted that the only property tax levied by the Village is for special recreation park activities. Supt of Parks and Recreation Kristin Violante annually compiles a budget of special recreation park activities (included in the committee packet), which primarily consists of dues paid to Gateway SRA, an organization made up of the Village of Willowbrook and seven other park districts/villages that provides park and recreation programs to individuals with disabilities who live within the Village of Willowbrook and other seven member agencies' boundaries. The expected dues for the next year are \$36,833. The remainder of the levy is for ADA park improvements (\$13,300), one on one aides/special handicapped accessible playground mulch/special rec fishing day/handicapped toilet (\$12,375) and Village staff costs related to special recreation activities (\$5,400). The total levy request is \$67,908, a .50% decrease from last year's levy amount of \$68,247. The approximate tax cost to a homeowner with a home value of \$300,000 would be \$15.00. Trustee Davi motioned, Trustee Trilla

seconded, to approve the levy, to be voted on later by the full Village board. Motion carried.

6. REPORT - Monthly Reports - October 2012

The Committee reviewed and highlighted the items below for the month of October.

- Total cash outlay for all Village funds - \$645,091
- Ave. daily outlay of cash for all Village funds - \$20,809
- Ave. daily expenditures for the general fund - \$14,992
- Ave. payroll including all funds - \$142,686 (includes only active employees, NO pension payroll, which is a revision from last month's report)

Interim Director Dittman noted that the FY 12 average payroll decreased 11.36% from FY 11, reflecting the personnel restructuring that took place. The FY 13 average payroll is 2.11% higher than FY 12, which coincides with the 2.0% increase granted to police sworn officers in their union contract and the 2.0% increase granted by the board to non-sworn personnel as well.

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

- Sales tax receipts - \$1,802,664 up 4.24% from the prior year
- Income Tax receipts - \$397,733 up 10.77% compared to the prior year. Interim Director Dittman noted that the State of Illinois is still 3 months behind in remittances.
- Utility tax receipts - \$589,186 up 2.28% from the prior year, consisting of:
 - o Telecomm tax - \$281,935, up 3.4%
 - o Northern IL gas - \$39,888, down 31.8%
 - o ComEd - \$269,358, up 8.9%
- Places of Eating Tax receipts - \$236,262 up 5.92% compared to the prior year
- Fines - \$73,726 down 12.86% compared with the prior year
- Red Light Fines - \$340,576 up 9.00% from the prior year
- Building Permit receipts - \$123,771 up 125.94% from the prior year
- Water sales receipts - \$1,308,640 up 32.81% from the prior year
- Hotel/Motel Tax receipts - \$39,723 up 7.76% compared with the prior year
Interim Director Dittman noted that the surge in Oct 2012 is due to Holiday Inn making 2 payments.

- Motor Fuel Tax receipts - \$141,769 down 2.83% compared with the prior year

Interim Director Dittman noted that in the current month and in the prior two fiscal years there was a special \$39,000 distribution of the IL Capital bill (3 equal distributions), which are now complete and will not recur.

The reports above were approved by Trustee Davi.

8. VISITOR'S BUSINESS

There were no visitors present at the meeting.

9. COMMUNICATIONS

There were no communications received.

10. ADJOURNMENT

Motion to adjourn was made by Trustee Davi.

The meeting was adjourned at 6:30 p.m.

(Minutes transcribed by: Carrie Dittman, 11/13/12)

MINUTES OF THE REGULAR MEETING OF THE HOTEL/MOTEL TAX ADVISORY COMMITTEE OF THE VILLAGE OF WILLOWBROOK HELD ON WEDNESDAY, OCTOBER 24, 2012, AT 4:00 P.M. AT THE VILLAGE HALL, 7760 SO. QUINCY STREET, IN THE VILLAGE OF WILLOWBROOK, DUPAGE COUNTY, ILLINOIS.

1. CALL TO ORDER

Mayor Robert Napoli called the meeting to order at 4:00 p.m.

