

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, FEBRUARY 11, 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 28, 2013 (APPROVE)
 - c. Minutes - Executive Session - January 14, 2013 (APPROVE)
 - d. Warrants - \$174,381.64 (APPROVE)
 - e. Monthly Financial Report - January 31, 2013 (APPROVE)
 - f. Ordinance - An Ordinance Authorizing the Disposal of Personal Property Owned by the Village of Willowbrook (PASS)
 - g. Plan Commission Recommendation - Request for Variations, 503 W. 64th Street (RECEIVE)

NEW BUSINESS

6. RESOLUTION - A RESOLUTION FOR MAINTENANCE OF STREETS AND HIGHWAYS BY MUNICIPALITY UNDER THE ILLINOIS HIGHWAY CODE
7. RESOLUTION - A RESOLUTION TO ADOPT MUNICIPAL LEGISLATIVE POSITIONS AND PRIORITIES FOR THE 2013 LEGISLATIVE SESSION OF THE 98TH GENERAL ASSEMBLY
8. ORDINANCE - AN ORDINANCE AUTHORIZING EXECUTION OF THE ILLINOIS PUBLIC WORKS MUTUAL AID NETWORK (IPWMAN) AGREEMENT

PRIOR BUSINESS

9. COMMITTEE REPORTS

10. ATTORNEY'S REPORT
11. CLERK'S REPORT
12. ADMINISTRATOR'S REPORT
13. MAYOR'S REPORT
14. EXECUTIVE SESSION:
 - a) REVIEW 2013 MINUTES - Pursuant to 5 ILCS 120/2(c)(21) Regarding the Minutes of Executive Session Meetings that were Lawfully Closed Under the Open Meetings Act
 - b) Consideration of Collective Negotiating Matters Between the Village and Its Employees and Their Representatives Pursuant to Chapter 5 ILCS 120/1(C)(2)
15. ADJOURNMENT

MINUTES OF THE REGULAR MEETING OF THE MAYOR AND BOARD OF TRUSTEES OF THE VILLAGE OF WILLOWBROOK HELD ON MONDAY, JANUARY 28, 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 Terrence Kelly, Michael Mistele, Sue Berglund, Umberto Davi, and Frank Trilla.

ABSENT: Trustee Dennis Baker

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

A QUORUM WAS DECLARED

3. PLEDGE OF ALLEGIANCE

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

4. VISITORS' BUSINESS

None presented.

5. OMNIBUS VOTE AGENDA

- a. Waive Reading of Minutes (APPROVE)
- b. Minutes - Regular Board Meeting - 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 - Ordinance No. 13-O-01 (PASS)

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

Trustee Trilla abstained himself from voting on Item 5d.

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

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

MOTION DECLARED CARRIED

NEW BUSINESS

6. DELINQUENT WATER BILLS

Administrator Halik advised that there was one (1) delinquent water bill in the amount of \$96.13. Staff requested permission to proceed in accordance with past practices, which was approved.

7. PRESENTATION - BETH MARCHETTI, DUPAGE CONVENTION & VISITOR'S BUREAU

Beth Marchetti, Director of Development for the DuPage Convention and Visitor's Bureau, gave a presentation on what the Bureau offers and reviewed their website. Mayor Napoli and the Board of Trustees thanked Ms. Marchetti for her work.

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

Administrator Halik advised that the current agreement with Wolf & Company had expired after the last Village audit. Wolf has provided satisfactory audit services for the past three years and has helped the Village received continued budget awards from the GFOA. Wolf was requested to submit a one year proposal to provide auditing services for the next fiscal year.

A proposal was submitted to provide audits for both the Village and the TIF fund for a fee of \$24,800, which is a 2.9% increase over last year. The Finance and Administration Committee has reviewed and approved this proposal.

Trustee Mistele questioned if an option for two more years may be obtained. Administrator Halik advised that we could do a RFP and potentially improve on the increase amount as a three-year deal, but thought to wait for the results of the Mayoral election before doing so.

MOTION: Made by Trustee Davi and seconded by Trustee Berglund to adopt Resolution No. 13-R-03.

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

MOTION DECLARED CARRIED

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

Administrator Halik stated that there is pending legislation in Springfield which will legalize the use of medical marijuana in Illinois. The bill does not allow municipalities to prohibit this use; however, it does allow for municipalities to regulate the location of these facilities through zoning.

This resolution will direct the Plan Commission to evaluate the classification of medical marijuana distribution facilities and make recommendations as to whether to consider this type of facility as a special use.

MOTION: Made by Trustee Davi and seconded by Trustee Trilla to adopt Resolution No. 13-R-04.

ROLL CALL VOTE: AYES: Trustees Berglund, Davi, Mistele, and Trilla. NAYS: Trustee Kelly. ABSENT: Trustee Baker.

MOTION DECLARED CARRIED

PRIOR BUSINESS

10. COMMITTEE REPORTS

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.

11. ATTORNEY'S REPORT

Attorney Hennessy had no report.

12. CLERK'S REPORT

Clerk Hansen had no report.

13. ADMINISTRATOR'S REPORT

Administrator Halik requested Chief Shelton give an update on the Police Officer Testing that had occurred January 26, 2013. Chief Shelton stated that he has received preliminary numbers from the testing agency, Selection Works. Once preference points have been submitted, an eligibility list should be finalized within the next few weeks.

14. MAYOR'S REPORT

Mayor Napoli had no 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 5 ILCS 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 5 ILCS 120/2.06(3)(c)(1)
- c. DISCUSSION - Pursuant to 5 ILCS 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 5 ILCS 120/2.06(d) for Purposes of Possible Release

RECESS INTO EXECUTIVE SESSION

MOTION: Made by Trustee Mistele and seconded by Trustee Kelly to recess into Executive Session at the hour of 7:07 p.m.

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

MOTION DECLARED CARRIED

The Board reconvened the Regular Meeting at the hour of 7:19 p.m.

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

MOTION: Made by Trustee Kelly and seconded by Trustee Berglund to adopt Resolution No. 13-R-05 as presented.

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

MOTION DECLARED CARRIED

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

MOTION: Made by Trustee Kelly and seconded by Trustee Trilla to adopt Resolution No. 13-R-06 as amended.

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

MOTION DECLARED CARRIED

Mayor Napoli made the following statement verbatim:

"Recently, I announced to the citizens my candidacy for re-election to the Mayor's Office in the genuine belief that I could be of further service as their Mayor. Since then, I have reconsidered that decision.

Tonight, I announce that I will no longer seek re-election as Willowbrook's Mayor. I make this announcement with regret. Tonight's decision to withdraw my candidacy for re-election is prompted by the need to address business, family, and health considerations which I have too long put off.

These private and personal considerations must now take precedence in my life over the ever-increasing time demands of this public office. I will serve out my present term, thus ending over 15 ½ years as a Village Trustee and Mayor.

I have had the privilege and honor these last four years of having served the people of Willowbrook as their elected Village Mayor. I shall always be grateful to them for the faith they have had in me when entrusting this office to my care. I have done my best to justify their faith and trust.

And I wish to thank you for your kind attention."

18. ADJOURNMENT

MOTION: Made by Trustee Kelly and seconded by Trustee Mistele, to adjourn the Regular Meeting at the hour of 7:23 p.m.

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

MOTION DECLARED CARRIED

PRESENTED, READ and APPROVED.

February 11, 2013.

Mayor

Minutes transcribed by Deputy Clerk Cindy Stuchl.

WARRANTS

February 11, 2013

GENERAL CORPORATE FUND	-----	\$138,730.38
WATER FUND	-----	25,626.89
HOTEL/MOTEL TAX FUND	-----	10,024.37
TOTAL WARRANTS	-----	\$174,381.64



Tim Halik, Village Administrator

APPROVED:

Robert A. Napoli, Mayor

VILLAGE OF WILLOWBROOK

RUN DATE: 02/06/13

BILLS PAID REPORT FOR FEBRUARY, 2013

PAGE: 1

RUN TIME: 03:24PM

GENERAL CORPORATE FUND

CHECKS & DIR. DEBITS

DESCRIPTION	ACCOUNT NUMBER	AMOUNT
AFLAC (46)	02/12 CK# 81377	\$26.40
612696ER/JAN13 EMP DED PAY - AFLAC FEE 01-210-221	01-210-221	26.40
AL WARREN OIL CO (2205)	02/12 CK# 81378	\$5,544.43
10764628 GASOLINE INVENTORY 01-190-126	01-190-126	5,544.43
AMERICAN PUB.WKS.ASSN. (92)	02/12 CK# 81379	\$184.00
HALIK 13 FEES DUES SUBSCRIPTIONS 01-501-307	01-35-710-307	184.00
AMG/SOUND MEMORIES (102)	02/12 CK# 81380	\$800.00
2013 MOVIE NGHT CHILDRENS SPECIAL EVENTS 01-625-150	01-20-585-150	800.00
ASHTON PLACE (133)	02/12 CK# 81381	\$500.00
C16996 EXAMS - WRITTEN 01-745-542	01-07-440-542	500.00
AT & T LONG DISTANCE (66)	02/12 CK# 81382	\$54.60
854192715JAN13 PHONE - TELEPHONES 01-420-201	01-10-455-201	54.60
AT & T (67)	02/12 CK# 81383	\$2,338.20
325-2761 JAN 13 PHONE - TELEPHONES 01-451-201	01-30-630-201	57.27
325-2776 JAN13 PHONE - TELEPHONES 01-451-201	01-30-630-201	57.27
R26-5644 JAN13 PHONE - TELEPHONES 01-420-201	01-10-455-201	1,111.83
R26-5644 JAN13 PHONE - TELEPHONES 01-451-201	01-30-630-201	1,111.83
ATLAS LEASING (1862)	02/12 CK# 81384	\$50.00
WL74657 TRAFFIC FINES 01-310-502	01-310-502	50.00
AUTO TRUCK GROUP (153)	02/12 CK# 81385	\$5,351.00
1113937 MAINTENANCE - EQUIPMENT 01-525-411	01-35-740-411	751.00
1114777-2 EQUIPMENT - LOADER 01-545-626	01-35-765-626	4,600.00
BATTERIES PLUS 286 OR 288 (179)	02/12 CK# 81386	\$300.00
287-107168-01 MAINTENANCE - VEHICLES 01-451-409	01-30-630-409	300.00
BLACK GOLD SEPTIC (208)	02/12 CK# 81387	\$310.00
34416 MAINTENANCE - PW BUILDING	01-35-725-418	310.00
CENTER CLEANERS (317)	02/12 CK# 81388	\$70.00
1513 UNIFORMS 01-451-345	01-30-630-345	70.00
CHILD CARE RESOURCE & REFERRAL NETWORK (2517)	02/12 CK# 81389	\$25.00
L RINELLA #539 SCHOOLS-CONFERENCE TRAVEL 01-451-304	01-30-630-304	25.00
CHRISTOPHER B. BURKE (333)	02/12 CK# 81390	\$7,274.49
109173 REIMB.	01-15-520-254	821.75
109174 FEES - ENGINEERING 01-505-245	01-35-720-245	99.00
109175 REIMB.	01-40-820-259	110.00
109176 PLAN REVIEW - ENGINEER 01-555-254	01-40-820-254	110.00
109177 REIMB.	01-40-820-259	220.00
109178 REIMB.	01-40-820-254	220.00
109179 PLAN REVIEW - ENGINEERING 01-15-520-254	01-15-520-254	300.00
109180 REIMB.	01-15-520-254	385.00
109181 PLAN REVIEW - PLANNER 01-15-520-257	01-15-520-257	4,754.24
109182 REIMB.	01-40-820-259	254.50
COMCAST CABLE (365)	02/12 CK# 81392	\$196.67
700 WBPQWY JN13 EQUIPMENT MAINTENANCE 01-503-263	01-35-715-263	81.90
7760 QUNCY JN13 E.D.P. SOFTWARE 01-410-212	01-10-460-212	114.77
COMMONWEALTH EDISON (370)	02/12 CK# 81393	\$1,337.70
1844110006/JN13 ENERGY - STREET LIGHT 01-530-207	01-35-745-207	815.54
7432089030/JN13 ENERGY - STREET LIGHT 01-530-207	01-35-745-207	522.16

VILLAGE OF WILLOWBROOK

RUN DATE: 02/06/13

BILLS PAID REPORT FOR FEBRUARY, 2013

PAGE: 2

RUN TIME: 03:24PM

GENERAL CORPORATE FUND

CHECKS & DIR. DEBITS

DESCRIPTION	ACCOUNT NUMBER	AMOUNT
D & D BUSINESS, INC (2128)	02/12 CK# 81394	\$303.50
2749 PRINTING & PUBLISH 01-420-302	01-10-455-302	151.75
2749 PRINTING & PUBLISHING 01-451-302	01-30-630-302	151.75
DELTA DENTAL PLAN OF ILLINOIS (468)	02/12 CK# 81395	\$3,236.61
FEB 13 EMP DED PAY-INS 01-210-204	01-210-204	628.04
FEB 13 EMPLOYEE BENEFIT - MEDICAL INSURANC	01-10-455-141	123.63
FEB 13 EMPLOYEE BENEFITS - MEDICAL 01-15-510-141	01-15-510-141	53.07
FEB 13 EMPLOYEE BENEFIT - MEDICAL INS 01-25-610-141	01-25-610-141	106.14
FEB 13 EMPLOYEE BENEFIT - MEDICAL INSURANC	01-30-630-141	2,051.64
FEB 13 EMPLOYEE BENEFITS - MEDICAL 01-501-141	01-35-710-141	114.89
FEB 13 EMPLOYEE BENEFITS - MEDICAL 01-551-141	01-40-810-141	159.20
DESIGN PERSPECTIVES INC (2489)	02/12 CK# 81396	\$2,875.00
12-9874-6 PARK IMPROVEMENTS-NEIGHBORHOOD PARK	01-20-595-695	2,875.00
DUPAGE COUNTY TREASURER (497)	02/12 CK# 81397	\$250.00
1456/DEC 12 EDP-SOFTWARE 01-457-212	01-30-640-212	250.00
DUPAGE COUNTY (511)	02/12 CK# 81399	\$500.00
100 COUPONS TAXI CAB VOUCHERS - PREPAID 01-190-103	01-190-103	250.00
100 COUPONS SENIOR CITIZEN TAXI PROGRAM 01-435-372	01-10-475-372	250.00
DUPAGE COUNTY E.T.S.B. 911 (513)	02/12 CK# 81400	\$468.37
ETS03013-2 JAN PHONE - TELEPHONES 01-451-201	01-30-630-201	468.37
DUPAGE MAYORS AND MGRS. CONF. (527)	02/12 CK# 81401	\$40.00
7316 SCHOOLS-CONFERENCE TRAVEL 01-420-304	01-10-455-304	40.00
EARTH DAY SHIRTS (2514)	02/12 CK# 81402	\$98.35
234041 UNIFORMS 01-615-345	01-20-570-345	98.35
FIRE & SECURITY SYSTEMS INC. (601)	02/12 CK# 81404	\$581.50
128898 MAINTENANCE - BUILDING 01-405-228	01-10-466-228	7.00
128968 MAINTENANCE - BUILDING 01-405-228	01-10-466-228	336.00
128969 MAINTENANCE - PW BUILDING	01-35-725-418	238.50
FIRESTONE TIRE & SERVICE (603)	02/12 CK# 81405	\$866.48
191881 MAINTENANCE - VEHICLES 01-451-409	01-30-630-409	866.48
GOVT FINANCE OFCRS ASSN (705)	02/12 CK# 81406	\$170.00
0162001 FEES DUES SUBSCRIPTIONS 01-25-610-307	01-25-610-307	170.00
W.W. GRAINGER (1999)	02/12 CK# 81407	\$91.07
9045855906 BUILDING MAINTENANCE SUPPLIES 01-405-351	01-10-466-351	68.85
9052346617 STREET & ROW MAINTENANCE 01-535-328	01-35-750-328	22.22
LAW OFFICES OF WILLIAM J. HENNESSY (2277)	02/12 CK# 81408	\$6,780.00
JAN 2013 FEES - VILLAGE ATTORNEY 01-425-239	01-10-470-239	6,780.00
HOLL AMUSEMENTS INC (259)	02/12 CK# 81409	\$30.00
REFUND VENDING MACHINE 01-310-305	01-310-305	30.00
HOME DEPOT COMMERCIAL (808)	02/12 CK# 81410	\$159.69
170987 BUILDING MAINTENANCE SUPPLIES 01-405-351	01-10-466-351	159.69
ILLINOIS PAPER COMPANY (898)	02/12 CK# 81411	\$606.18
IN32377 OFFICE SUPPLIES 01-420-301	01-10-455-301	606.18
INT ASSOC OF CHIEFS OF POLICE (941)	02/12 CK# 81412	\$120.00
2013 SHELTON FEES-DUES-SUBSCRIPTIONS 01-451-307	01-30-630-307	120.00
INTERGOVERNMENTAL PERSONNEL (934)	02/12 CK# 81413	\$39,842.49
FEB 13 EMP DED PAY-INS 01-210-204	01-210-204	10,836.37