2. ROLL CALL

Those present were Mayor Robert Napoli, Member Barb Stall (Holiday Inn), Member Sam Amin (Super 8), Frank Fishella Willowbrook/Burr Ridge Chamber of Commerce, Village Administrator Tim Halik, Management Analyst Garrett Hummel, Interim Director of Finance Carrie Dittman and Beth Marchetti, DuPage Convention and Visitors Bureau.

ABSENT: Member Alan Gagnon (Red Roof Inn), Roswita Korpas (LaQuinta Inn)

3. MINUTES - January 24, 2012

Mayor Napoli asked if there were any corrections to the minutes of the January 24, 2012, meeting.

MOTION: Made by Member Amin, Seconded by Member Stall, to approve the January 24, 2012, minutes.

UNANIMOUS VOICE VOTE

MOTION DECLARED CARRIED

4. MONTHLY FINANCIAL REPORT - September 30, 2012

Interim Director of Finance Dittman presented the Monthly Financial Report for the period ending September 30, 2012. Revenues received through September were \$28,693. Expenditures spent to date were \$15,549. Ms. Dittman stated revenues are up slightly for the year. The Committee accepted the Monthly Financial Report as presented for September 30, 2012.

5. VISITORS BUSINESS

There was no Visitor Business to present.

6. INFORMATION - ServSafe Alcohol Certification Training

Village Administrator Halik presented the letter dated September 24, 2012 from Mayor Napoli inviting all liquor establishments to the annual ServSafe training. The training seminar will be held on November 12, at the Willowbrook Holiday Inn.

7. DISCUSSION - WB/BR Chamber of Commerce Request for Funding FY 13/14

Member Fishella presented the letter dated October 9, 2012, from Joseph Stastny, Treasurer of the WB/BR Chamber of Commerce. The Chamber is requesting funding for the Community Directory (Buyers Guide) in the amount of \$3,000 and for the Business Expo in the amount of \$2,500.

The Committee agreed to budget \$5,500 for the Chamber's request for Fiscal Year 13/14.

Motion: Made by Member Stall, Seconded by Member Amin to recommend to the Mayor and Board of Trustees to include \$5,500 in the Budget for Fiscal Year 13/14 for the Chamber Directory and the Business Expo.

UNANIMOUS VOICE VOTE

MOTION DECLARED CARRIED

8. MARKETING REPORT - July, August and September 2012

Ms. Beth Marchetti presented the Marketing Reports for July, August and September 2012. Ms. Marchetti highlighted the Illinois Holiday Winter Getaway Guide and the DuPage Hospitality Guide.

9. UPDATE ADVERTISING PROGRAM - FY 2012/13

Ms. Marchetti presented a video clip of the Village of Willowbrook. The video was developed and funded by the Bureau. The Bureau produced the video as a way to say thank you to the communities who supported the Bureau. The video is on the Bureau's website under the Communities' tab. Ms. Marchetti put an emphasis on the social media tools such as Facebook and Twitter. Ms. Marchetti also noted the option to share the video and to put the video on a mobile device.

Ms. Marchetti presented the Historic Route 66 brochure. The cost of the brochure was paid for by the Bureau. It is also available in an electronic form and on the Bureau's website. The brochures will be placed at O'Hare and the Hinsdale Oasis.

Ms. Marchetti discussed the Ryder Cup event. Ms. Marchetti stated the Bureau helped the PGA utilize a booking engine for the tournament. There were 6,000 rooms booked from the booking engine which generated about \$ 1 million in revenues for the hotels.

Ms. Marchetti stated the Bureau is working with State Wars which is an international in-line hockey association. The Bureau is hoping the State Wars will host their tournament at the Darien Sportsplex next year. The tournament is scheduled for July 31, 2013 through August 9, 2013. The tournament hosts 290 teams with 10 players on each team. Ms. Marchetti stated she will know very soon if this event will be held here.

Ms. Marchetti stated Oakbrook Center donated gift certificates which will be used in a Facebook holiday ad. Ms. Marchetti asked the hotels to send her packages they would like to include.

Ms. Marchetti will be contacting the hotels to see how they want to use the rest of the advertising dollars for the remainder of the year.

Ms. Marchetti noted occupancy is on the rise and is up about 35%.

10. ADJOURNMENT

The Committee adjourned the meeting at 4:30 p.m.

Minutes transcribed by Janet Kufrin

MINUTES OF THE REGULAR MEETING OF THE MUNICIPAL
SERVICES COMMITTEE OF THE VILLAGE OF WILLOWBROOK HELD ON MONDAY,
NOVEMBER 12, 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 6:00 PM.

2. ROLL CALL

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

3. APPROVAL OF MINUTES

- a. After review of the draft minutes from the October 8, 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 – Draft Intergovernmental Agreement (IGA): Emergency Vehicle Preemption (EVP) Devices

Administrator Halik advised that IDOT is currently completing a Phase I study for improvements at Kingery and 63rd Street. The scope of the improvements, among other items, includes the modernization of the existing traffic signal. As part of the modernization, the traffic signal equipment will be replaced. Halik advised the Committee that the traffic signal is currently equipped with Emergency Vehicle Preemption devices. These devices are used by local fire and police agencies to temporarily interrupt the traffic signal cycle to provide for immediate access through the intersection by emergency vehicles. Halik advised that the cost for replacing these devices at the time the traffic signal equipment is replaced is estimated at \$6,900 by IDOT. Given these devices are used locally, IDOT will not pay for their replacement. Historically, the cost of maintaining these devices has been paid by the Tri-State Fire Protection District. Halik advised that in the committee packet is a summary, provided by Tri-State, of the annual maintenance costs relating to these devices since 2007. In light of the pending expense to replace the devices, Tri-State has requested consideration of a more equitable approach to funding the continued use of these devices. Since the devices are used by several local police and fire agencies, they have requested that we all share in the costs of the future maintenance and replacement of the devices. An Intergovernmental Agreement was drafted by Tri-State and submitted to the Village on October 31, 2012 for our consideration. The agreement includes that the future costs of these devices be shared by all local police and fire agencies that use them – not just by Tri-State. Staff agrees that since the Willowbrook Police also uses these devices in our emergency response efforts, it would be appropriate that we should share in the maintenance and replacement costs of them. Therefore, it is recommended that we consider a fair and equitable approach to splitting these costs among the agencies that use them. Chairman Mistele suggested that information regarding the annual operating costs of the devices be shared. He also questioned the proposed term of the agreement, and thought that a three year term with an annual review would be appropriate. In summary, Chairman Mistele stated that he agreed in principle with Tri-State's proposal.

5. DISCUSSION – P.W. Snow Plow Package Purchase

Administrator Halik advised that The F.Y. 2012/13 Budget includes funding to purchase and install a snow plow package on an existing public works vehicle. Halik advised that Public Works Vehicle #77 is a 2009 Ford F-150 4x4 pick-up truck. When this vehicle was originally purchased it was a replacement vehicle and the specifications did not include a snow plow package. The department has since concluded that if this vehicle were outfitted with a snow plow, it could be a useful resource in our annual Snow & Ice Control Program, specifically to be used in courts and cul-de-sacs, and at times when other snow plow vehicles are down for repairs. Halik advised that during our F.Y. 2012/13 Budget preparation, we checked prices to retrofit a 7'6" wide snowplow on the vehicle with an electrically powered hydraulic lift. \$4,600 was ultimately included in the budget for this purchase. The public works department continues to believe that the vehicle in question should be retrofitted with a snow plow for use in our Snow & Ice Control Program, and we would recommend that the plow be installed for the upcoming snow season. Therefore, three proposals were obtained from reputable equipment outfitters. Staff would recommend the purchase of the Western brand plow from Auto Truck Group. The proposal amount matches the budgeted amount and the vendor could begin the installation immediately. The Committee concurred with the staff recommendation and suggested that the item be placed on the consent agenda of the next Village Board meeting for consideration.