VILLAGE OF WILLOWBROOK

RUN DATE: 02/06/13

BILLS PAID REPORT FOR FEBRUARY, 2013

PAGE: 3

RUN TIME: 03:24PM

GENERAL CORPORATE FUND

CHECKS & DIR. DEBITS

DESCRIPTION	ACCOUNT NUMBER	AMOUNT
FEB 13 LIFE INS BENEFIT -APPOINTED/ELECTED	01-05-410-141	153.00
FEB 13 EMPLOYEE BENEFIT - MEDICAL INSURANC	01-10-455-141	1,095.04
FEB 13 EMPLOYEE BENEFITS - MEDICAL 01-15-510-141	01-15-510-141	686.68
FEB 13 EMPLOYEE BENEFIT - MEDICAL INS 01-25-610-141	01-25-610-141	1,383.50
FEB 13 EMPLOYEE BENEFIT - MEDICAL INSURANC	01-30-630-141	21,966.69
FEB 13 EMPLOYEE BENEFITS - MEDICAL 01-501-141	01-35-710-141	1,642.38
FEB 13 EMPLOYEE BENEFITS - MEDICAL 01-551-141	01-40-810-141	2,078.83
JACK PHELAN CHEVROLET II INC (2494)	02/12 CK# 81414	\$212.38
265544 MAINTENANCE - VEHICLES 01-451-409	01-30-630-409	67.52
CTCS277724 MAINTENANCE - VEHICLES 01-451-409	01-30-630-409	144.86
KENT KITCHENS (2516)	02/12 CK# 81415	\$16,298.00
6/4/12 BUILDING IMPROVEMENTS 01-445-602	01-10-485-602	16,298.00
KIEFT BROTHERS INC (1051)	02/12 CK# 81416	\$168.66
192339 STORM WATER IMPROVEMENTS MAT 01-535-381	01-35-750-381	168.66
KIPP'S LAWNMOWER SALES & SERVICE (1062)	02/12 CK# 81417	\$133.82
414879 MAINTENANCE - EQUIPMENT 01-520-411	01-35-735-411	133.82
KLLM TRANSPORT (1862)	02/12 CK# 81418	\$25.00
WL73344 TRAFFIC FINES 01-310-502	01-310-502	25.00
LASERCRAFT INC (2300)	02/12 CK# 81421	\$24,003.50
11164/DEC 12 RED LIGHT CAMERA FEES 01-30-630-247	01-30-630-247	22,475.00
11165DEC 12 RED LIGHT - MISC FEE	01-30-630-249	1,528.50
LOGSDON OFFICE SUPPLY (2452)	02/12 CK# 81422	\$125.82
431001 OFFICE SUPPLIES 01-420-301	01-10-455-301	66.34
431001 OFFICE SUPPLIES 01-25-610-301	01-25-610-301	24.63
431001 OFFICE SUPPLIES 01-501-301	01-35-710-301	5.99
431001 OFFICE SUPPLIES 01-551-301	01-40-810-301	28.86
LUCIANO'S WOODFIRE BISTRO (259)	02/12 CK# 81423	\$125.00
JUKEBOX VENDING MACHINE 01-310-305	01-310-305	125.00
MIDCO (1268)	02/12 CK# 81425	\$105.00
265752 PHONE - TELEPHONES 01-451-201	01-30-630-201	105.00
MIDWEST LASER SPECIALISTS, INC (1276)	02/12 CK# 81426	\$179.97
1077535 OPERATING SUPPLIES 01-451-331	01-30-630-331	179.97
NEXTEL COMMUNICATION (1357)	02/12 CK# 81428	\$174.92
952377363JAN13 PHONE - TELEPHONES 01-420-201	01-10-455-201	37.99
952377363JAN13 PHONE - TELEPHONES 01-451-201	01-30-630-201	136.93
NICOR GAS (1370)	02/12 CK# 81429	\$1,651.55
39303229304JN13 NICOR GAS	01-35-725-415	728.37
95476110002JN13 NICOR GAS 01-405-235	01-10-466-235	923.18
ILL. NOTARY DISCOUNT BONDING (861)	02/12 CK# 81430	\$85.80
STUHL/KUFRIN FEES DUES SUBSCRIPTIONS 01-420-307	01-10-455-307	85.80
O P TACTICAL INC (2505)	02/12 CK# 81431	\$120.23
130114 OPERATING EQUIPMENT 01-451-401	01-30-630-401	120.23
PACIFIC TELEMAGEMENT SERVICES (2197)	02/12 CK# 81432	\$78.00
486675/FEB13 PHONE - TELEPHONES 01-420-201	01-10-455-201	78.00
PCS INTERNATIONAL (2201)	02/12 CK# 81433	\$2,652.97
129760 SUMMER PROGRAM MATERIALS & SERVICES	01-20-575-119	753.37
129760 FALL PROGRAM MATERIALS & SERVICES 01-622-118	01-20-580-118	800.00
129760 WINTER PROGRAM MATERIALS & SERVICES	01-20-585-121	800.00

VILLAGE OF WILLOWBROOK

RUN DATE: 02/06/13

BILLS PAID REPORT FOR FEBRUARY, 2013

PAGE: 4

RUN TIME: 03:24PM

GENERAL CORPORATE FUND

CHECKS & DIR. DEBITS

DESCRIPTION	ACCOUNT NUMBER	AMOUNT
PCS INTERNATIONAL (2201) CONTINUED ...		
129761 SUMMER PROGRAM MATERIALS & SERVICES	01-20-575-119	166.27
129761 FALL PROGRAM MATERIALS & SERVICES 01-622-118	01-20-580-118	66.67
129761 WINTER PROGRAM MATERIALS & SERVICES	01-20-585-121	66.66
PEPSI COLA GEN BOT (1479)	02/12 CK# 81434	\$147.35
32968310 COMMISSARY PROVISION 01-420-355	01-10-455-355	147.35
PETTY CASH C/O TIM HALIK (1492)	02/12 CK# 81435	\$130.32
2/4/13 SCHOOLS-CONFERENCE TRAVEL 01-420-304	01-10-455-304	30.00
2/4/13 CASH - OVER OR SHORT 01-420-505	01-10-455-505	0.10
2/4/13 SCHOOLS-CONFERENCE TRAVEL 01-451-304	01-30-630-304	94.23
2/4/13 OPERATING EQUIPMENT 01-451-401	01-30-630-401	5.99
PHYSIO-CONTROL INC (1500)	02/12 CK# 81436	\$1,552.86
413029811 FEES-DUES-SUBSCRIPTIONS 01-451-307	01-30-630-307	1,552.86
PIECZYNSKI LINDA S. (1503)	02/12 CK# 81437	\$980.00
5721/JAN 13 FEES - SPECIAL ATTORNEY 01-451-241	01-30-630-241	980.00
PUBLIC SAFETY DIRECT INC (2309)	02/12 CK# 81438	\$237.50
23678 MAINTENANCE - VEHICLES 01-451-409	01-30-630-409	95.00
23692 MAINTENANCE - VEHICLES 01-451-409	01-30-630-409	142.50
RAY O'HERRON (1593)	02/12 CK# 81439	\$39.95
66578 UNIFORMS 01-451-345	01-30-630-345	39.95
RED WING SHOE STORE (1605)	02/12 CK# 81440	\$175.00
45054127 UNIFORMS 01-501-345	01-35-710-345	175.00
LORI RINELLA (2204)	02/12 CK# 81441	\$17.55
1/16/13 POSTAGE & METER RENT 01-451-311	01-30-630-311	17.55
SCHWAAB, INC. (1672)	02/12 CK# 81442	\$81.99
C65675 OFFICE SUPPLIES 01-420-301	01-10-455-301	81.99
SEASON COMFORT, CORP. (1687)	02/12 CK# 81443	\$125.00
200677 MAINTENANCE - PW BUILDING	01-35-725-418	125.00
SUBURBAN LIFE PUBLICATIONS (1805)	02/12 CK# 81444	\$252.24
5326/1/18/13 PRINTING & PUBLISHING 01-15-510-302	01-15-510-302	252.24
THOMPSON ELEV. INSPECT. SERVICE (1873)	02/12 CK# 81447	\$1,548.00
13-0294 ELEVATOR INSPECTION 01-565-117	01-40-830-117	731.00
13-0325 ELEVATOR INSPECTION 01-565-117	01-40-830-117	817.00
TOM & JERRY'S SHELL SERVICES (1883)	02/12 CK# 81448	\$1,215.97
47356 MAINTENANCE - VEHICLES 01-451-409	01-30-630-409	116.22
47430 MAINTENANCE - VEHICLES 01-451-409	01-30-630-409	40.39
47432 MAINTENANCE - VEHICLES 01-451-409	01-30-630-409	107.05
47433 MAINTENANCE - VEHICLES 01-451-409	01-30-630-409	171.73
47435 MAINTENANCE - VEHICLES 01-451-409	01-30-630-409	77.72
47451 MAINTENANCE - VEHICLES 01-451-409	01-30-630-409	25.45
47471 MAINTENANCE - VEHICLES 01-451-409	01-30-630-409	134.81
47475 MAINTENANCE - VEHICLES 01-451-409	01-30-630-409	45.85
47476 MAINTENANCE - VEHICLES 01-451-409	01-30-630-409	400.00
47480 MAINTENANCE - VEHICLES 01-451-409	01-30-630-409	25.45
47495 MAINTENANCE - VEHICLES 01-451-409	01-30-630-409	45.85
47496 MAINTENANCE - VEHICLES 01-451-409	01-30-630-409	25.45
TREE TOWNS (1894)	02/12 CK# 81449	\$163.20
186284 PRINTING & PUBLISH 01-420-302	01-10-455-302	108.20

VILLAGE OF WILLOWBROOK

RUN DATE: 02/06/13

BILLS PAID REPORT FOR FEBRUARY, 2013

PAGE: 5

RUN TIME: 03:24PM

GENERAL CORPORATE FUND

CHECKS & DIR. DEBITS

DESCRIPTION	ACCOUNT NUMBER	AMOUNT
TREE TOWNS (1894) CONTINUED ...		
186520 PRINTING & PUBLISH 01-420-302	01-10-455-302	55.00
TWIN SUPPLIES LTD (2515)	02/12 CK# 81450	\$2,446.84
10515 MAINTENANCE - BUILDING 01-405-228	01-10-466-228	2,446.84
UNIFIRST (1926)	02/12 CK# 81451	\$466.72
0610732056 MAINTENANCE - BUILDING 01-405-228	01-10-466-228	179.50
0610732171 MAINTENANCE - PW BUILDING	01-35-725-418	53.86
0610746994 MAINTENANCE - BUILDING 01-405-228	01-10-466-228	179.50
0610747107 MAINTENANCE - PW BUILDING	01-35-725-418	53.86
NICHOLAS VOLEK (2254)	02/12 CK# 81453	\$418.60
13 UNFRMS UNIFORMS 01-451-345	01-30-630-345	418.60
WAREHOUSE DIRECT (2002)	02/12 CK# 81454	\$59.27
1827275-0 OFFICE SUPPLIES 01-451-301	01-30-630-301	59.27
WESTOWN AUTO SUPPLY COMPANY (2026)	02/12 CK# 81455	\$18.67
49256 MAINTENANCE - VEHICLES 01-520-409	01-35-735-409	18.67
THE YOGA TEACHERS' GROUP INC (2109)	02/12 CK# 81456	\$1,131.00
1/7-2/11/13 WINTER PROGRAM MATERIALS & SERVICES	01-20-585-121	1,131.00
TOTAL GENERAL CORPORATE FUND		\$138,730.38

VILLAGE OF WILLOWBROOK

RUN DATE: 02/06/13

BILLS PAID REPORT FOR FEBRUARY, 2013

PAGE: 6

RUN TIME: 03:24PM

WATER FUND

CHECKS & DIR. DEBITS

DESCRIPTION	ACCOUNT NUMBER	AMOUNT
ACLARA (26)	02/12 CK# 81376	\$3,663.00
12002051 DCU EDP SOFTWARE 02-417-212	02-50-417-212	1,500.00
12002051 SFTWR EDP SOFTWARE 02-417-212	02-50-417-212	2,163.00
AT & T (67)	02/12 CK# 81383	\$544.69
323-0337 JAN13 PHONE - TELEPHONES 02-401-201	02-50-401-201	265.58
323-0975 JAN13 PHONE - TELEPHONES 02-401-201	02-50-401-201	279.11
CLOVERS GARDEN CENTER (1243)	02/12 CK# 81391	\$110.00
WR 02/04/13 DEPOSITS SENT TO CUSTOMER-DM CLOVERS GARDEN CENTER UT# 701050.000	02-280-130	110.00
DEPOSIT SENT TO CUSTOMER		
DELTA DENTAL PLAN OF ILLINOIS (468)	02/12 CK# 81395	\$114.89
FEB 13 EMPLOYEE BENEFITS - MEDICAL	02-50-401-141	114.89
ELIA PAVING CO. (549)	02/12 CK# 81403	\$725.00
2/1/13 WATER DISTRIBUTION REPAIR-MAINTENAN	02-50-430-277	725.00
INTERGOVERNMENTAL PERSONNEL (934)	02/12 CK# 81413	\$1,691.30
FEB 13 EMPLOYEE BENEFITS - MEDICAL	02-50-401-141	1,691.30
KNOLLS CONDO (1243)	02/12 CK# 81419	\$1,545.00
WR 02/04/13 DEPOSITS SENT TO CUSTOMER-DM KNOLLS CONDO UT# 700870.000 DEPOSIT SENT TO CUSTOMER	02-280-130	110.00
WR 02/04/13 DEPOSITS SENT TO CUSTOMER-DM KNOLLS CONDO UT# 700880.000 DEPOSIT SENT TO CUSTOMER	02-280-130	775.00
WR 02/04/13 DEPOSITS SENT TO CUSTOMER-DM KNOLLS CONDO UT# 700905.000 DEPOSIT SENT TO CUSTOMER	02-280-130	110.00
WR 02/04/13 DEPOSITS SENT TO CUSTOMER-DM KNOLLS CONDO UT# 700910.000 DEPOSIT SENT TO CUSTOMER	02-280-130	110.00
WR 02/04/13 DEPOSITS SENT TO CUSTOMER-DM KNOLLS CONDO UT# 700955.000 DEPOSIT SENT TO CUSTOMER	02-280-130	110.00
WR 02/04/13 DEPOSITS SENT TO CUSTOMER-DM KNOLLS CONDO UT# 700960.000 DEPOSIT SENT TO CUSTOMER	02-280-130	110.00
WR 02/04/13 DEPOSITS SENT TO CUSTOMER-DM KNOLLS CONDO UT# 700965.000 DEPOSIT SENT TO CUSTOMER	02-280-130	110.00
WR 02/04/13 DEPOSITS SENT TO CUSTOMER-DM KNOLLS CONDO UT# 700970.000 DEPOSIT SENT TO CUSTOMER	02-280-130	110.00
LAKE HINSDALE VILLAGE (1243)	02/12 CK# 81420	\$330.00
WR 02/04/13 DEPOSITS SENT TO CUSTOMER-DM LAKE HINSDALE VILLAGE UT# 700011.000 DEPOSIT SENT TO CUSTOMER	02-280-130	110.00
WR 02/04/13 DEPOSITS SENT TO CUSTOMER-DM LAKE HINSDALE VILLAGE UT# 700575.000 DEPOSIT SENT TO CUSTOMER	02-280-130	110.00
WR 02/04/13 DEPOSITS SENT TO CUSTOMER-DM LAKE HINSDALE VILLAGE UT# 700610.000 DEPOSIT SENT TO CUSTOMER	02-280-130	110.00
MARIO'S TREE SERVICE (2411)	02/12 CK# 81424	\$2,200.00
1/27/13 LANDSCAPE - OTHER 02-430-299	02-50-430-299	2,200.00
MIDWEST METER INC (1279)	02/12 CK# 81427	\$2,850.00
42659 MAINTENANCE - METER EQUIPMENT 02-435-463	02-50-435-463	2,850.00
SUNSET SEWER & WATER (2276)	02/12 CK# 81445	\$9,489.99
2013-022 WATER DISTRIBUTION REPAIR-MAINTENAN	02-50-430-277	4,026.35
2013-023 DISTRIBUTION SYSTEM REPLACEMENT 02-440-694	02-50-440-694	2,076.75
2013-029 WATER DISTRIBUTION REPAIR-MAINTENAN	02-50-430-277	3,386.89
TAMELING INDUSTRIES (1844)	02/12 CK# 81446	\$79.38
84440 WATER DISTRIBUTION REPAIR-MAINTENAN	02-50-430-277	79.38

VILLAGE OF WILLOWBROOK

RUN DATE: 02/06/13

BILLS PAID REPORT FOR FEBRUARY, 2013

PAGE: 7

RUN TIME: 03:24PM

WATER FUND

CHECKS & DIR. DEBITS

DESCRIPTION	ACCOUNT NUMBER	AMOUNT
VERIZON WIRELESS (1972)	02/12 CK# 81452	\$43.64
2860637575 PHONE - TELEPHONES 02-401-201	02-50-401-201	43.64
ZIEBELL WATER SERVICE PRODUCTS (2118)	02/12 CK# 81457	\$2,240.00
219274 MATERIAL & SUPPLIES - DISTRIBUTION 02-430-476	02-50-430-476	2,240.00
TOTAL WATER FUND		\$25,626.89

VILLAGE OF WILLOWBROOK

RUN DATE: 02/06/13

BILLS PAID REPORT FOR FEBRUARY, 2013

PAGE: 8

RUN TIME: 03:24PM

HOTEL/MOTEL TAX FUND

CHECKS & DIR. DEBITS

DESCRIPTION	ACCOUNT NUMBER	AMOUNT
DUPAGE CONVENTION (494)	02/12 CK# 81398	\$10,024.37
1333 ADVERTISING 03-435-317	03-53-435-317	8,024.37
DEC 12 FEES-DUES-SUBSCRIPTIONS 03-401-307	03-53-401-307	1,000.00
JAN 13 FEES-DUES-SUBSCRIPTIONS 03-401-307	03-53-401-307	1,000.00
TOTAL HOTEL/MOTEL TAX FUND		\$10,024.37

VILLAGE OF WILLOWBROOK

RUN DATE: 02/06/13

BILLS PAID REPORT FOR FEBRUARY, 2013

PAGE: 9

RUN TIME: 03:24PM

SUMMARY ALL FUNDS

BANK ACCOUNT	DESCRIPTION	AMOUNT	
01-110-105	GENERAL CORPORATE FUND-CHECKING - 0010330283	138,730.38	*
02-110-105	WATER FUND-CHECKING 0010330283	25,626.89	*
03-110-105	HOTEL/MOTEL TAX FUND-CHECKING 0010330283	10,024.37	*
TOTAL ALL FUNDS		174,381.64	**

VILLAGE OF WILLOWBROOK
MONTHLY FINANCIAL REPORT

5e

RUN: 02/06/13 2:51PM

SUMMARY OF FUNDS AS OF JANUARY 31, 2013

PAGE: 1

FUND DESCRIPTION	DETAIL	BALANCE
GENERAL CORPORATE FUND		\$2,248,440.31
MONEY MARKET	\$1,821,872.15	
MARKET VALUE	194,813.17	
PETTY CASH	950.00	
SAVINGS	230,804.99	
TOTAL	\$2,248,440.31	
WATER FUND		\$437,781.06
MONEY MARKET	\$437,781.06	
HOTEL/MOTEL TAX FUND		\$41,978.23
MONEY MARKET	\$41,978.23	
MOTOR FUEL TAX FUND		\$175,065.10
MONEY MARKET	\$175,065.10	
T I F SPECIAL REVENUE FUND		\$15,000.00
MONEY MARKET	\$15,000.00	
SSA ONE BOND & INTEREST FUND		\$192.54
MONEY MARKET	\$192.54	
POLICE PENSION FUND		\$15,778,965.85
AGENCY CERTIFICATES	\$3,490,685.05	
CORPORATE BONDS	2,516,179.50	
EQUITIES	1,113,779.24	
MUNICIPAL BONDS	640,425.70	
MUTUAL FUNDS	5,722,777.47	
MONEY MARKET	439,409.41	
MARKET VALUE	1,413,150.66	
TREASURY NOTES	442,558.82	
TOTAL	\$15,778,965.85	
SSA ONE PROJECT FUND		\$0.00
WATER CAPITAL IMPROVEMENTS FUND		\$477,932.77
MONEY MARKET	\$477,932.77	
CAPITAL PROJECT FUND		\$101,658.94
MONEY MARKET	\$101,658.94	
2008 BOND FUND		\$84.19
MONEY MARKET	\$84.19	
LAND ACQUISITION, FACILITY EXPANSION & RENOVATION FUND		\$3,167,372.07
MONEY MARKET	\$3,167,372.07	
TOTAL MONIES		\$22,444,471.06

RESPECTFULLY SUBMITTED THIS 31ST DAY OF JANUARY, 2013



TIM HALIK, VILLAGE ADMINISTRATOR

ROBERT A. NAPOLI, MAYOR

VILLAGE OF WILLOWBROOK
MONTHLY FINANCIAL REPORT

RUN: 02/06/13 2:51PM

DETAILED SUMMARY OF FUNDS AS OF JANUARY 31, 2013

PAGE: 2

FUND DESCRIPTION	DETAIL	BALANCE
GENERAL CORPORATE FUND		\$2,467,109.98
AS PER SUMMARY, JANUARY, 2013	\$2,248,440.31	
DUE TO/FROM WATER FUND	152,263.30	
DUE TO/FROM HOTEL/MOTEL TAX FUND	-2,268.30	
DUE TO/FROM TIF FUND	9,686.58	
DUE TO/FROM POLICE PENSION FUND	58,988.33	
DUE TO/FROM 2008 BOND FUND	-0.24	
	\$2,467,109.98	
WATER FUND		\$285,517.76
AS PER SUMMARY, JANUARY, 2013	\$437,781.06	
DUE TO/FROM GENERAL FUND	-152,263.30	
	\$285,517.76	
HOTEL/MOTEL TAX FUND		\$44,246.53
AS PER SUMMARY, JANUARY, 2013	\$41,978.23	
DUE TO/FROM GENERAL FUND	2,268.30	
	\$44,246.53	
MOTOR FUEL TAX FUND		\$175,065.10
AS PER SUMMARY, JANUARY, 2013	\$175,065.10	
T I F SPECIAL REVENUE FUND		\$5,313.42
AS PER SUMMARY, JANUARY, 2013	\$15,000.00	
DUE TO/FROM GENERAL FUND	-9,686.58	
	\$5,313.42	
SSA ONE BOND & INTEREST FUND		\$192.54
AS PER SUMMARY, JANUARY, 2013	\$192.54	
POLICE PENSION FUND		\$15,719,977.52
AS PER SUMMARY, JANUARY, 2013	\$15,778,965.85	
DUE TO/FROM GENERAL FUND	-58,988.33	
	\$15,719,977.52	
WATER CAPITAL IMPROVEMENTS FUND		\$477,932.77
AS PER SUMMARY, JANUARY, 2013	\$477,932.77	
CAPITAL PROJECT FUND		\$101,658.94
AS PER SUMMARY, JANUARY, 2013	\$101,658.94	
2008 BOND FUND		\$84.43
AS PER SUMMARY, JANUARY, 2013	\$84.19	
DUE TO/FROM GENERAL FUND	0.24	
	\$84.43	
LAND ACQUISITION, FACILITY EXPANSION & RENOVATION FUND		\$3,167,372.07
AS PER SUMMARY, JANUARY, 2013	\$3,167,372.07	
TOTAL MONIES		\$22,444,471.06

\$387,136.95 INTEREST POSTED THIS FISCAL YEAR

VILLAGE OF WILLOWBROOK

RUN: 02/06/13 2:51PM

INVESTMENTS BY FUND AND MATURITY DATE AS OF JANUARY 31, 2013

PAGE: 3

ACCOUNT NUMBER	ID. NO.	FINANCIAL INSTITUTION	CERTIFICATE NUMBER	TERM (DAYS)	ANNUAL YIELD	PRINCIPAL	TYPE	MATURE DATE
GENERAL CORPORATE FUND								
01-110-325		COMMUNITY BANK OF WB	MONEY MARKET		0.05%	1,064.42	MM	N/A
01-110-323		COMMUNITY BANK OF WB	MONEY MARKET		0.05%	48,096.03	MM	N/A
01-110-380		COMMUNITY BANK OF WB	MONEY MARKET		0.25%	199,253.04	MM	N/A
01-110-322		ILLINOIS FUNDS	MONEY MARKET		0.13%	752,146.34	MM	N/A
01-120-154		IMET	POOLED INVEST		0.34%	600,000.00	MM	N/A
01-120-155		IMET	20321-101		0.34%	221,312.32	MM	N/A
TOTAL MONEY MARKET						\$1,821,872.15		
01-120-900		IMET MARKET VALUE CONTRA	MARKET VALUE			194,813.17	MV	N/A
TOTAL MARKET VALUE						\$194,813.17		
01-110-911		VILLAGE OF WILLOWBROOK	PETTY CASH			950.00	PC	N/A
TOTAL PETTY CASH						\$950.00		
01-110-257		COMMUNITY BANK OF WB	SAVINGS			220,704.99	SV	N/A
01-110-335		U.S. BANK	LOCKBOX			10,100.00	SV	N/A
TOTAL SAVINGS						\$230,804.99		
TOTAL GENERAL CORPORATE FUND						\$2,248,440.31		
AVERAGE ANNUAL YIELD						0.24%		
WATER FUND								
02-110-209		COMMUNITY BANK OF WB	MONEY MARKET		0.30%	433,863.59	MM	N/A
02-110-322		ILLINOIS FUNDS	MONEY MARKET		0.13%	3,917.47	MM	N/A
TOTAL MONEY MARKET						\$437,781.06		
TOTAL WATER FUND						\$437,781.06		
AVERAGE ANNUAL YIELD						0.30%		
HOTEL/MOTEL TAX FUND								
03-110-322		ILLINOIS FUNDS	MONEY MARKET		0.13%	41,978.23	MM	N/A
TOTAL MONEY MARKET						\$41,978.23		
TOTAL HOTEL/MOTEL TAX FUND						\$41,978.23		
AVERAGE ANNUAL YIELD						0.13%		
MOTOR FUEL TAX FUND								
04-110-322		ILLINOIS FUNDS	MONEY MARKET		0.13%	175,065.10	MM	N/A
TOTAL MONEY MARKET						\$175,065.10		
TOTAL MOTOR FUEL TAX FUND						\$175,065.10		
AVERAGE ANNUAL YIELD						0.13%		

VILLAGE OF WILLOWBROOK

RUN: 02/06/13 2:51PM

INVESTMENTS BY FUND AND MATURITY DATE AS OF JANUARY 31, 2013

PAGE: 4

ACCOUNT NUMBER	ID. NO.	FINANCIAL INSTITUTION	CERTIFICATE NUMBER	TERM (DAYS)	ANNUAL YIELD	PRINCIPAL	TYPE	MATURE DATE
T I F SPECIAL REVENUE FUND								
05-110-322		ILLINOIS FUNDS	MONEY MARKET		0.13%	15,000.00	MM	N/A
			TOTAL MONEY MARKET			\$15,000.00		
			TOTAL T I F SPECIAL REVENUE FUND			\$15,000.00		
			AVERAGE ANNUAL YIELD			0.13%		

SSA ONE BOND & INTEREST FUND								
06-110-322		ILLINOIS FUNDS	MONEY MARKET		0.13%	192.54	MM	N/A
			TOTAL MONEY MARKET			\$192.54		
			TOTAL SSA ONE BOND & INTEREST FUND			\$192.54		
			AVERAGE ANNUAL YIELD			0.13%		

POLICE PENSION FUND								
07-120-396		MBFINANCIAL BANK	FNMA		4.38%	99,816.00	AC	07/17/2013
07-120-294		MBFINANCIAL BANK	FHLMC		4.88%	54,925.00	AC	11/15/2013
07-120-393		MBFINANCIAL BANK	FHLMC		4.50%	51,782.00	AC	04/02/2014
07-120-380		MBFINANCIAL BANK	FHLB		5.25%	51,035.00	AC	09/12/2014
07-120-392		MBFINANCIAL BANK	FHLB		4.13%	100,932.00	AC	03/13/2015
07-120-394		MBFINANCIAL BANK	FFCB		4.15%	49,700.00	AC	03/25/2015
07-120-374		MBFINANCIAL BANK	FHLB		5.50%	150,495.50	AC	06/12/2015
07-120-363		MBFINANCIAL BANK	FFCB		4.88%	146,980.50	AC	01/11/2016
07-120-402		MBFINANCIAL BANK	FFCB		3.75%	50,280.00	AC	01/29/2016
07-120-298		MBFINANCIAL BANK	FNCT		7.00%	1,731.28	AC	02/01/2016
07-120-409		MBFINANCIAL BANK	FFCB		4.00%	100,242.00	AC	08/03/2016
07-120-421		MBFINANCIAL BANK	FHLB		6.75%	154,370.25	AC	09/09/2016
07-120-367		MBFINANCIAL BANK	FHLB		5.37%	152,704.50	AC	09/09/2016
07-120-434		MBFINANCIAL BANK	FNMA		5.25%	118,945.00	AC	09/15/2016
07-120-433		MBFINANCIAL BANK	FHLB		3.50%	105,217.60	AC	12/09/2016
07-120-404		MBFINANCIAL BANK	FFCB		4.63%	105,720.00	AC	03/21/2017
07-120-293		MBFINANCIAL BANK	FHLMC		5.13%	173,685.00	AC	11/17/2017
07-120-365		MBFINANCIAL BANK	FHLB		5.00%	25,000.00	AC	11/21/2017
07-120-389		MBFINANCIAL BANK	FFCB		4.70%	202,900.00	AC	01/17/2018
07-120-405		MBFINANCIAL BANK	FFCB		4.67%	52,400.00	AC	02/27/2018
07-120-383		MBFINANCIAL BANK	FFCB		4.95%	24,969.25	AC	09/10/2018
07-120-379		MBFINANCIAL BANK	FFCB		5.34%	51,339.50	AC	10/22/2018
07-120-426		MBFINANCIAL BANK	FHLB		3.75%	105,060.00	AC	12/14/2018
07-120-345		MBFINANCIAL BANK	GNMA		5.00%	15,009.31	AC	12/18/2018
07-120-313		MBFINANCIAL BANK	FFCB		5.70%	32,133.75	AC	02/01/2019
07-120-408		MBFINANCIAL BANK	FHLB		4.30%	75,942.60	AC	03/06/2019
07-120-369		MBFINANCIAL BANK	FHLB		5.38%	101,790.00	AC	05/15/2019
07-120-296		MBFINANCIAL BANK	GNMA POOL		4.50%	25,345.20	AC	06/15/2019
07-120-310		MBFINANCIAL BANK	FHLB		4.37%	104,900.00	AC	07/01/2019
07-120-297		MBFINANCIAL BANK	FFCB		4.45%	30,944.50	AC	12/16/2019
07-120-364		MBFINANCIAL BANK	FFCB		4.95%	72,869.25	AC	12/16/2019

VILLAGE OF WILLOWBROOK

RUN: 02/06/13 2:51PM

INVESTMENTS BY FUND AND MATURITY DATE AS OF JANUARY 31, 2013

PAGE: 5

ACCOUNT NUMBER	ID. NO.	FINANCIAL INSTITUTION	CERTIFICATE NUMBER	TERM (DAYS)	ANNUAL YIELD	PRINCIPAL	MATURE TYPE	DATE
07-120-436		MBFINANCIAL BANK	FFCB		5.03%	184,599.00	AC	10/05/2021
07-120-386		MBFINANCIAL BANK	FHLB		5.00%	248,695.50	AC	12/10/2021
07-120-384		MBFINANCIAL BANK	FHLB		5.25%	256,522.75	AC	08/15/2022
07-120-295		MBFINANCIAL BANK	FHLB		2.00%	199,600.00	AC	02/16/2023
07-120-309		MBFINANCIAL BANK	GNMA		8.65%	332.41	AC	07/20/2024
07-120-299		MBFINANCIAL BANK	GNMA		6.00%	11,770.40	AC	08/20/2028
			TOTAL AGENCY CERTIFICATES			\$3,490,685.05		
07-120-288		MBFINANCIAL BANK	CORP BONDS			2,516,179.50	CB	N/A
			TOTAL CORPORATE BONDS			\$2,516,179.50		
07-120-289		MBFINANCIAL BANK	EQUITIES			1,113,779.24	EQ	N/A
			TOTAL EQUITIES			\$1,113,779.24		
07-120-381		MBFINANCIAL BANK	COLLINSVILLE		5.20%	20,260.20	MB	12/15/2013
07-120-375		MBFINANCIAL BANK	MATOON		4.50%	9,606.40	MB	12/15/2013
07-120-356		MBFINANCIAL BANK	WHEATON III		5.20%	29,935.80	MB	12/30/2014
07-120-419		MBFINANCIAL BANK	MORTON GROVE		3.25%	50,064.00	MB	06/01/2015
07-120-413		MBFINANCIAL BANK	ROUND LAKE BEA		4.50%	75,618.00	MB	01/01/2016
07-120-414		MBFINANCIAL BANK	ALSIP II BLD AM		4.25%	50,000.00	MB	01/01/2016
07-120-415		MBFINANCIAL BANK	AURORA IL		4.00%	25,077.75	MB	12/30/2016
07-120-382		MBFINANCIAL BANK	COOK COUNTY		5.25%	24,750.00	MB	12/15/2018
07-120-372		MBFINANCIAL BANK	SPORTS AUTHRTY		5.45%	25,153.50	MB	06/15/2019
07-120-416		MBFINANCIAL BANK	CRYSTAL LAKE BI		4.65%	25,000.00	MB	01/01/2020
07-120-435		MBFINANCIAL BANK	MCHENRY COUNT		4.85%	57,552.00	MB	12/15/2020
07-120-400		MBFINANCIAL BANK	TRANSIT AUTHY		6.33%	76,738.50	MB	12/01/2021
07-120-427		MBFINANCIAL BANK	SCHOOL DIST 225		5.70%	50,000.00	MB	12/01/2025
07-120-431		MBFINANCIAL BANK	WILL COUNTY FPI		5.50%	106,684.00	MB	12/15/2025
07-120-359		MBFINANCIAL BANK	HOFFMAN ESTS		5.40%	13,985.55	MB	12/01/2033
			TOTAL MUNICIPAL BONDS			\$640,425.70		
07-120-290		MBFINANCIAL BANK	MUTUAL FUND			5,722,777.47	MF	N/A
			TOTAL MUTUAL FUNDS			\$5,722,777.47		
07-110-202		COMMUNITY BANK OF WB	MONEY MARKET		0.25%	111,032.85	MM	N/A
07-110-335		MBFINANCIAL BANK	MONEY MARKET		0.15%	328,376.56	MM	N/A
			TOTAL MONEY MARKET			\$439,409.41		
07-120-900		IMET MARKET VALUE CONTRA	MARKET VALUE			1,413,150.66	MV	N/A
			TOTAL MARKET VALUE			\$1,413,150.66		
07-120-410		MBFINANCIAL BANK	US TREAS INFL I		2.00%	131,464.13	TN	01/15/2016
07-120-373		MBFINANCIAL BANK	US T-NOTE		5.13%	149,332.03	TN	05/15/2016
07-120-387		MBFINANCIAL BANK	US T-NOTE		4.25%	100,156.25	TN	11/15/2017
07-120-412		MBFINANCIAL BANK	US TREAS INFL I		2.13%	61,606.41	TN	01/15/2019
			TOTAL TREASURY NOTES			\$442,558.82		
			TOTAL POLICE PENSION FUND			\$15,778,965.85		
			AVERAGE ANNUAL YIELD			4.27%		