6. DISCUSSION – Grant Funding Update – Village Hall and Police Dept. Lighting Upgrade Project

Administrator Halik advised that this project was being managed by Management Analyst Hummel, so he would present the agenda item. Analyst Hummel advised that we have recently received notification of grant approval from I.C.E. for the project. So, in total, the Village will receive \$29,471.73 in grant proceeds for the project. Analyst Hummel asked how the Committee wishes to proceed with using the proceeds. There are several alternatives to completing the work which would require different levels of funding the Village's share. Chairman Mistele advised that it was his understanding that some of the lighting fixtures throughout the Village Hall were as much as 30 years old. As such, we should replace the entire fixtures and also consider dimmer controls as a potential future installation. Analyst Hummel advised that we stand to obtain an additional monetary incentive if the work were to be completed by February. The Committee recommended that the work be completed ASAP to obtain the additional incentive. Chairman Mistele also offered kudos to Analyst Hummel for his work on this project. Trustee Berglund agreed.

7. REPORT – 2012/13 Snow Plow Operations Manual

Administrator Halik advised the Committee that the 2012/13 Snow Plow Operations Manual has been compiled by Public Works Foreman Anthony Witt. A copy is included in the committee packet for review. Halik advised that Mr. Witt did an outstanding job in obtaining new contractor price quotes and assembling the new manual using the updated information. Under this topic, Administrator Halik also wished to advise the Committee that it is time for the department to order our requisite supply of chemically treated rock salt for use during the colder periods of the winter season. We have obtained a quote from North American Salt for 200 tons of treated salt. Halik advised that a resolution to accept the proposal from North American is on the consent agenda of tonight's Board meeting. The Committee was in agreement.

8. REPORT – Municipal Services Department

- a. Administrator Halik shared the monthly permit activity report for October showing that we have taken in only about \$6,000 in permit revenue for the month. In total, we have taken in 112% of our FY2012/13 budgeted revenue to date.
- b. Administrator Halik shared the water system pumpage report. The report indicates that through September we have pumped about 30 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. Overall we are tracking at about 52% of our pumpage projection five months into the year.

9. VISITOR'S BUSINESS

(none)

10. COMMUNICATIONS

Trustee Berglund suggested the use of a videographer to promote the Village in some specific way. Perhaps to produce a training-type video to educate individuals regarding the conduct of the red-light camera program. After a brief discussion, Chairman Mistele recommended that the focus of such a project be changed to instead promote the hotels. In this way, funds could potentially be used from the Hotel/Motel Tax Fund. Chairman Mistele further suggested that consideration be given to focus on the community as a whole to promote Willowbrook. Administrator Halik advised that he would share the Committee's recommendation with the Chairman of the Hotel/Motel Tax Advisory Committee, Mayor Napoli. He also shared that the next meeting of the Hotel/Motel Committee would be in mid to late January and that perhaps the Hotel Committee could discuss the concept further at that time.

11. ADJOURNMENT

Motion to adjourn was made by Chairman Mistele and seconded by Trustee Berglund. The meeting was adjourned at 6:26 PM.

(Minutes transcribed by: Tim Halik, 1/9/13)

MINUTES OF THE REGULAR MEETING OF THE PARKS AND RECREATION COMMISSION
HELD ON TUESDAY, DECEMBER 4, 2012, AT THE WILLOWBROOK VILLAGE HALL, 7760
QUINCY STREET, WILLOWBROOK, DUPAGE COUNTY, ILLINOIS

1. CALL TO ORDER

Chairman Cobb called the meeting to order at the hour of 7:01 p.m.

2. ROLL CALL

Those present at roll call were Chairman Richard Cobb, Commissioners Ronald Kanaverskis, Laurie Landsman, Rene Schuurman, Doug Stetina and Ramona Weigus.

ABSENT: Commissioner Carol Lazarski.

Also present was Superintendent of Parks and Recreation Kristin Violante and Mayor Robert Napoli.

A QUORUM WAS DECLARED

3. APPROVAL OF MINUTES – NOVEMBER 6, 2012

The Commission reviewed the November 6, 2012 minutes.

MOTION: A Motion was made by Commissioner Stetina seconded by Commissioner Schuurman to approve the November 6, 2012 minutes as presented.

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

MOTION DECLARED CARRIED

4. REPORTS

A. *Park News in Brief*

2013 Winter/Spring Newsletter and Fun Guide

Superintendent Violante stated that the 2013 Winter/Spring newsletter and fun guide is currently at the printer. It should be out to residents by Monday, December 10, 2012. Residents can begin signing up for classes December 10th, non-residents can begin December 17th.

Park & Recreation Comprehensive Master Plan Focus and Community Wide Meetings

Superintendent Violante stated commissioners do not need to be at all of these meetings. The consensus of the Commissioners was to have at least one commissioner at each meeting. Meetings will be held on the following days:

January 9, 2013	Recreation Programming
January 10, 2013	Park Amenities
January 15, 2013	Program Facilities
January 17, 2013	Community Wide Meeting

Commissioner Landsman stated she will attend January 9, Commissioner Weigus will attend January 10 and Chairman Cobb will attend January 15. The regularly scheduled January Parks and Recreation Commission meeting will be rescheduled to 6:30 p.m. on January 17, so the Commissioners can attend the Community Wide meeting as a group. Meeting information will be passed on to Carol Lazarski who was absent from the meeting. Information requesting volunteers for these community meetings was put in the Winter/Spring newsletter and Fun Guide. Post cards will also be sent to residents seeking volunteers for the meetings.

B. Mayor Napoli Message

Mayor Napoli wanted to give an update to the Commission on the budget process. Mayor Napoli stated that there will be a major road project on Route 83 from Butterfield Road to County Line/Archer. This project was originally scheduled for 2017; however, was pushed up to spring of 2013. Mayor Napoli anticipates this construction project having a negative impact on the Village's sales tax revenue as it will be hard getting in and out of certain restaurants and stores.

Mayor Napoli stated that the Village is waiting for land appraisal information on certain properties close to Community Park that the Village of Willowbrook is interested in purchasing.

Mayor Napoli stated he received a phone call for the Park and Recreation survey as well as a survey in the mail. Mayor Napoli stated that trustees have told him they have received survey calls and surveys in the mail. Mayor Napoli indicated the Board is looking forward to the completion of the Master Plan and working with the Commission to determine what park facilities need to be upgraded and improved.

Mayor Napoli wanted to express his thanks to each of the commissioners for the time and sacrifices they make by being on the Parks and Recreation Commission.

5. OLD BUSINESS

A. Master Plan Update

Superintendent Violante stated Design Perspectives is wrapping up the random survey sample. A posting has been placed on the Village's website informing interested residents they can complete a survey on line or receive a copy at the Village Hall.

Superintendent Violante again related that postcards will be mailed out to residents to get volunteers for the focus group meetings.

B. Fall Programming – Tree Lighting

Superintendent Violante stated the tree lighting will take place on Friday, December 7th at 6:30 p.m. The tree is approximately 14-16 feet tall and was secured by the Public Works Department. Superintendent Violante stated additional lights and ornaments were purchased and the tree will be decorated on Thursday. In addition to the tree lighting, there will be a horse and carriage and pictures with Santa. There will also be a passport activity whereby participants go to stores within the shopping complex to get their passport stamped. Prizes will be given to those individuals who completely fill out their passport.

Phillie's Pizza was extremely generous, donating individual pizzas to each Brownie member who helped decorate the tree.

Commissioner Landsman suggested a flyer advertising the event be posted on the doors at Dominick's. Chairman Cobb also stated one should also be placed at Subway and Caribou. Superintendent Violante stated some of the businesses were given flyers but told her they were unable to post them.