VILLAGE OF WILLOWBROOK

RUN: 02/06/13 2:51PM

INVESTMENTS BY FUND AND MATURITY DATE AS OF JANUARY 31, 2013

PAGE: 6

ACCOUNT NUMBER	ID. NO.	FINANCIAL INSTITUTION	CERTIFICATE NUMBER	TERM (DAYS)	ANNUAL YIELD	PRINCIPAL	TYPE	MATURE DATE
WATER CAPITAL IMPROVEMENTS FUND								
09-110-322		ILLINOIS FUNDS	MONEY MARKET		0.13%	477,932.77	MM	N/A
			TOTAL MONEY MARKET			\$477,932.77		
TOTAL WATER CAPITAL IMPROVEMENTS FUND						\$477,932.77		
AVERAGE ANNUAL YIELD						0.13%		
CAPITAL PROJECT FUND								
10-110-322		ILLINOIS FUNDS	MONEY MARKET		0.13%	101,620.86	MM	N/A
10-110-325		IMET	MONEY MARKET		0.34%	38.08	MM	N/A
			TOTAL MONEY MARKET			\$101,658.94		
TOTAL CAPITAL PROJECT FUND						\$101,658.94		
AVERAGE ANNUAL YIELD						0.13%		
2008 BOND FUND								
11-110-323		IMET	MONEY MARKET		0.34%	1.74	MM	N/A
11-120-155		IMET	MONEY MARKET			82.45	MM	N/A
			TOTAL MONEY MARKET			\$84.19		
TOTAL 2008 BOND FUND						\$84.19		
AVERAGE ANNUAL YIELD						0.57%		
LAND ACQUISITION, FACILITY EXPANSION & RENOVATION FUND								
14-110-322		ILLINOIS FUNDS	MONEY MARKET		0.13%	3,167,372.07	MM	N/A
			TOTAL MONEY MARKET			\$3,167,372.07		
TOTAL LAND ACQUISITION, FACILITY EXPANSION & RENOVATION FUND						\$3,167,372.07		
AVERAGE ANNUAL YIELD						0.13%		

GRAND TOTAL INVESTED

\$22,444,471.06

INVESTMENT TYPES

AC	AGENCY CERTIFICATES	MF	MUTUAL FUNDS
CB	CORPORATE BONDS	MM	MONEY MARKET
CD	CERTIFICATE OF DEPOSIT	MV	MARKET VALUE
CK	CHECKING	PC	PETTY CASH
EQ	EQUITIES	SV	SAVINGS
MB	MUNICIPAL BONDS	TN	TREASURY NOTES

VILLAGE OF WILLOWBROOK

INVESTMENTS BY FUND (SUMMARY) JANUARY 31, 2013

RUN: 02/06/13 2:51PM

PAGE: 7

FUND	INVESTMENTS
GENERAL CORPORATE FUND	2,248,440.31
WATER FUND	437,781.06
HOTEL/MOTEL TAX FUND	41,978.23
MOTOR FUEL TAX FUND	175,065.10
T I F SPECIAL REVENUE FUND	15,000.00
SSA ONE BOND & INTEREST FUND	192.54
POLICE PENSION FUND	15,778,965.85
WATER CAPITAL IMPROVEMENTS FUND	477,932.77
CAPITAL PROJECT FUND	101,658.94
2008 BOND FUND	84.19
LAND FUND	3,167,372.07
TOTAL INVESTED (ALL FUNDS):	\$22,444,471.06

VILLAGE OF WILLOWBROOK
 INVESTMENTS BY TYPE (SUMMARY) JANUARY 31, 2013

RUN: 02/06/13 2:51PM

PAGE: 8

TYPE	AMOUNT	YIELD	NON-INTEREST	TOTAL INV.
AGENCY CERTIFICATES	3,490,685.05	4.73 %		3,490,685.05
CORPORATE BONDS			2,516,179.50	2,516,179.50
EQUITIES			1,113,779.24	1,113,779.24
MUNICIPAL BONDS	640,425.70	5.02 %		640,425.70
MUTUAL FUNDS			5,722,777.47	5,722,777.47
MONEY MARKET	6,678,264.01	0.17 %	82.45	6,678,346.46
MARKET VALUE			1,607,963.83	1,607,963.83
PETTY CASH			950.00	950.00
SAVINGS			230,804.99	230,804.99
TREASURY NOTES	442,558.82	3.58 %		442,558.82
 TOTAL ALL FUNDS	 \$11,251,933.58		 \$11,192,537.48	 \$22,444,471.06

VILLAGE OF WILLOWBROOK

RUN: 02/06/13 2:51PM

INVESTMENT SUMMARY BY INSTITUTION AS OF JANUARY 31, 2013

PAGE: 9

INSTITUTION	VILLAGE FUNDS	PENSION FUNDS	TOTAL FUNDS
COMMUNITY BANK OF WB	902,982.07	111,032.85	1,014,014.92
ILLINOIS FUNDS	4,735,225.38		4,735,225.38
IMET	821,434.59		821,434.59
IMET MARKET VALUE CONTRA	194,813.17	1,413,150.66	1,607,963.83
MBFINANCIAL BANK		14,254,782.34	14,254,782.34
U.S. BANK	10,100.00		10,100.00
VILLAGE OF WILLOWBROOK	950.00		950.00
TOTALS	\$6,665,505.21	\$15,778,965.85	\$22,444,471.06

VILLAGE OF WILLOWBROOK

RUN: 02/06/13 2:51PM

INVESTMENTS BY INSTITUTION AS OF JANUARY 31, 2013

PAGE: 10

ACCOUNT NUMBER	ID. NO.	FINANCIAL INSTITUTION	CERTIFICATE NUMBER	TERM (DAYS)	ANNUAL YIELD	PRINCIPAL	TYPE	MATURE DATE
01-110-323		COMMUNITY BANK OF WB	MONEY MARKET		0.05%	48,096.03	MM	N/A
01-110-325		COMMUNITY BANK OF WB	MONEY MARKET		0.05%	1,064.42	MM	N/A
01-110-380		COMMUNITY BANK OF WB	MONEY MARKET		0.25%	199,253.04	MM	N/A
02-110-209		COMMUNITY BANK OF WB	MONEY MARKET		0.30%	433,863.59	MM	N/A
07-110-202		COMMUNITY BANK OF WB	MONEY MARKET		0.25%	111,032.85	MM	N/A
01-110-257		COMMUNITY BANK OF WB	SAVINGS			220,704.99	SV	N/A
		TOTAL INVESTED				\$1,014,014.92		
01-110-322		ILLINOIS FUNDS	MONEY MARKET		0.13%	752,146.34	MM	N/A
02-110-322		ILLINOIS FUNDS	MONEY MARKET		0.13%	3,917.47	MM	N/A
03-110-322		ILLINOIS FUNDS	MONEY MARKET		0.13%	41,978.23	MM	N/A
04-110-322		ILLINOIS FUNDS	MONEY MARKET		0.13%	175,065.10	MM	N/A
05-110-322		ILLINOIS FUNDS	MONEY MARKET		0.13%	15,000.00	MM	N/A
06-110-322		ILLINOIS FUNDS	MONEY MARKET		0.13%	192.54	MM	N/A
09-110-322		ILLINOIS FUNDS	MONEY MARKET		0.13%	477,932.77	MM	N/A
10-110-322		ILLINOIS FUNDS	MONEY MARKET		0.13%	101,620.86	MM	N/A
14-110-322		ILLINOIS FUNDS	MONEY MARKET		0.13%	3,167,372.07	MM	N/A
		TOTAL INVESTED				\$4,735,225.38		
01-120-154		IMET	POOLED INVEST		0.34%	600,000.00	MM	N/A
01-120-155		IMET	20321-101		0.34%	221,312.32	MM	N/A
10-110-325		IMET	MONEY MARKET		0.34%	38.08	MM	N/A
11-110-323		IMET	MONEY MARKET		0.34%	1.74	MM	N/A
11-120-155		IMET	MONEY MARKET			82.45	MM	N/A
		TOTAL INVESTED				\$821,434.59		
01-120-900		IMET MARKET VALUE CONTRA	MARKET VALUE			194,813.17	MV	N/A
07-120-900		IMET MARKET VALUE CONTRA	MARKET VALUE			1,413,150.66	MV	N/A
		TOTAL INVESTED				\$1,607,963.83		
07-120-288		MBFINANCIAL BANK	CORP BONDS			2,516,179.50	CB	N/A
07-120-289		MBFINANCIAL BANK	EQUITIES			1,113,779.24	EQ	N/A
07-120-290		MBFINANCIAL BANK	MUTUAL FUND			5,722,777.47	MF	N/A
07-110-335		MBFINANCIAL BANK	MONEY MARKET		0.15%	328,376.56	MM	N/A
07-120-396		MBFINANCIAL BANK	FNMA		4.38%	99,816.00	AC	07/17/2013
07-120-294		MBFINANCIAL BANK	FHLMC		4.88%	54,925.00	AC	11/15/2013
07-120-375		MBFINANCIAL BANK	MATOON		4.50%	9,606.40	MB	12/15/2013
07-120-381		MBFINANCIAL BANK	COLLINSVILLE		5.20%	20,260.20	MB	12/15/2013
07-120-393		MBFINANCIAL BANK	FHLMC		4.50%	51,782.00	AC	04/02/2014
07-120-380		MBFINANCIAL BANK	FHLB		5.25%	51,035.00	AC	09/12/2014
07-120-356		MBFINANCIAL BANK	WHEATON III		5.20%	29,935.80	MB	12/30/2014
07-120-392		MBFINANCIAL BANK	FHLB		4.13%	100,932.00	AC	03/13/2015
07-120-394		MBFINANCIAL BANK	FFCB		4.15%	49,700.00	AC	03/25/2015
07-120-419		MBFINANCIAL BANK	MORTON GROVE		3.25%	50,064.00	MB	06/01/2015
07-120-374		MBFINANCIAL BANK	FHLB		5.50%	150,495.50	AC	06/12/2015
07-120-413		MBFINANCIAL BANK	ROUND LAKE BEA		4.50%	75,618.00	MB	01/01/2016
07-120-414		MBFINANCIAL BANK	ALSIP II BLD AM		4.25%	50,000.00	MB	01/01/2016
07-120-363		MBFINANCIAL BANK	FFCB		4.88%	146,980.50	AC	01/11/2016
07-120-410		MBFINANCIAL BANK	US TREAS INFL I		2.00%	131,464.13	TN	01/15/2016

VILLAGE OF WILLOWBROOK

RUN: 02/06/13 2:51PM

INVESTMENTS BY INSTITUTION AS OF JANUARY 31, 2013

PAGE: 11

ACCOUNT NUMBER	ID. NO.	FINANCIAL INSTITUTION	CERTIFICATE NUMBER	TERM (DAYS)	ANNUAL YIELD	PRINCIPAL	TYPE	MATURE DATE
07-120-402		MBFINANCIAL BANK	FFCB		3.75%	50,280.00	AC	01/29/2016
07-120-298		MBFINANCIAL BANK	FNCT		7.00%	1,731.28	AC	02/01/2016
07-120-373		MBFINANCIAL BANK	US T-NOTE		5.13%	149,332.03	TN	05/15/2016
07-120-409		MBFINANCIAL BANK	FFCB		4.00%	100,242.00	AC	08/03/2016
07-120-367		MBFINANCIAL BANK	FHLB		5.37%	152,704.50	AC	09/09/2016
07-120-421		MBFINANCIAL BANK	FHLB		6.75%	154,370.25	AC	09/09/2016
07-120-434		MBFINANCIAL BANK	FNMA		5.25%	118,945.00	AC	09/15/2016
07-120-433		MBFINANCIAL BANK	FHLB		3.50%	105,217.60	AC	12/09/2016
07-120-415		MBFINANCIAL BANK	AURORA IL		4.00%	25,077.75	MB	12/30/2016
07-120-404		MBFINANCIAL BANK	FFCB		4.63%	105,720.00	AC	03/21/2017
07-120-387		MBFINANCIAL BANK	US T-NOTE		4.25%	100,156.25	TN	11/15/2017
07-120-293		MBFINANCIAL BANK	FHLMC		5.13%	173,685.00	AC	11/17/2017
07-120-365		MBFINANCIAL BANK	FHLB		5.00%	25,000.00	AC	11/21/2017
07-120-389		MBFINANCIAL BANK	FFCB		4.70%	202,900.00	AC	01/17/2018
07-120-405		MBFINANCIAL BANK	FFCB		4.67%	52,400.00	AC	02/27/2018
07-120-383		MBFINANCIAL BANK	FFCB		4.95%	24,969.25	AC	09/10/2018
07-120-379		MBFINANCIAL BANK	FFCB		5.34%	51,339.50	AC	10/22/2018
07-120-426		MBFINANCIAL BANK	FHLB		3.75%	105,060.00	AC	12/14/2018
07-120-382		MBFINANCIAL BANK	COOK COUNTY		5.25%	24,750.00	MB	12/15/2018
07-120-345		MBFINANCIAL BANK	GNMA		5.00%	15,009.31	AC	12/18/2018
07-120-412		MBFINANCIAL BANK	US TREAS INFL I		2.13%	61,606.41	TN	01/15/2019
07-120-313		MBFINANCIAL BANK	FFCB		5.70%	32,133.75	AC	02/01/2019
07-120-408		MBFINANCIAL BANK	FHLB		4.30%	75,942.60	AC	03/06/2019
07-120-369		MBFINANCIAL BANK	FHLB		5.38%	101,790.00	AC	05/15/2019
07-120-296		MBFINANCIAL BANK	GNMA POOL		4.50%	25,345.20	AC	06/15/2019
07-120-372		MBFINANCIAL BANK	SPORTS AUTHRTY		5.45%	25,153.50	MB	06/15/2019
07-120-310		MBFINANCIAL BANK	FHLB		4.37%	104,900.00	AC	07/01/2019
07-120-297		MBFINANCIAL BANK	FFCB		4.45%	30,944.50	AC	12/16/2019
07-120-364		MBFINANCIAL BANK	FFCB		4.95%	72,869.25	AC	12/16/2019
07-120-416		MBFINANCIAL BANK	CRYSTAL LAKE BI		4.65%	25,000.00	MB	01/01/2020
07-120-435		MBFINANCIAL BANK	MCHENRY COUNT		4.85%	57,552.00	MB	12/15/2020
07-120-436		MBFINANCIAL BANK	FFCB		5.03%	184,599.00	AC	10/05/2021
07-120-400		MBFINANCIAL BANK	TRANSIT AUTHY		6.33%	76,738.50	MB	12/01/2021
07-120-386		MBFINANCIAL BANK	FHLB		5.00%	248,695.50	AC	12/10/2021
07-120-384		MBFINANCIAL BANK	FHLB		5.25%	256,522.75	AC	08/15/2022
07-120-295		MBFINANCIAL BANK	FHLB		2.00%	199,600.00	AC	02/16/2023
07-120-309		MBFINANCIAL BANK	GNMA		8.65%	332.41	AC	07/20/2024
07-120-427		MBFINANCIAL BANK	SCHOOL DIST 225		5.70%	50,000.00	MB	12/01/2025
07-120-431		MBFINANCIAL BANK	WILL COUNTY FPI		5.50%	106,684.00	MB	12/15/2025
07-120-299		MBFINANCIAL BANK	GNMA		6.00%	11,770.40	AC	08/20/2028
07-120-359		MBFINANCIAL BANK	HOFFMAN ESTS		5.40%	13,985.55	MB	12/01/2033
		TOTAL INVESTED				\$14,254,782.34		
01-110-335		U.S. BANK	LOCKBOX			10,100.00	SV	N/A
01-110-911		VILLAGE OF WILLOWBROOK	PETTY CASH			950.00	PC	N/A
		GRAND TOTAL INVESTED				\$22,444,471.06		

VILLAGE OF WILLOWBROOK

RUN: 02/06/13 2:51PM

INVESTMENTS BY TYPE AND MATURITY DATE AS OF JANUARY 31, 2013

PAGE: 12

ACCOUNT NUMBER	ID. NO.	FINANCIAL INSTITUTION	CERTIFICATE NUMBER	TERM (DAYS)	ANNUAL YIELD	PRINCIPAL	TYPE	MATURE DATE
07-120-396		MBFINANCIAL BANK	FNMA		4.38%	99,816.00	AC	07/17/2013
07-120-294		MBFINANCIAL BANK	FHLMC		4.88%	54,925.00	AC	11/15/2013
07-120-393		MBFINANCIAL BANK	FHLMC		4.50%	51,782.00	AC	04/02/2014
07-120-380		MBFINANCIAL BANK	FHLB		5.25%	51,035.00	AC	09/12/2014
07-120-392		MBFINANCIAL BANK	FHLB		4.13%	100,932.00	AC	03/13/2015
07-120-394		MBFINANCIAL BANK	FFCB		4.15%	49,700.00	AC	03/25/2015
07-120-374		MBFINANCIAL BANK	FHLB		5.50%	150,495.50	AC	06/12/2015
07-120-363		MBFINANCIAL BANK	FFCB		4.88%	146,980.50	AC	01/11/2016
07-120-402		MBFINANCIAL BANK	FFCB		3.75%	50,280.00	AC	01/29/2016
07-120-298		MBFINANCIAL BANK	FNCT		7.00%	1,731.28	AC	02/01/2016
07-120-409		MBFINANCIAL BANK	FFCB		4.00%	100,242.00	AC	08/03/2016
07-120-367		MBFINANCIAL BANK	FHLB		5.37%	152,704.50	AC	09/09/2016
07-120-421		MBFINANCIAL BANK	FHLB		6.75%	154,370.25	AC	09/09/2016
07-120-434		MBFINANCIAL BANK	FNMA		5.25%	118,945.00	AC	09/15/2016
07-120-433		MBFINANCIAL BANK	FHLB		3.50%	105,217.60	AC	12/09/2016
07-120-404		MBFINANCIAL BANK	FFCB		4.63%	105,720.00	AC	03/21/2017
07-120-293		MBFINANCIAL BANK	FHLMC		5.13%	173,685.00	AC	11/17/2017
07-120-365		MBFINANCIAL BANK	FHLB		5.00%	25,000.00	AC	11/21/2017
07-120-389		MBFINANCIAL BANK	FFCB		4.70%	202,900.00	AC	01/17/2018
07-120-405		MBFINANCIAL BANK	FFCB		4.67%	52,400.00	AC	02/27/2018
07-120-383		MBFINANCIAL BANK	FFCB		4.95%	24,969.25	AC	09/10/2018
07-120-379		MBFINANCIAL BANK	FFCB		5.34%	51,339.50	AC	10/22/2018
07-120-426		MBFINANCIAL BANK	FHLB		3.75%	105,060.00	AC	12/14/2018
07-120-345		MBFINANCIAL BANK	GNMA		5.00%	15,009.31	AC	12/18/2018
07-120-313		MBFINANCIAL BANK	FFCB		5.70%	32,133.75	AC	02/01/2019
07-120-408		MBFINANCIAL BANK	FHLB		4.30%	75,942.60	AC	03/06/2019
07-120-369		MBFINANCIAL BANK	FHLB		5.38%	101,790.00	AC	05/15/2019
07-120-296		MBFINANCIAL BANK	GNMA POOL		4.50%	25,345.20	AC	06/15/2019
07-120-310		MBFINANCIAL BANK	FHLB		4.37%	104,900.00	AC	07/01/2019
07-120-297		MBFINANCIAL BANK	FFCB		4.45%	30,944.50	AC	12/16/2019
07-120-364		MBFINANCIAL BANK	FFCB		4.95%	72,869.25	AC	12/16/2019
07-120-436		MBFINANCIAL BANK	FFCB		5.03%	184,599.00	AC	10/05/2021
07-120-386		MBFINANCIAL BANK	FHLB		5.00%	248,695.50	AC	12/10/2021
07-120-384		MBFINANCIAL BANK	FHLB		5.25%	256,522.75	AC	08/15/2022
07-120-295		MBFINANCIAL BANK	FHLB		2.00%	199,600.00	AC	02/16/2023
07-120-309		MBFINANCIAL BANK	GNMA		8.65%	332.41	AC	07/20/2024
07-120-299		MBFINANCIAL BANK	GNMA		6.00%	11,770.40	AC	08/20/2028
		TOTAL INVESTED				\$3,490,685.05		
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07-120-289		MBFINANCIAL BANK	EQUITIES			1,113,779.24	EQ	N/A
07-120-375		MBFINANCIAL BANK	MATOON		4.50%	9,606.40	MB	12/15/2013
07-120-381		MBFINANCIAL BANK	COLLINSVILLE		5.20%	20,260.20	MB	12/15/2013
07-120-356		MBFINANCIAL BANK	WHEATON III		5.20%	29,935.80	MB	12/30/2014
07-120-419		MBFINANCIAL BANK	MORTON GROVE		3.25%	50,064.00	MB	06/01/2015
07-120-413		MBFINANCIAL BANK	ROUND LAKE BEA		4.50%	75,618.00	MB	01/01/2016
07-120-414		MBFINANCIAL BANK	ALSIP II BLD AM		4.25%	50,000.00	MB	01/01/2016

VILLAGE OF WILLOWBROOK

RUN: 02/06/13 2:51PM

INVESTMENTS BY TYPE AND MATURITY DATE AS OF JANUARY 31, 2013

PAGE: 13

ACCOUNT NUMBER	ID. NO.	FINANCIAL INSTITUTION	CERTIFICATE NUMBER	TERM (DAYS)	ANNUAL YIELD	PRINCIPAL	TYPE	MATURE DATE
07-120-415		MBFINANCIAL BANK	AURORA IL		4.00%	25,077.75	MB	12/30/2016
07-120-382		MBFINANCIAL BANK	COOK COUNTY		5.25%	24,750.00	MB	12/15/2018
07-120-372		MBFINANCIAL BANK	SPORTS AUTHRTY		5.45%	25,153.50	MB	06/15/2019
07-120-416		MBFINANCIAL BANK	CRYSTAL LAKE BI		4.65%	25,000.00	MB	01/01/2020
07-120-435		MBFINANCIAL BANK	MCHENRY COUNT		4.85%	57,552.00	MB	12/15/2020
07-120-400		MBFINANCIAL BANK	TRANSIT AUTHY		6.33%	76,738.50	MB	12/01/2021
07-120-427		MBFINANCIAL BANK	SCHOOL DIST 225		5.70%	50,000.00	MB	12/01/2025
07-120-431		MBFINANCIAL BANK	WILL COUNTY FPI		5.50%	106,684.00	MB	12/15/2025
07-120-359		MBFINANCIAL BANK	HOFFMAN ESTS		5.40%	13,985.55	MB	12/01/2033
		TOTAL INVESTED				\$640,425.70		
07-120-290		MBFINANCIAL BANK	MUTUAL FUND			5,722,777.47	MF	N/A
01-110-323		COMMUNITY BANK OF WB	MONEY MARKET		0.05%	48,096.03	MM	N/A
01-110-325		COMMUNITY BANK OF WB	MONEY MARKET		0.05%	1,064.42	MM	N/A
01-110-380		COMMUNITY BANK OF WB	MONEY MARKET		0.25%	199,253.04	MM	N/A
02-110-209		COMMUNITY BANK OF WB	MONEY MARKET		0.30%	433,863.59	MM	N/A
07-110-202		COMMUNITY BANK OF WB	MONEY MARKET		0.25%	111,032.85	MM	N/A
01-110-322		ILLINOIS FUNDS	MONEY MARKET		0.13%	752,146.34	MM	N/A
02-110-322		ILLINOIS FUNDS	MONEY MARKET		0.13%	3,917.47	MM	N/A
03-110-322		ILLINOIS FUNDS	MONEY MARKET		0.13%	41,978.23	MM	N/A
04-110-322		ILLINOIS FUNDS	MONEY MARKET		0.13%	175,065.10	MM	N/A
05-110-322		ILLINOIS FUNDS	MONEY MARKET		0.13%	15,000.00	MM	N/A
06-110-322		ILLINOIS FUNDS	MONEY MARKET		0.13%	192.54	MM	N/A
09-110-322		ILLINOIS FUNDS	MONEY MARKET		0.13%	477,932.77	MM	N/A
10-110-322		ILLINOIS FUNDS	MONEY MARKET		0.13%	101,620.86	MM	N/A
14-110-322		ILLINOIS FUNDS	MONEY MARKET		0.13%	3,167,372.07	MM	N/A
01-120-154		IMET	POOLED INVEST		0.34%	600,000.00	MM	N/A
01-120-155		IMET	20321-101		0.34%	221,312.32	MM	N/A
10-110-325		IMET	MONEY MARKET		0.34%	38.08	MM	N/A
11-110-323		IMET	MONEY MARKET		0.34%	1.74	MM	N/A
11-120-155		IMET	MONEY MARKET			82.45	MM	N/A
07-110-335		MBFINANCIAL BANK	MONEY MARKET		0.15%	328,376.56	MM	N/A
		TOTAL INVESTED				\$6,678,346.46		
01-120-900		IMET MARKET VALUE CONTRA	MARKET VALUE			194,813.17	MV	N/A
07-120-900		IMET MARKET VALUE CONTRA	MARKET VALUE			1,413,150.66	MV	N/A
		TOTAL INVESTED				\$1,607,963.83		
01-110-911		VILLAGE OF WILLOWBROOK	PETTY CASH			950.00	PC	N/A
01-110-257		COMMUNITY BANK OF WB	SAVINGS			220,704.99	SV	N/A
01-110-335		U.S. BANK	LOCKBOX			10,100.00	SV	N/A
		TOTAL INVESTED				\$230,804.99		
07-120-410		MBFINANCIAL BANK	US TREAS INFL I		2.00%	131,464.13	TN	01/15/2016
07-120-373		MBFINANCIAL BANK	US T-NOTE		5.13%	149,332.03	TN	05/15/2016
07-120-387		MBFINANCIAL BANK	US T-NOTE		4.25%	100,156.25	TN	11/15/2017
07-120-412		MBFINANCIAL BANK	US TREAS INFL I		2.13%	61,606.41	TN	01/15/2019
		TOTAL INVESTED				\$442,558.82		

VILLAGE OF WILLOWBROOK

RUN: 02/06/13 2:51PM

INVESTMENTS BY TYPE AND MATURITY DATE AS OF JANUARY 31, 2013

PAGE: 14

ACCOUNT NUMBER ID. NO.	FINANCIAL INSTITUTION	CERTIFICATE NUMBER	TERM (DAYS)	ANNUAL YIELD	PRINCIPAL	TYPE	MATURE DATE
GRAND TOTAL INVESTED					\$22,444,471.06		

VILLAGE OF WILLOWBROOK

RUN: 02/06/13 2:51PM

INVESTMENTS BY MATURITY DATE AND TYPE AS OF JANUARY 31, 2013

PAGE: 15

ACCOUNT NUMBER	ID. NO.	FINANCIAL INSTITUTION	CERTIFICATE NUMBER	TERM (DAYS)	ANNUAL YIELD	PRINCIPAL	TYPE	MATURE DATE
07-120-288		MBFINANCIAL BANK	CORP BONDS			2,516,179.50	CB	N/A
07-120-289		MBFINANCIAL BANK	EQUITIES			1,113,779.24	EQ	N/A
07-120-290		MBFINANCIAL BANK	MUTUAL FUND			5,722,777.47	MF	N/A
01-110-323		COMMUNITY BANK OF WB	MONEY MARKET		0.05%	48,096.03	MM	N/A
01-110-325		COMMUNITY BANK OF WB	MONEY MARKET		0.05%	1,064.42	MM	N/A
01-110-380		COMMUNITY BANK OF WB	MONEY MARKET		0.25%	199,253.04	MM	N/A
02-110-209		COMMUNITY BANK OF WB	MONEY MARKET		0.30%	433,863.59	MM	N/A
07-110-202		COMMUNITY BANK OF WB	MONEY MARKET		0.25%	111,032.85	MM	N/A
01-110-322		ILLINOIS FUNDS	MONEY MARKET		0.13%	752,146.34	MM	N/A
02-110-322		ILLINOIS FUNDS	MONEY MARKET		0.13%	3,917.47	MM	N/A
03-110-322		ILLINOIS FUNDS	MONEY MARKET		0.13%	41,978.23	MM	N/A
04-110-322		ILLINOIS FUNDS	MONEY MARKET		0.13%	175,065.10	MM	N/A
05-110-322		ILLINOIS FUNDS	MONEY MARKET		0.13%	15,000.00	MM	N/A
06-110-322		ILLINOIS FUNDS	MONEY MARKET		0.13%	192.54	MM	N/A
09-110-322		ILLINOIS FUNDS	MONEY MARKET		0.13%	477,932.77	MM	N/A
10-110-322		ILLINOIS FUNDS	MONEY MARKET		0.13%	101,620.86	MM	N/A
14-110-322		ILLINOIS FUNDS	MONEY MARKET		0.13%	3,167,372.07	MM	N/A
01-120-154		IMET	POOLED INVEST		0.34%	600,000.00	MM	N/A
01-120-155		IMET	20321-101		0.34%	221,312.32	MM	N/A
10-110-325		IMET	MONEY MARKET		0.34%	38.08	MM	N/A
11-110-323		IMET	MONEY MARKET		0.34%	1.74	MM	N/A
11-120-155		IMET	MONEY MARKET			82.45	MM	N/A
07-110-335		MBFINANCIAL BANK	MONEY MARKET		0.15%	328,376.56	MM	N/A
01-120-900		IMET MARKET VALUE CONTRA	MARKET VALUE			194,813.17	MV	N/A
07-120-900		IMET MARKET VALUE CONTRA	MARKET VALUE			1,413,150.66	MV	N/A
01-110-911		VILLAGE OF WILLOWBROOK	PETTY CASH			950.00	PC	N/A
01-110-257		COMMUNITY BANK OF WB	SAVINGS			220,704.99	SV	N/A
01-110-335		U.S. BANK	LOCKBOX			10,100.00	SV	N/A
07-120-396		MBFINANCIAL BANK	FNMA		4.38%	99,816.00	AC	07/17/2013
07-120-294		MBFINANCIAL BANK	FHLMC		4.88%	54,925.00	AC	11/15/2013
07-120-375		MBFINANCIAL BANK	MATOON		4.50%	9,606.40	MB	12/15/2013
07-120-381		MBFINANCIAL BANK	COLLINSVILLE		5.20%	20,260.20	MB	12/15/2013
07-120-393		MBFINANCIAL BANK	FHLMC		4.50%	51,782.00	AC	04/02/2014
07-120-380		MBFINANCIAL BANK	FHLB		5.25%	51,035.00	AC	09/12/2014
07-120-356		MBFINANCIAL BANK	WHEATON III		5.20%	29,935.80	MB	12/30/2014
07-120-392		MBFINANCIAL BANK	FHLB		4.13%	100,932.00	AC	03/13/2015
07-120-394		MBFINANCIAL BANK	FFCB		4.15%	49,700.00	AC	03/25/2015
07-120-419		MBFINANCIAL BANK	MORTON GROVE		3.25%	50,064.00	MB	06/01/2015
07-120-374		MBFINANCIAL BANK	FHLB		5.50%	150,495.50	AC	06/12/2015
07-120-413		MBFINANCIAL BANK	ROUND LAKE BEA		4.50%	75,618.00	MB	01/01/2016
07-120-414		MBFINANCIAL BANK	ALSIP II BLD AM		4.25%	50,000.00	MB	01/01/2016
07-120-363		MBFINANCIAL BANK	FFCB		4.88%	146,980.50	AC	01/11/2016
07-120-410		MBFINANCIAL BANK	US TREAS INFL I		2.00%	131,464.13	TN	01/15/2016
07-120-402		MBFINANCIAL BANK	FFCB		3.75%	50,280.00	AC	01/29/2016
07-120-298		MBFINANCIAL BANK	FNCT		7.00%	1,731.28	AC	02/01/2016
07-120-373		MBFINANCIAL BANK	US T-NOTE		5.13%	149,332.03	TN	05/15/2016
07-120-409		MBFINANCIAL BANK	FFCB		4.00%	100,242.00	AC	08/03/2016
07-120-367		MBFINANCIAL BANK	FHLB		5.37%	152,704.50	AC	09/09/2016
07-120-421		MBFINANCIAL BANK	FHLB		6.75%	154,370.25	AC	09/09/2016