C. Holiday Party

Superintendent Violante stated the police department ID machine is not working; therefore representatives from the police department will be unable to provide free kids' IDs. Superintendent Violante stated there are currently 45 children signed up for the party. The consensus of the commissioners was to get \$5.00 gift certificates from McDonalds if there becomes a shortage of gifts.

Superintendent Violante stated some businesses donated items instead of cash for the party and suggested a raffle be conducted for the adults, using these items as prizes. Chairman Cobb suggested handing out a ticket to each family and drawing a stub out of a hat.

Superintendent Violante stated that Dell Rhea's will be donating 150 chicken legs. Chairman Cobb stated that he will pick them up, as well as the drinks from Caribou Coffee. Superintendent Violante stated that George Scukanec will be picking up cookies from Holiday Inn and John Fenske will be picking up punch from Ashton Place. Bernard's Deli is also donating mostaccoli. Superintendent Violante will pick up the mostaccoli.

\$2,075 in cash donations has been received from local businesses to support the Village Holiday Party. So far \$682.41 has been spent on gifts, \$56.49 on craft supplies, and \$475.00 on the entertainment. Any donated money not spent on the Holiday Party will help cover expenses from the tree lighting event.

D. 2013/2014 Budget

Superintendent Violante stated she included a detailed, tentative budget for fiscal year 2013/2014. The budget does not include any capital spending. This will be added once the Master Plan is completed. The Commissioners felt they did not need to see each individual line item, but more of a condensed budget. Superintendent Violante will provide a shorter version at the February Park and Recreation Commission meeting.

Superintendent Violante stated she has included money to add signage to Lake Hinsdale Village Park in the event it becomes a dog park. She also stated expenses for the tree lighting ceremony will need to be added to the budget.

Superintendent Violante suggested one of the movie nights be eliminated so this money can go towards next year's tree lighting ceremony. Commissioner Landsman stated she does not agree with this and that the tree lighting ceremony should fall under the Village's administration budget.

Commissioner Landsman stated the commission should look into building a permanent bathroom facility at Willow Pond instead of paying rental fees for a port-o-potty. Chairman Cobb agreed.

Commissioner Landsman stated that the gazebo for Prairie Trail Park should be removed from the budget and replaced with a picnic pavilion.

Superintendent Violante stated the preliminary budget, excluding capital, needs to be turned in to the Village Administrator by January 4th. The Commission can discuss capital items at a later meeting.

Superintendent Violante stated she has budgeted for a part-time Public Works employee dedicated to just working in the parks. Village Administrator Halik is in support of this as long as there is money available.

6. NEW BUSINESS

A. January Meeting Date

Discussion was held on when to hold the January meeting. It was the consensus of the Commissioners to hold the next Parks and Recreation Commission meeting at 6:30 p.m. on January 17, 2013, prior to the Community Wide focus meeting.

7. CORRESPONDENCE/COMMUNICATIONS

Superintendent Violante included a letter sent to the Willowbrook/Burr Ridge Kiwanis Club, thanking them for their monetary donation towards the Childrens' Halloween Party.

Superintendent Violante stated she was contacted by the Darien Youth Club about their programs. They would like to work with the Parks and Recreation Department in programming youth soccer, baseball, and softball. It was suggested Superintendent Violante speak with Commissioner Schuurman as he is more acquainted with these type of youth groups.

8. VISITORS' BUSINESS

There was no visitors' business.

9. ADJOURNMENT

MOTION: Made by Commissioner Landsman, seconded by Commissioner Weigus to adjourn the meeting at the hour of 8:08 p.m.

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

UNANIMOUS VOICE VOTE

MOTION DECLARED CARRIED

PRESENTED, READ and APPROVED,

January 17, 2013

Chairman

Minutes transcribed by Cindy Stuchl.