VILLAGE OF WILLOWBROOK

RUN: 02/06/13 2:51PM

INVESTMENTS BY MATURITY DATE AND TYPE AS OF JANUARY 31, 2013

PAGE: 16

ACCOUNT NUMBER	ID. NO.	FINANCIAL INSTITUTION	CERTIFICATE NUMBER	TERM (DAYS)	ANNUAL YIELD	PRINCIPAL	TYPE	MATURE DATE
07-120-434		MBFINANCIAL BANK	FNMA		5.25%	118,945.00	AC	09/15/2016
07-120-433		MBFINANCIAL BANK	FHLB		3.50%	105,217.60	AC	12/09/2016
07-120-415		MBFINANCIAL BANK	AURORA IL		4.00%	25,077.75	MB	12/30/2016
07-120-404		MBFINANCIAL BANK	FFCB		4.63%	105,720.00	AC	03/21/2017
07-120-387		MBFINANCIAL BANK	US T-NOTE		4.25%	100,156.25	TN	11/15/2017
07-120-293		MBFINANCIAL BANK	FHLMC		5.13%	173,685.00	AC	11/17/2017
07-120-365		MBFINANCIAL BANK	FHLB		5.00%	25,000.00	AC	11/21/2017
07-120-389		MBFINANCIAL BANK	FFCB		4.70%	202,900.00	AC	01/17/2018
07-120-405		MBFINANCIAL BANK	FFCB		4.67%	52,400.00	AC	02/27/2018
07-120-383		MBFINANCIAL BANK	FFCB		4.95%	24,969.25	AC	09/10/2018
07-120-379		MBFINANCIAL BANK	FFCB		5.34%	51,339.50	AC	10/22/2018
07-120-426		MBFINANCIAL BANK	FHLB		3.75%	105,060.00	AC	12/14/2018
07-120-382		MBFINANCIAL BANK	COOK COUNTY		5.25%	24,750.00	MB	12/15/2018
07-120-345		MBFINANCIAL BANK	GNMA		5.00%	15,009.31	AC	12/18/2018
07-120-412		MBFINANCIAL BANK	US TREAS INFL I		2.13%	61,606.41	TN	01/15/2019
07-120-313		MBFINANCIAL BANK	FFCB		5.70%	32,133.75	AC	02/01/2019
07-120-408		MBFINANCIAL BANK	FHLB		4.30%	75,942.60	AC	03/06/2019
07-120-369		MBFINANCIAL BANK	FHLB		5.38%	101,790.00	AC	05/15/2019
07-120-296		MBFINANCIAL BANK	GNMA POOL		4.50%	25,345.20	AC	06/15/2019
07-120-372		MBFINANCIAL BANK	SPORTS AUTHRTY		5.45%	25,153.50	MB	06/15/2019
07-120-310		MBFINANCIAL BANK	FHLB		4.37%	104,900.00	AC	07/01/2019
07-120-297		MBFINANCIAL BANK	FFCB		4.45%	30,944.50	AC	12/16/2019
07-120-364		MBFINANCIAL BANK	FFCB		4.95%	72,869.25	AC	12/16/2019
07-120-416		MBFINANCIAL BANK	CRYSTAL LAKE BI		4.65%	25,000.00	MB	01/01/2020
07-120-435		MBFINANCIAL BANK	MCHENRY COUNT		4.85%	57,552.00	MB	12/15/2020
07-120-436		MBFINANCIAL BANK	FFCB		5.03%	184,599.00	AC	10/05/2021
07-120-400		MBFINANCIAL BANK	TRANSIT AUTHY		6.33%	76,738.50	MB	12/01/2021
07-120-386		MBFINANCIAL BANK	FHLB		5.00%	248,695.50	AC	12/10/2021
07-120-384		MBFINANCIAL BANK	FHLB		5.25%	256,522.75	AC	08/15/2022
07-120-295		MBFINANCIAL BANK	FHLB		2.00%	199,600.00	AC	02/16/2023
07-120-309		MBFINANCIAL BANK	GNMA		8.65%	332.41	AC	07/20/2024
07-120-427		MBFINANCIAL BANK	SCHOOL DIST 225		5.70%	50,000.00	MB	12/01/2025
07-120-431		MBFINANCIAL BANK	WILL COUNTY FPI		5.50%	106,684.00	MB	12/15/2025
07-120-299		MBFINANCIAL BANK	GNMA		6.00%	11,770.40	AC	08/20/2028
07-120-359		MBFINANCIAL BANK	HOFFMAN ESTS		5.40%	13,985.55	MB	12/01/2033
		TOTAL INVESTED				\$22,444,471.06		
		GRAND TOTAL INVESTED				\$22,444,471.06		

VILLAGE OF WILLOWBROOK

PRCT. OF YR: 75
 RUN: 02/06/13 2:51PM

REVENUE REPORT FOR JANUARY, 2013

PAGE: 1

ACCT. NO.	DESCRIPTION	RECEIVED THIS MONTH	RECEIVED THIS YEAR	BUDGET AMOUNT	PERCENT COLLECTED	BUDGET REMAINING
<u>GENERAL CORPORATE FUND</u>						
<u>Operating Revenue</u>						
01-1100	Property Taxes	107.00	162,887.46	159,885.00	101.88	-3,002.46
01-1110	Other Taxes	509,545.84	4,756,253.94	5,943,821.00	80.02	1,187,567.06
01-1120	Licenses	2,871.00	142,965.00	95,270.00	150.06	-47,695.00
01-1130	Permits	27,201.63	177,538.19	113,600.00	156.28	-63,938.19
01-1140	Fines	62,054.62	534,344.16	700,000.00	76.33	165,655.84
01-1150	Transfers-Other Funds	32,451.92	292,067.28	389,423.00	75.00	97,355.72
01-1160	Charges & Fees	-12,215.00	38,267.50	42,077.00	90.95	3,809.50
01-1170	Park & Recreation Revenue	4,071.00	39,255.83	49,557.00	79.21	10,301.17
01-1180	Other Revenue	102,804.53	248,575.54	349,975.00	71.03	101,399.46
**TOTAL	Operating Revenue	728,892.54	6,392,154.90	7,843,608.00	81.50	1,451,453.10
<u>Non-Operating Revenue</u>						
01-3000	Non-Operating Revenue	0.00	1,632.15	9,176.00	17.79	7,543.85
**TOTAL	Non-Operating Revenue	0.00	1,632.15	9,176.00	17.79	7,543.85
***TOTAL	GENERAL CORPORATE FUND	728,892.54	6,393,787.05	7,852,784.00	81.42	1,458,996.95

VILLAGE OF WILLOWBROOK

PRCT. OF YR: 75

RUN: 02/06/13 2:51PM

REVENUE REPORT FOR JANUARY, 2013

PAGE: 2

ACCT. NO.	DESCRIPTION	RECEIVED THIS MONTH	RECEIVED THIS YEAR	BUDGET AMOUNT	PERCENT COLLECTED	BUDGET REMAINING
<u>WATER FUND</u>						
<u>Operating Revenue</u>						
02-1160	Charges & Fees	139,775.94	1,865,644.00	2,327,832.00	80.15	462,188.00
**TOTAL	Operating Revenue	139,775.94	1,865,644.00	2,327,832.00	80.15	462,188.00
<u>Non-Operating Revenue</u>						
02-3100	Other Income	0.00	1,197.43	3,000.00	39.91	1,802.57
02-3200	Charges & Fees	0.00	1,200.00	1,500.00	80.00	300.00
**TOTAL	Non-Operating Revenue	0.00	2,397.43	4,500.00	53.28	2,102.57
***TOTAL	WATER FUND	139,775.94	1,868,041.43	2,332,332.00	80.09	464,290.57
<u>HOTEL/MOTEL TAX FUND</u>						
<u>Operating Revenue</u>						
03-1110	Other Taxes	2,268.30	51,110.39	62,220.00	82.14	11,109.61
03-1160	Charges & Fees	0.00	0.00	0.00	0.00	0.00
03-1180	Other Revenue	0.00	125.00	0.00	0.00	-125.00
**TOTAL	Operating Revenue	2,268.30	51,235.39	62,220.00	82.35	10,984.61
<u>Non-Operating Revenue</u>						
03-3100	Other Income	0.00	31.05	10.00	310.50	-21.05
**TOTAL	Non-Operating Revenue	0.00	31.05	10.00	310.50	-21.05
<u>Transfers</u>						
03-4000	Transfers	0.00	0.00	0.00	0.00	0.00
**TOTAL	Transfers	0.00	0.00	0.00	0.00	0.00
***TOTAL	HOTEL/MOTEL TAX FUND	2,268.30	51,266.44	62,230.00	82.38	10,963.56
<u>MOTOR FUEL TAX FUND</u>						
<u>Operating Revenue</u>						
04-1110	Other Taxes	36,128.09	195,204.10	222,328.00	87.80	27,123.90
**TOTAL	Operating Revenue	36,128.09	195,204.10	222,328.00	87.80	27,123.90
<u>Non-Operating Revenue</u>						
04-3100	Other Income	0.00	106.20	208.00	51.06	101.80
**TOTAL	Non-Operating Revenue	0.00	106.20	208.00	51.06	101.80
***TOTAL	MOTOR FUEL TAX FUND	36,128.09	195,310.30	222,536.00	87.77	27,225.70

VILLAGE OF WILLOWBROOK

PRCT. OF YR: 75

RUN: 02/06/13 2:51PM

REVENUE REPORT FOR JANUARY, 2013

PAGE: 3

ACCT. NO.	DESCRIPTION	RECEIVED THIS MONTH	RECEIVED THIS YEAR	BUDGET AMOUNT	PERCENT COLLECTED	BUDGET REMAINING
<u>T I F SPECIAL REVENUE FUND</u>						
<u>Operating Revenue</u>						
05-1000	Operating Revenue	0.00	784,849.66	728,744.00	107.70	-56,105.66
**TOTAL	Operating Revenue	0.00	784,849.66	728,744.00	107.70	-56,105.66
<u>Non-Operating Revenue</u>						
05-3100	Other Income	0.00	143.35	8.00	1,791.88	-135.35
**TOTAL	Non-Operating Revenue	0.00	143.35	8.00	1,791.88	-135.35
***TOTAL	T I F SPECIAL REVENUE FUND	0.00	784,993.01	728,752.00	107.72	-56,241.01
<u>SSA ONE BOND FUND</u>						
<u>Operating Revenue</u>						
06-1000	Operating Revenue	0.00	320,914.25	320,760.00	100.05	-154.25
**TOTAL	Operating Revenue	0.00	320,914.25	320,760.00	100.05	-154.25
<u>Non-Operating Revenue</u>						
06-3000	Non-Operating Revenue	0.00	30.26	0.00	0.00	-30.26
**TOTAL	Non-Operating Revenue	0.00	30.26	0.00	0.00	-30.26
***TOTAL	SSA ONE BOND FUND	0.00	320,944.51	320,760.00	100.06	-184.51
<u>POLICE PENSION FUND</u>						
<u>Operating Revenue</u>						
07-1150	Transfers-Other Funds	44,768.30	447,683.00	581,988.00	76.92	134,305.00
07-1180	Other Revenue	12,480.80	131,308.98	169,305.00	77.56	37,996.02
**TOTAL	Operating Revenue	57,249.10	578,991.98	751,293.00	77.07	172,301.02
<u>Non-Operating Revenue</u>						
07-3100	Other Income	630,587.01	543,886.27	300,000.00	181.30	-243,886.27
**TOTAL	Non-Operating Revenue	630,587.01	543,886.27	300,000.00	181.30	-243,886.27
***TOTAL	POLICE PENSION FUND	687,836.11	1,122,878.25	1,051,293.00	106.81	-71,585.25
<u>SSA ONE PROJECT FUND</u>						
<u>Operating Revenue</u>						
08-1000	Operating Revenue	0.00	0.00	0.00	0.00	0.00
**TOTAL	Operating Revenue	0.00	0.00	0.00	0.00	0.00

VILLAGE OF WILLOWBROOK

PRCT. OF YR: 75

RUN: 02/06/13 2:51PM

REVENUE REPORT FOR JANUARY, 2013

PAGE: 4

ACCT. NO.	DESCRIPTION	RECEIVED THIS MONTH	RECEIVED THIS YEAR	BUDGET AMOUNT	PERCENT COLLECTED	BUDGET REMAINING
<u>Non-Operating Revenue</u>						
08-3000	Non-Operating Revenue	0.00	93.11	0.00	0.00	-93.11
**TOTAL	Non-Operating Revenue	0.00	93.11	0.00	0.00	-93.11
***TOTAL	SSA ONE PROJECT FUND	0.00	93.11	0.00	0.00	-93.11
<u>WATER CAPITAL IMPROVEMENTS FUND</u>						
<u>Operating Revenue</u>						
09-1000	Operating Revenue	120,496.00	120,496.00	187,976.00	64.10	67,480.00
**TOTAL	Operating Revenue	120,496.00	120,496.00	187,976.00	64.10	67,480.00
<u>Non-Operating Revenue</u>						
09-3000	Non-Operating Revenue	0.00	75.27	200.00	37.63	124.73
**TOTAL	Non-Operating Revenue	0.00	75.27	200.00	37.63	124.73
***TOTAL	WATER CAPITAL IMPROVEMENTS FUND	120,496.00	120,571.27	188,176.00	64.07	67,604.73
<u>CAPITAL PROJECT FUND</u>						
<u>UNKNOWN SUBJECT # 0000</u>						
10- 0	UNKNOWN SUBJECT # 0000	0.00	0.00	0.00	0.00	0.00
**TOTAL	UNKNOWN SUBJECT # 0000	0.00	0.00	0.00	0.00	0.00
<u>Operating Revenue</u>						
10-1000	Operating Revenue	0.00	0.00	0.00	0.00	0.00
10-1180	Other Revenue	0.00	0.00	0.00	0.00	0.00
**TOTAL	Operating Revenue	0.00	0.00	0.00	0.00	0.00
<u>Non-Operating Revenue</u>						
10-3000	Non-Operating Revenue	0.00	100.69	200.00	50.35	99.31
**TOTAL	Non-Operating Revenue	0.00	100.69	200.00	50.35	99.31
***TOTAL	CAPITAL PROJECT FUND	0.00	100.69	200.00	50.35	99.31
<u>2008 BOND FUND</u>						
<u>Operating Revenue</u>						
11-1180	Other Revenue	0.00	0.00	0.00	0.00	0.00
**TOTAL	Operating Revenue	0.00	0.00	0.00	0.00	0.00

VILLAGE OF WILLOWBROOK

PRCT. OF YR: 75

RUN: 02/06/13 2:51PM

REVENUE REPORT FOR JANUARY, 2013

PAGE: 5

ACCT. NO.	DESCRIPTION	RECEIVED THIS MONTH	RECEIVED THIS YEAR	BUDGET AMOUNT	PERCENT COLLECTED	BUDGET REMAINING
	<u>Non-Operating Revenue</u>					
11-3000	Non-Operating Revenue	0.00	158,744.17	158,744.00	100.00	-0.17
**TOTAL	Non-Operating Revenue	0.00	158,744.17	158,744.00	100.00	-0.17
***TOTAL	2008 BOND FUND	0.00	158,744.17	158,744.00	100.00	-0.17
	<u>FUND SUMMARY</u>					
1	GENERAL CORPORATE	728,892.54	6,393,787.05	7,852,784.00	81.42	1,458,996.95
2	WATER	139,775.94	1,868,041.43	2,332,332.00	80.09	464,290.57
3	HOTEL/MOTEL TAX	2,268.30	51,266.44	62,230.00	82.38	10,963.56
4	MOTOR FUEL TAX	36,128.09	195,310.30	222,536.00	87.77	27,225.70
5	T I F SPECIAL REVENUE	0.00	784,993.01	728,752.00	107.72	-56,241.01
6	SSA ONE BOND & INTEREST	0.00	320,944.51	320,760.00	100.06	-184.51
7	POLICE PENSION	687,836.11	1,122,878.25	1,051,293.00	106.81	-71,585.25
8	SSA ONE PROJECT	0.00	93.11	0.00	0.00	-93.11
9	WATER CAPITAL IMPROVEMENTS	120,496.00	120,571.27	188,176.00	64.07	67,604.73
10	CAPITAL PROJECT	0.00	100.69	200.00	50.35	99.31
11	2008 BOND	0.00	158,744.17	158,744.00	100.00	-0.17
	TOTALS ALL FUNDS	1,715,396.98	11,016,730.23	12,917,807.00	85.28	1,901,076.77