MINUTES OF THE REGULAR MEETING OF THE PLAN COMMISSION HELD ON WEDNESDAY, SEPTEMBER 5, 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, Building Inspector Roy Giuntoli 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 April 4, 2012 (APPROVE)
- C. Minutes – Village Board Meeting April 9, April 23, May 14, May 29, June 11, June 25, July 9, July 23, August 13, 2012

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

4. PLAN COMMISSION CONSIDERATION: Zoning Hearing Case 12-02: Chick-fil-A 7101-7199 Kingery Highway, petition for a special use permit and other relief to allow for a restaurant with drive through.

PUBLIC HEARING/DISCUSSION – (SEE COURT REPORTER MINUTES)

RECOMMENDATION

MOTION: Made by Commissioner DelSarto, seconded by Commissioner Remkus that based on the submitted petition and testimony presented, the special use for a drive-through Chick-fil-A restaurant to replace the sit-down restaurant previously approved in space G-2 meets the standards for a special use as outlined in the staff report prepared for the September 5, 2012 meeting; therefore I move that the Plan Commission recommend approval of PC 12-02 subject to the following conditions:

- 1. Semi or large-truck deliveries that must be made by backing from the main shopping center drive aisle down the east-west aisle in front of PNC bank to the Chick-fil-A dumpster area must occur and be completed prior to 6:00 A.M. and in no instance may be on site for longer than two hours.

2. Harlem Irving, as so applicant and property owner must complete and provide the Village with accurate revised plat of subdivision and PUD documents that reflect the minor changes required by the drive-through Chick-fil-A and the village identification sign at the northwest corner of the site, and the Village must approve and record in the DuPage County Recorder of Deeds such documents prior to the issuance of any building permits for Chick-fil-A.
3. Harlem Irving must complete signage and flag improvements prior to the issuance of any certificate of occupancy for Chick-fil-A.
4. Plans shall be revised as follows prior to the Village Board's consideration:
 - a. The "loading area" pavement immediately east of the dumpster must be improved with "heavy duty pavement" for a minimum east-west distance of 55'.
 - b. A "No Left Turn" sign is needed on the exit to the drive-through.
 - c. Handicapped Parking stalls must be striped yellow.
 - d. The sidewalk connecting the Plainfield Road sidewalk with the Chick-fil-A entrance shall either be increased in width to ten feet (10') or left at five feet (5') but modified in a manner that does not require hand rails per the Accessibility Code.
 - e. The square footage detail for the monument sign on the cover of the sign submittal and on the detail sheet must be revised to correctly read 49.86 square feet.
 - f. The applicant will work with staff to finalize the details of the drawings.
 - g. The applicant must revise the sign package to be consistent with the elevation package.
5. **PLAN COMMISSION CONSIDERATION:** Zoning Hearing Case 12-03: Mathnasium, 6300 Kingery Highway, petition for a special use permit and other relief to allow for a school business.

PUBLIC HEARING/DISCUSSION – (SEE COURT REPORTER MINUTES)

RECOMMENDATION

MOTION: Made by Commissioner Soukup, seconded by Commissioner Buckley that based on the submitted petition and testimony presented, the special use for an 1,800 square foot commercial school in space 18 in the Hinsdale Lake Commons shopping center meets the standards for a special use as outlined in the staff report prepared for the September 5, 2012 meeting; therefore I move that the Plan Commission recommend approval of PC 12-03 subject to the following conditions:

1. Up to two additional "Fire Lane/No Stopping, Waiting or Parking" signs shall be posted along the curb immediately in front of the Mathnasium Store in locations recommended by the Village of Willowbrook.
2. No building permits shall be issued for the proposed Mathnasium until the landscaping surrounding the two newly installed shopping center signs at the

main entrances have been planted in accordance with the approved landscape plan and approved by the Village of Willowbrook in writing.

6. VISITOR'S BUSINESS

None.

7. COMMUNICATION

Building Inspector Roy Giuntoli mentioned there is a "Physician's Immediate Care" showing interest in moving into the old Blockbuster location.

Vice-Chairman Wagner said that he would like to return to having monthly Plan Commission meeting.

8. ADJOURNMENT

MOTION: Made by Commissioner Wagner, seconded by Commissioner Soukup, to adjourn the regular meeting of the Plan Commission at the hour of 8:15 p.m.

UNANIMOUS VOICE VOTE

MOTION DECLARED CARRIED

PRESENTED, READ AND APPROVED,

November 7, 2012

Minutes transcribed by Joanne Prible.


Chairman

AGENDA

Minutes of the Public Safety Committee of the Village of Willowbrook, which was held on November 12th, 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 6:01 p.m.

ROLL CALL

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

1. Reviewed the October 8th, 2012 Meeting Minutes.
The Committee approved the October 8th, 2012 Meeting Minutes.
2. Reviewed Weekly Press Releases – Information.
3. Reviewed Overtime Report for 09/17/2012-10/14/2012 - Information.
4. Reviewed Monthly Offense Summary Report for October - Information.
5. Reviewed Monthly Expenditure Report for October – Information.
6. Reviewed V.A.P. (Victim Assistance Program) follow-up call responses for October.
7. Reviewed Letter(s) of Recognition and Appreciation – Information.
 - Officer John Skiba
 - Officer Daniel Polfliet
 - Office Dave Gaddis
 - Officer Lauren Kaspar
 - Secretary Debbie Hahn
 - Secretary Lori Rinella
8. DISCUSSION ITEMS
 - Cadets Halloween Assistance & Flyer Distribution Reference Ruse Burglary
The Committee was advised that the Cadets handed out over (200) glow sticks, and distributed over (450) crime alert flyers in reference to the ruse burglaries which occurred in the Waterford subdivision.
 - 2013 – 2014 Scheduling
The Chief and Deputy Chief discussed the upcoming scheduling issues. The Committee was advised that scheduling will be effected due to vacations, comp time, and holiday time accumulation, which the officers are entitled to, along with the 2013-2014 schedule. The Committee was shown examples of past schedules and the changing of schedules among officers and management to minimize overtime costs. The Chief explained that all officers with (15) years of service received (25) days of vacation along with (11) holidays. By adding this accumulated time a total of (180) days will need to be scheduled for both the day shift and midnight shift. This total does not include shift coverage for officers' days off, training, and other mandatory dates. The Committee was advised that the attempt to minimize overtime is a priority. However, with (5) officers assigned to a shift and a (3) officer minimum, overtime coverage is unavoidable. The Chief advised it is possible to have (2) officers on vacation at one time. However, officers will have to assist too and rearrange their days off. Staff will look at this. This would result in overtime to accomplish the shift coverage. The Chief advised he along with the Deputy Chief and Patrol OIC's will review the 2013 – 2014 schedule to discuss any scheduling issues which may arise and how to best and most efficiently schedule personnel without effecting any levels of service. The

Chief advised he may increase his overtime budget for the 2013 – 2014 budget. Chairman Baker related he appreciated the efforts to be vigilant with scheduling. The upcoming new hire and current (non-duty) officer injury will be effecting the overtime due to shift scheduling.

- **Records/Report Management System – Recommendation**
The Committee discussed the records management system by CAPERS. The Committee was advised of the costs and the various features included with the program. The Committee was advised of the I.T. features and that the CAPERS Representative spoke with Willowbrook's I.T. consultant, who had favorable comments on the system. The cost of the CAPERS program was explained along with the (2) additional companies costs and comparisons. The Committee approved the recommendation to purchase the CAPERS program.
- **Recent Activities – Letters**
- **Hiring Process – Update**
The Committee was advised of the status of the hiring process of candidates from the existing eligibility list.
- **EOP Plan**
The Committee was shown the CEMP program and an explanation of the EOP Plan was provided. The Committee was advised the EOP Plan has been updated, completed and sent to DuPage OEM.

9. **VISITOR'S BUSINESS***

None

10. **ADJOURNMENT**

Meeting was adjourned at 6:24 p.m.

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

NEXT MEETING SCHEDULED FOR JANUARY 14TH, 2012 AT 6:00 P.M.