VILLAGE OF WILLOWBROOK
 EXPENDITURE REPORT FOR JANUARY, 2013
 GENERAL CORPORATE FUND

ACCT. NO.	DESCRIPTION	EXPENDED THIS MONTH	EXPENDED THIS YEAR	PRCT. BUDGET	WORKING BUDGET	BUDGET REMAINING	PRCT. APPROP.	APPROP.
<u>VILLAGE BOARD & CLERK</u>								
01-05-410-3	GENERAL MANAGEMENT	1,924.94	22,026.07	57.94	38,013.00	15,986.93	28.97	76,026.00
01-05-420-3	COMMUNITY RELATIONS	0.00	226.25	22.63	1,000.00	773.75	11.31	2,000.00
01-05-425-6	CAPITAL IMPROVEMENTS	0.00	0.00	0.00	0.00	0.00	0.00	0.00
01-05-430-7	CONTINGENCIES	0.00	0.00	0.00	0.00	0.00	0.00	0.00
**TOTAL	VILLAGE BOARD & CLERK	1,924.94	22,252.32	57.04	39,013.00	16,760.68	28.52	78,026.00
<u>BOARD OF POLICE COMMISSIONERS</u>								
01-07-435-3	ADMINISTRATION	0.00	673.00	5.27	12,775.00	12,102.00	2.63	25,550.00
01-07-440-5	OTHER	500.00	585.00	5.57	10,500.00	9,915.00	2.79	21,000.00
01-07-445-7	CONTINGENCIES	0.00	0.00	0.00	0.00	0.00	0.00	0.00
**TOTAL	BOARD OF POLICE COMMISSIONERS	500.00	1,258.00	5.40	23,275.00	22,017.00	2.70	46,550.00
<u>ADMINISTRATION</u>								
01-10-455-5	GENERAL MANAGEMENT	27,054.59	630,117.17	90.78	694,147.00	64,029.83	45.39	1,388,294.00
01-10-460-3	DATA PROCESSING	396.18	7,104.45	142.09	5,000.00	-2,104.45	71.04	10,000.00
01-10-461-1	LEGISLATIVE SUPPORT	0.00	0.00	0.00	0.00	0.00	0.00	0.00
01-10-465-2	ADMINISTRATION-GENERAL ENGINEERING	0.00	0.00	0.00	0.00	0.00	0.00	0.00
01-10-466-3	BUILDINGS	5,576.27	32,490.49	63.68	51,020.00	18,529.51	31.84	102,040.00
01-10-470-2	LEGAL SERVICES	11,179.95	90,165.25	69.36	130,000.00	39,834.75	34.68	260,000.00
01-10-471-2	FINANCIAL AUDIT	0.00	1,750.00	14.89	11,750.00	10,000.00	7.45	23,500.00
01-10-475-3	COMMUNITY RELATIONS	491.65	5,073.13	74.50	6,810.00	1,736.87	37.25	13,620.00
01-10-480-2	RISK MANAGEMENT	206,523.50	207,975.00	98.47	211,209.00	3,234.00	49.23	422,418.00
01-10-485-6	CAPITAL IMPROVEMENTS	22,000.00	30,543.19	84.60	36,105.00	5,561.81	42.30	72,210.00
01-10-490-7	CONTINGENCIES	0.00	0.00	0.00	0.00	0.00	0.00	0.00
**TOTAL	ADMINISTRATION	273,222.14	1,005,218.68	87.71	1,146,041.00	140,822.32	43.86	2,292,082.00
<u>PLANNING & ECONOMIC DEVELOPMENT</u>								
01-15-510-4	GENERAL MANAGEMENT	3,166.04	32,104.64	66.07	48,589.00	16,484.36	33.04	97,178.00
01-15-515-4	DATA PROCESSING	0.00	209.48	6.76	3,100.00	2,890.52	3.38	6,200.00
01-15-520-2	ENGINEERING	5,661.59	50,423.86	71.12	70,900.00	20,476.14	35.56	141,800.00
01-15-535-2	RISK MANAGEMENT	0.00	0.00	0.00	2,500.00	2,500.00	0.00	5,000.00
01-15-540-6	CAPITAL IMPROVEMENTS	0.00	3,258.81	105.84	3,079.00	-179.81	52.92	6,158.00
01-15-544-7	CONTINGENCIES	0.00	0.00	0.00	0.00	0.00	0.00	0.00
**TOTAL	PLANNING & ECONOMIC DEVELOPMENT	8,827.63	85,996.79	67.10	128,168.00	42,171.21	33.55	256,336.00
<u>PARKS & RECREATION DEPT</u>								
01-20-550-3	ADMINISTRATION	4,271.54	40,955.18	72.79	56,265.00	15,309.82	36.39	112,530.00
01-20-555-3	PARKS & RECREATION-ADMINISTRATION	0.00	139.65	34.91	400.00	260.35	17.46	800.00
01-20-560-2	ADMINISTRATION	0.00	0.00	0.00	2,500.00	2,500.00	0.00	5,000.00
01-20-565-3	LANDSCAPING	640.00	36,790.71	52.05	70,677.00	33,886.29	26.03	141,354.00
01-20-570-4	MAINTENANCE	0.00	28,721.89	72.35	39,700.00	10,978.11	36.17	79,400.00
01-20-575-5	SUMMER PROGRAM	1,414.70	14,794.09	76.72	19,284.00	4,489.91	38.36	38,568.00
01-20-580-5	FALL PROGRAM	805.00	3,329.00	34.77	9,575.00	6,246.00	17.38	19,150.00
01-20-585-5	WINTER PROGRAM	174.00	8,210.34	46.13	17,798.00	9,587.66	23.07	35,596.00
01-20-590-5	SPECIAL RECREATION SERVICES	0.00	40,558.59	64.33	63,047.00	22,488.41	32.17	126,094.00
01-20-595-6	CAPITAL IMPROVEMENTS	2,750.00	48,717.99	89.55	54,403.00	5,685.01	44.78	108,806.00
01-20-599-7	CONTINGENCIES	0.00	0.00	0.00	0.00	0.00	0.00	0.00
**TOTAL	PARKS & RECREATION DEPT	10,055.24	222,217.44	66.60	333,649.00	111,431.56	33.30	667,298.00
<u>FINANCE DEPARTMENT</u>								
01-25-610-4	GENERAL MANAGEMENT	8,951.31	91,307.90	70.47	129,575.00	38,267.10	35.23	259,150.00

VILLAGE OF WILLOWBROOK
 EXPENDITURE REPORT FOR JANUARY, 2013
 GENERAL CORPORATE FUND

PRCT. OF YR: 75
 RUN: 02/06/13 2:52PM

PAGE: 3

ACCT. NO.	DESCRIPTION	EXPENDED THIS MONTH	EXPENDED THIS YEAR	PRCT. BUDGET	WORKING BUDGET	BUDGET REMAINING	PRCT. APPROP.	APPROP.
01-45-849-7	CONTINGENCIES	0.00	0.00	0.00	0.00	0.00	0.00	0.00
**TOTAL	PLAN COMMISSION	0.00	711.25	0.00	0.00	-711.25	0.00	0.00
***TOTAL	GENERAL CORPORATE FUND	747,437.88	5,382,420.14	74.94	7,181,991.00	1,799,570.86	37.47	14,363,982.00

VILLAGE OF WILLOWBROOK
EXPENDITURE REPORT FOR JANUARY, 2013
WATER FUND

PRCT. OF YR: 75
RUN: 02/06/13 2:52PM

PAGE: 4

ACCT. NO.	DESCRIPTION	EXPENDED THIS MONTH	EXPENDED THIS YEAR	PRCT. BUDGET	WORKING BUDGET	BUDGET REMAINING	PRCT. APPROP.	APPROP.
<u>WATER DEPARTMENT</u>								
02-50-401-4	ADMINISTRATION	23,071.73	220,880.26	81.18	272,072.00	51,191.74	40.59	544,143.00
02-50-405-2	ENGINEERING	0.00	0.00	0.00	2,575.00	2,575.00	0.00	5,150.00
02-50-410-5	INTERFUND TRANSFERS	99,931.92	410,345.28	71.34	575,181.00	164,835.72	35.67	1,150,362.00
02-50-415-2	RISK MANAGEMENT	0.00	0.00	0.00	0.00	0.00	0.00	0.00
02-50-417-4	EDP	345.00	12,001.35	63.90	18,782.00	6,780.65	31.95	37,564.00
02-50-420-5	WATER PRODUCTION	86,229.14	865,385.69	69.17	1,251,171.00	385,785.31	34.58	2,502,342.00
02-50-425-4	WATER STORAGE	1,862.20	8,110.45	133.18	6,090.00	-2,020.45	66.59	12,180.00
02-50-430-4	TRANSPORTATION & DISTRIBUTION	6,535.01	124,929.16	227.04	55,025.00	-69,904.16	113.52	110,050.00
02-50-435-4	METERS & BILLING	3,219.50	12,423.33	110.33	11,260.00	-1,163.33	55.17	22,520.00
02-50-440-6	CAPITAL IMPROVEMENTS	0.00	25,027.28	100.11	25,000.00	-27.28	50.05	50,000.00
02-50-449-7	CONTINGENCIES-DEBT SERVICE	0.00	0.00	0.00	0.00	0.00	0.00	0.00
**TOTAL	WATER DEPARTMENT	221,194.50	1,679,102.80	75.73	2,217,156.00	538,053.20	37.87	4,434,311.00
***TOTAL	WATER FUND	221,194.50	1,679,102.80	75.73	2,217,156.00	538,053.20	37.87	4,434,311.00

VILLAGE OF WILLOWBROOK
 EXPENDITURE REPORT FOR JANUARY, 2013
 HOTEL/MOTEL TAX FUND

PRCT. OF YR: 75
 RUN: 02/06/13 2:52PM

PAGE: 5

ACCT. NO.	DESCRIPTION	EXPENDED THIS MONTH	EXPENDED THIS YEAR	PRCT. BUDGET	WORKING BUDGET	BUDGET REMAINING	PRCT. APPROP.	APPROP.
	<u>HOTEL/MOTEL</u>							
03-53-401-4	ADMINISTRATION	0.00	10,684.41	85.72	12,464.00	1,779.59	42.86	24,928.00
03-53-435-3	PUBLIC RELATIONS & PROMOTION	0.00	16,397.82	24.84	66,005.00	49,607.18	12.42	132,010.00
03-53-436-3	SPECIAL EVENTS	1,425.00	1,622.66	36.06	4,500.00	2,877.34	18.03	9,000.00
03-53-449-7	CONTINGENCIES	0.00	0.00	0.00	0.00	0.00	0.00	0.00
**TOTAL	HOTEL/MOTEL	1,425.00	28,704.89	34.60	82,969.00	54,264.11	17.30	165,938.00
***TOTAL	HOTEL/MOTEL TAX FUND	1,425.00	28,704.89	34.60	82,969.00	54,264.11	17.30	165,938.00

VILLAGE OF WILLOWBROOK
 EXPENDITURE REPORT FOR JANUARY, 2013
 MOTOR FUEL TAX FUND

ACCT. NO.	DESCRIPTION	EXPENDED THIS MONTH	EXPENDED THIS YEAR	PRCT. BUDGET	WORKING BUDGET	BUDGET REMAINING	PRCT. APPROP.	APPROP.
	<u>MOTOR FUEL TAX</u>							
04-56-401-3	PAVEMENT MARKINGS	0.00	0.00	0.00	0.00	0.00	0.00	0.00
04-56-405-3	ROAD SERVICES	0.00	0.00	0.00	0.00	0.00	0.00	0.00
04-56-410-3	SNOW REMOVAL	0.00	0.00	0.00	0.00	0.00	0.00	0.00
04-56-415-2	STREET LIGHTING	0.00	0.00	0.00	0.00	0.00	0.00	0.00
04-56-420-2	TRAFFIC SIGNALS	0.00	0.00	0.00	0.00	0.00	0.00	0.00
04-56-425-3	STREET MAINTENANCE	0.00	0.00	0.00	0.00	0.00	0.00	0.00
04-56-430-6	CAPITAL IMPROVEMENTS	0.00	186,000.00	100.00	186,000.00	0.00	50.00	372,000.00
04-56-439-7	CONTINGENCIES	0.00	0.00	0.00	0.00	0.00	0.00	0.00
**TOTAL	MOTOR FUEL TAX	0.00	186,000.00	100.00	186,000.00	0.00	50.00	372,000.00
***TOTAL	MOTOR FUEL TAX FUND	0.00	186,000.00	100.00	186,000.00	0.00	50.00	372,000.00

VILLAGE OF WILLOWBROOK
 EXPENDITURE REPORT FOR JANUARY, 2013
 T I F SPECIAL REVENUE FUND

PRCT. OF YR: 75
 RUN: 02/06/13 2:52PM

PAGE: 7

ACCT. NO.	DESCRIPTION	EXPENDED THIS MONTH	EXPENDED THIS YEAR	PRCT. BUDGET	WORKING BUDGET	BUDGET REMAINING	PRCT. APPROP.	APPROP.
05-59-401-3	ADMINISTRATION - GENERAL	9,086.58	56,233.86	115.57	48,657.00	-7,576.86	57.79	97,314.00
05-59-410-5	PRINCIPAL EXPENSE	0.00	752,886.45	110.82	679,407.00	-73,479.45	55.41	1,358,814.00
05-59-425-2	ATTORNEY FEES	600.00	600.00	0.00	0.00	-600.00	0.00	0.00
***TOTAL	T I F SPECIAL REVENUE FUND	9,686.58	809,720.31	111.22	728,064.00	-81,656.31	55.61	1,456,128.00

VILLAGE OF WILLOWBROOK
 EXPENDITURE REPORT FOR JANUARY, 2013
 SSA ONE BOND FUND

ACCT. NO.	DESCRIPTION	EXPENDED THIS MONTH	EXPENDED THIS YEAR	PRCT. BUDGET	WORKING BUDGET	BUDGET REMAINING	PRCT. APPROP.	APPROP.
	<u>SSA BOND</u>							
06-60-550-4	DEBT SERVICE	0.00	320,760.00	100.00	320,760.00	0.00	50.00	641,520.00
06-60-555-7	SSA BOND & INTEREST FUND	0.00	0.00	0.00	0.00	0.00	0.00	0.00
**TOTAL	SSA BOND	0.00	320,760.00	100.00	320,760.00	0.00	50.00	641,520.00
***TOTAL	SSA ONE BOND FUND	0.00	320,760.00	100.00	320,760.00	0.00	50.00	641,520.00

VILLAGE OF WILLOWBROOK
 EXPENDITURE REPORT FOR JANUARY, 2013
 POLICE PENSION FUND

PRCT. OF YR: 75
 RUN: 02/06/13 2:52PM

ACCT. NO.	DESCRIPTION	EXPENDED THIS MONTH	EXPENDED THIS YEAR	PRCT. BUDGET	WORKING BUDGET	BUDGET REMAINING	PRCT. APPROP.	APPROP.
07-62-401-5	POLICE PENSION FUND	72,497.99	485,749.58	74.93	648,247.00	162,497.42	37.47	1,296,496.00
***TOTAL	POLICE PENSION FUND	72,497.99	485,749.58	74.93	648,247.00	162,497.42	37.47	1,296,496.00

VILLAGE OF WILLOWBROOK
 EXPENDITURE REPORT FOR JANUARY, 2013
 SSA ONE PROJECT FUND

ACCT. NO.	DESCRIPTION	EXPENDED THIS MONTH	EXPENDED THIS YEAR	PRCT. BUDGET	WORKING BUDGET	BUDGET REMAINING	PRCT. APPROP.	APPROP.
	<u>BUILDING AND ZONING DEPT</u>							
08-40-401-9	SSA FUND ONE PROJECT FUND	0.00	0.00	0.00	0.00	0.00	0.00	0.00
**TOTAL	BUILDING AND ZONING DEPT	0.00	0.00	0.00	0.00	0.00	0.00	0.00
	<u>SSA ONE PROJECT</u>							
08-63-401-9	SSA FUND ONE PROJECT FUND	0.00	0.00	0.00	0.00	0.00	0.00	0.00
08-63-445-6	PUBLIC IMPROVEMENTS	0.00	0.00	0.00	0.00	0.00	0.00	0.00
08-63-555-7	SSA ONE PROJECT FUND	0.00	51,834.56	0.00	0.00	-51,834.56	50.29	103,076.00
**TOTAL	SSA ONE PROJECT	0.00	51,834.56	0.00	0.00	-51,834.56	50.29	103,076.00
***TOTAL	SSA ONE PROJECT FUND	0.00	51,834.56	0.00	0.00	-51,834.56	50.29	103,076.00

VILLAGE OF WILLOWBROOK
 EXPENDITURE REPORT FOR JANUARY, 2013
 WATER CAPITAL IMPROVEMENTS FUND

ACCT. NO.	DESCRIPTION	EXPENDED THIS MONTH	EXPENDED THIS YEAR	PRCT. BUDGET	WORKING BUDGET	BUDGET REMAINING	PRCT. APPROP.	APPROP.
	<u>WATER CAPITAL IMPROVEMENTS</u>							
09-65-405-2	WATER CAPITAL IMPROV FUND	0.00	0.00	0.00	0.00	0.00	0.00	103,076.00
09-65-410-5	INTERFUND TRANSFERS	0.00	0.00	0.00	0.00	0.00	0.00	0.00
09-65-440-6	CAPITAL IMPROVEMENTS	0.00	53,094.49	36.59	145,100.00	92,005.51	18.30	290,200.00
**TOTAL	WATER CAPITAL IMPROVEMENTS	0.00	53,094.49	36.59	145,100.00	92,005.51	13.50	393,276.00
***TOTAL	WATER CAPITAL IMPROVEMENTS FUND	0.00	53,094.49	36.59	145,100.00	92,005.51	13.50	393,276.00

VILLAGE OF WILLOWBROOK
 EXPENDITURE REPORT FOR JANUARY, 2013
 CAPITAL PROJECT FUND

ACCT. NO.	DESCRIPTION	EXPENDED THIS MONTH	EXPENDED THIS YEAR	PRCT. BUDGET	WORKING BUDGET	BUDGET REMAINING	PRCT. APPROP.	APPROP.
<u>CAPITAL PROJECTS</u>								
10-68-430-5	CAPITAL PROJECTS FUND	53,016.00	53,016.00	100.00	53,016.00	0.00	50.00	106,032.00
10-68-540-4	PUBLIC WORKS FACILITY ARCHITECT FEES	0.00	0.00	0.00	0.00	0.00	0.00	0.00
10-68-545-4	75TH ST EXTENSION PROJECT	0.00	428.00	95.11	450.00	22.00	47.56	900.00
10-68-550-4	DEBT SERVICE	0.00	0.00	0.00	0.00	0.00	0.00	0.00
**TOTAL	CAPITAL PROJECTS	53,016.00	53,444.00	99.96	53,466.00	22.00	49.98	106,932.00
***TOTAL	CAPITAL PROJECT FUND	53,016.00	53,444.00	99.96	53,466.00	22.00	49.98	106,932.00

VILLAGE OF WILLOWBROOK
 EXPENDITURE REPORT FOR JANUARY, 2013
 2008 BOND FUND

ACCT. NO.	DESCRIPTION	EXPENDED THIS MONTH	EXPENDED THIS YEAR	PRCT. BUDGET	WORKING BUDGET	BUDGET REMAINING	PRCT. APPROP.	APPROP.
***TOTAL	2008 BOND FUND	0.00	158,743.76	100.00	158,744.00	0.24	50.00	317,488.00
	<u>FUND SUMMARY</u>							
1	GENERAL CORPORATE	747,437.88	5,382,420.14	74.94	7,181,991.00	1,799,570.86	37.47	14,363,982.00
2	WATER	221,194.50	1,679,102.80	75.73	2,217,156.00	538,053.20	37.87	4,434,311.00
3	HOTEL/MOTEL TAX	1,425.00	28,704.89	34.60	82,969.00	54,264.11	17.30	165,938.00
4	MOTOR FUEL TAX	0.00	186,000.00	100.00	186,000.00	0.00	50.00	372,000.00
5	T I F SPECIAL REVENUE	9,686.58	809,720.31	111.22	728,064.00	-81,656.31	55.61	1,456,128.00
6	SSA ONE BOND & INTEREST	0.00	320,760.00	100.00	320,760.00	0.00	50.00	641,520.00
7	POLICE PENSION	72,497.99	485,749.58	74.93	648,247.00	162,497.42	37.47	1,296,496.00
8	SSA ONE PROJECT	0.00	51,834.56	0.00	0.00	-51,834.56	50.29	103,076.00
9	WATER CAPITAL IMPROVEMENTS	0.00	53,094.49	36.59	145,100.00	92,005.51	13.50	393,276.00
10	CAPITAL PROJECT	53,016.00	53,444.00	99.96	53,466.00	22.00	49.98	106,932.00
11	2008 BOND	0.00	158,743.76	100.00	158,744.00	0.24	50.00	317,488.00
	TOTALS ALL FUNDS	1105257.95	9,209,574.53	78.56	11,722,497.00	2,512,922.47	38.94	23,651,147.00

**VILLAGE OF WILLOWBROOK
FINANCIAL REPORT
MUNICIPAL SALES AND USE TAXES**

MONTH	SALE					
DIST	MADE	08-09	09-10	10-11	11-12	12-13
MAY	FEB	\$ 230,603	\$ 216,102	\$ 223,555	\$ 254,811	\$ 261,216
JUNE	MAR	254,996	252,558	281,024	296,840	308,159
JULY	APR	250,123	239,611	259,844	281,808	288,609
AUG	MAY	303,260	278,006	284,173	276,985	316,487
SEPT	JUNE	294,396	284,544	314,663	318,524	336,664
OCT	JULY	277,421	269,750	276,383	300,424	291,508
NOV	AUG	265,822	267,033	279,375	326,134	330,699
DEC	SEPT	263,557	253,713	260,636	296,490	300,348
JAN	OCT	238,194	236,393	273,809	272,291	282,374
FEB	NOV	290,210	253,516	290,009	296,763	
MARCH	DEC	313,051	339,352	355,102	387,223	
APRIL	JAN	216,559	193,834	234,660	253,944	
TOTAL		\$ 3,198,192	\$ 3,084,413	\$ 3,333,234	\$ 3,562,238	\$ 2,716,065
MTH AVG		\$ 266,516	\$ 257,034	\$ 277,769	\$ 296,853	\$ 301,785
BUDGET		\$ 3,327,630	\$ 3,018,750	\$ 3,121,250	\$ 3,217,250	\$ 3,493,374

YEAR TO DATE LAST YEAR : \$ 2,624,308
YEAR TO DATE THIS YEAR : \$ 2,716,065
DIFFERENCE : \$ 91,758

PERCENTAGE OF INCREASE :

3.50%

CURRENT FISCAL YEAR :

BUDGETED REVENUE: \$ 3,493,374
PERCENTAGE OF YEAR COMPLETED : 75.00%
PERCENTAGE OF REVENUE TO DATE : 77.75%
PROJECTION OF ANNUAL REVENUE : \$ 3,686,790
EST. DOLLAR DIFF ACTUAL TO BUDGET \$ 193,416
EST. PERCENT DIFF ACTUAL TO BUDGET **5.5%**

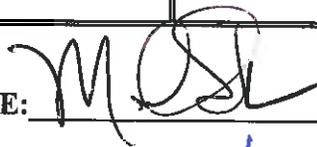
BOARD MEETING

AGENDA ITEM - HISTORY/COMMENTARY

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

AGENDA NO. **5f**
AGENDA DATE: 02/11/2013

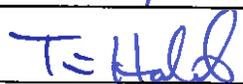
STAFF REVIEW: MARK SHELTON

SIGNATURE: 

LEGAL REVIEW: N/A

SIGNATURE: N/A

RECOMMENDED BY VILLAGE ADMIN.:

SIGNATURE: 

REVIEWED & APPROVED BY COMMITTEE: YES N/A

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

The police department has (25) additional AVON FM12 & CT 12 gas masks which the vendor has agreed to issue a credit toward the purchase of future police equipment.

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

Staff has compiled a list of excess property deemed surplus and ready for exchange. Staff will exchange the property to a vendor, STREICHER'S, for a \$30.00 credit per mask. The credit will be used for the future purchase of police equipment.

Qty.	Make	Model	Description
25	AVON	FM12 & CT12	Respirators

Staff recommends the Mayor and Board of Trustees pass the ordinance.

ACTION PROPOSED:
PASSAGE OF THE ORDINANCE

ORDINANCE NO. 13-O-

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

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

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

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

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

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

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

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

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

PASSED and APPROVED this ____ day of _____, 2013.

APPROVED:

Mayor

ATTEST:

Village Clerk

ROLL CALL VOTE: AYES: _____

NAYS: _____

ABSTENTIONS: _____

ABSENT: _____

EXHIBIT "A"

Qty.	Make	Model	Description
25	AVON	FM12 & CT12	Respirators



Village of Willowbrook

7760 Quincy Street
Willowbrook, IL 60527-5594

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

MEMORANDUM

Mayor

Robert A. Napoli

Village Clerk

Leroy R. Hansen

MEMO TO: Robert Napoli, Mayor
Board of Trustees

MEMO FROM: Daniel Kopp, Plan Commission Chairman

DATE: February 6, 2013

SUBJECT: 503 W. 64th Street – variations to allow construction of a new home in compliance with the submitted plans that is consistent with the front and corner side yard setbacks of the prior home on the lot.

At the meeting of the Plan Commission held on February 6, 2013, the above was discussed and the following motion was made:

MOTION: Made by Commissioner Soukup, seconded by Commissioner Wagner that based on the submitted petition and testimony presented, I move that the Plan Commission recommend to the Mayor and Village Board adoption of the Findings of Fact presented in the staff report for Zoning Hearing Case No. 13-01: 503 W. 64th, requesting variations in the R-1 Single Family Residence District to reduce the minimum front yard setback from sixty feet (60') to fifty-six feet, seven and three-eighths inches (56' 7 3/8") and the corner side yard setback from fifty feet (50') to forty feet (40'), for the construction of a new home subject to the following conditions:

1. Construction shall be in substantial compliance with the following plans, subject to review and approval of a building permit for compliance with the stated variations granted and all other requirements of the Village:
 - A. Preliminary Engineering, prepared by Richard E. Fisher Engineering, dated January 4, 2013, latest revision dated January 14, 2013.
 - B. Proposed Site/Landscaping Plan, Sheet L1, prepared by David A Schaeffer Architect, dated July 12, 2012, latest revision dated January 15, 2013.
 - C. Sheets A1, A2, A3, A4, and A5 prepared by David A Schaeffer Architects, dated July 17, 2012, latest revision dated January 15, 2013.



"A Place of American History"

2. Except for the relief expressly granted herein, no other relief is granted nor should be implied.
3. Five Evergreen Trees shall be planted and maintained at all times as indicated on the Landscape Plan, Sheet L1, prepared by David A Schaeffer Architect, dated July 12, 2012, latest revision dated January 15, 2013.
4. A Plat of Easement granting a 10' Public Utility and Drainage easement along the south property line shall be finalized in substantially the form prepared by Professional Land Surveying, Inc., dated 1/14/13, but revised as required and approved by the Village Engineer prior to the issuance of a building permit.

Meeting Date: Wednesday, February 6, 2013

Prepared By: Jo Ellen Charlton, AICP, Consulting Village Planner

Case Title: Zoning Hearing Case No. 13-01: 503 W. 64th. Variations in R-1 Single Family Residence District to reduce the minimum front yard setback from sixty feet (60') to fifty-six feet, seven and three-eighths inches (56' 7 3/8") and the minimum corner side yard setback from fifty feet (50') to forty feet (40').

Petitioner: Nenad and Biljana Radonjic, Owners

Action Requested: Public Hearing, Discussion and Recommendation for approval of variations to reduce the minimum front and corner side yard setbacks to construct a new home with the same front and corner side yard setbacks as the previous home (now demolished).

Location: 503 W. 64th

Property Size: 27,893 Square Feet or .64 acres

Existing Zoning/Use: R-1 Single Family Residence, Vacant Lot

Proposed Zoning/Use: R-1 Single Family Residence, New Single Family Home

Surrounding Land Use:

	<i>Use</i>	<i>Zoning</i>
<i>North</i>	Single Family Home	R-1
<i>South</i>	Single Family Home	County
<i>East</i>	Single Family Home	R-1
<i>West</i>	Single Family Home	County

Documents Attached:

1. Preliminary Engineering, prepared by Richard E. Fisher Engineering, dated January 4, 2013, latest revision dated January 14, 2013.
2. Proposed Site/Landscaping Plan, Sheet L1, prepared by David A Schaeffer Architect, dated July 12, 2012, latest revision dated January 15, 2013.
3. Sheets A1, A2, A3, A4, and A5 prepared by David A Schaeffer Architects, dated July 17, 2012, latest revision dated January 15, 2013.
4. Plat of Easement granting a 10' Public Utility and Drainage Easement

Necessary Action By Plan Commission: Make a recommendation to the President and Village Board regarding adoption of the findings of fact and variations.

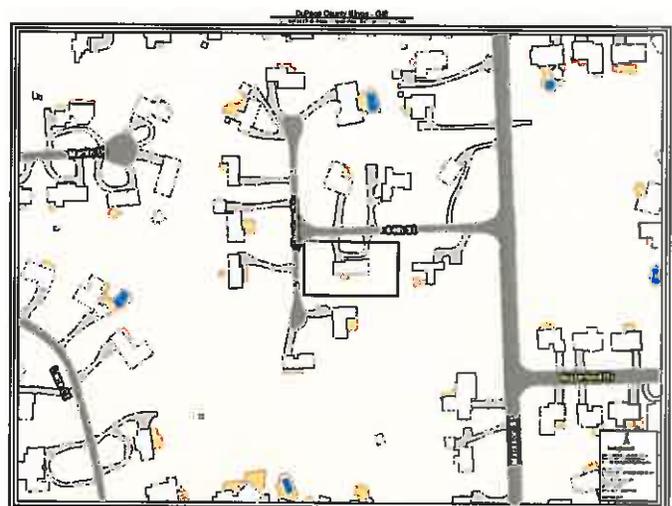
Staff's recommendation can be found on Page 5 .

Site Description: The subject property contains 0.64 acres and is located on the southeast corner of 64th and Thurlow. While the lot is currently vacant, the prior home (now demolished), was constructed in the County with a front yard setback 55.26' along Thurlow and a corner side yard setback of 39.85' along 64th. A 35' front and corner side yard "building line" is platted on the Plat of Survey.

As a corner lot, the Ordinance defines the front of the lot as facing Thurlow to the west, with the corner side yard facing 64th Street to the north. The planimetric graphic below shows how the prior home faced 64th Street, the corner side yard. The current owner wishes to construct the new home with the same orientation as the old home toward 64th. The home on the lot to the south of this lot faces the Thurlow cul-de-sac, meaning their side lot line will be adjoining the subject property's functional rear yard, just as it has for many years. The home to the east, also faces its corner side yard along 64th, and these two homes are the only homes between Thurlow and Madison.



Plat Map



Planimetric Map
(Previous Home on Subject Lot Now Demolished)

Development Proposal: The applicant wishes to construct a new home on the now-vacant lot utilizing nearly the same front and corner side yard setbacks; however in lieu of a one story house, the new owner intends to construct a two-story home with a walk-out basement off the rear (south) elevation of the home. Constructing the home in compliance with the Ordinance would make the functional rear yard located to the rear (south) of the home, much smaller and less usable. More importantly, increasing the setback to the Ordinance requirements would create a greater impact on the neighbor to the south, because the home would be closer than the prior home. The prior home's closer setback to 64th Street provided between 65 and 70' of yard space between the structure and the common lot line. As might be expected in new construction, the new home is larger than the old one, however maintaining the same setback from 64th Street allows for 41' of yard space between the rear of the house and the common lot line. Complying with the ordinance would move the home ten feet (10') closer to the common lot line. It is important to note that the Ordinance considers the south property line an interior lot line and would allow for a 15' setback.

Comprehensive Plan: The Village's Comprehensive Plan indicates single family residential for this property.

Analysis:

Variation: The Zoning Ordinance requires a front yard setback of 60' and a corner side yard setback of 50' in the R-1 District. Most of the homes in this area were constructed in compliance with County regulations and remain unincorporated or have since annexed to the Village of Willowbrook. The subject property and the home immediately east are the only two properties on the south side of 64th between Thurlow and Madison. The home to the east also faces the 64th Street corner side yard and has a similar setback judging from the County's GIS mapping. The home to the south faces the Thurlow cul-de-sac and is generally aligned with the proposed setback as well.

Compliance with the Ordinance with regard to the front yard setback would require the removal of a stand of mature trees shown on the enclosed Landscape Plan to the east of the proposed home. Compliance with the Ordinance with regard to the corner side yard setback would allow the new home to be located within fifteen feet (15') of the south property line, which is much closer than the owner to the south experienced with the previous home. A fifteen foot setback would also be too small for a functional "rear yard" and would not be practical or appropriate given development history in the area. Granting the corner side yard variation actually allows for more separation between the subject property and the home to the south.

Plat of Easement: In compliance with the Subdivision Regulations, the owner has prepared a plat of easement, and showed new easements along the south and west property lines. Pursuant to a review by the Village Engineer, an easement along the west property line is not required and may be removed prior to be recorded. The revised plat of easement shall be recorded prior to the issuance of any building permits.

Appropriateness of Use. Plans showing the proposed construction are attached for illustrative purposes. The plans show a two story, 5,012 square foot home facing 64th Street. The home also includes a full walk out basement on the south elevation. The owner plans to utilize the same circular drive as the previous home, which will also lead to a side load garage on the west elevation. The home is similar in construction and style to many of the newer homes recently constructed within the community. No other variations to bulk, size or height are being requested or will be permitted as a result of a formal zoning review that will be confirmed by the building inspector during the building permit process. A general review has been completed based on the information provided by the architect on the drawings as follows:

Regulation	Requirement	Proposed
Front (West)	60'	56' 7 3/8"
Corner Side (North)	50'	40'
Interior Side (South)	15'	41'
Rear (East)	50'	54' 6 3/8"
Floor Area Ratio (FAR)	.3 Maximum Lot Size (27,893) x .3 = 8,368	.26
Stories	2	2
Height	35'	35'
Lot Coverage	30%	13.4%
Minimum Habitable Ground Floor Area	1,000 sqft. on 1 st floor for 2-Story	2,839 sqft.
Maximum Garage Size	Greater of 800 sqft. or 35% of Foundation Foundation is 2839 * .35 = 994	890

Conditions of Approval.

In an effort to minimize the impact of the increased size (bulk and height) of the proposed home as viewed by the property owner to the south, the applicant has agreed to install evergreen trees along that part of the south property line that would screen the second level outdoor deck area from the adjoining property owner's rear yard. It is recommended that this condition be included in the ordinance considered by the Village Board.

Standards for Variations.

The Zoning Ordinance allows variations to the minimum yard requirements in zoning districts pursuant to 9-14-4.4(B) if the Plan Commission and Board of Trustees make affirmative findings on the Standards listed in 9-14-4.5. These standards are enumerated below. The applicant's response to the standards is attached in a letter dated January 15, 2013. Staff has considered the applicant's responses and proposes the Plan Commission approve the following "findings of fact" relative to the requested variations.

**Standards for Variation
And
Findings of Fact**

(A) The property in question cannot yield a reasonable return if permitted to be used only under the conditions allowed by the regulations of the district in which it is located.

The owner proposes to orient a new home on this lot toward the corner side yard (64th Street) using the same setbacks and orientation as the prior home on the lot, which was recently demolished. The neighborhood is established and is accustomed to the home being oriented and situated on the lot in this manner. Constructing the home in compliance with the required setbacks and utilizing the same orientation would result in a usable "rear yard" (along the south property line) of as little as 15'. This is not a practical use of property and would result in diminished returns.

(B) The proposed variation will not merely serve as a convenience to the applicant, but will alleviate some demonstrable and unusual hardship which will result if the strict letter of the regulations were carried out and which is not generally applicable to property within the same district.

This corner lot has always been occupied by a home that has faced to corner side yard along 64th Street. The lot slopes from north to south, providing an opportunity for the construction of a new home with the same orientation toward 64th that allows for a walk-out basement. The slope of the land does not permit a walk-out basement to the east, which is technically the "rear yard" as defined by the Ordinance. Granting of the variation will allow for greater separation between the new home and the existing home to the south, which faces east toward Thurlow.

Maintaining the existing setbacks as the prior home on this lot also allows for the preservation of some existing mature trees on the northeast and east side of the proposed new home.

(C) The alleged hardship has not been created by any person presently having a proprietary interest in the premises.

The hardships described were created by the original platting of the lot and the natural topography of the land and were not created by the current owners.

(D) The proposed variation will not be materially detrimental to the public welfare or injurious to other property or improvements in the neighborhood.

The proposed variations will not detrimental to the public welfare or injurious to other property or improvements in the neighborhood since they will allow for greater separation between the proposed new home and the existing homes to the south and east. Additionally, the applicant has agreed to further mitigate the impact of the proposed taller house on the property to the south by installing a line of evergreen trees between the new home and the south property line to visually screen the new home from the rear yard of the adjoining home to the south, providing further benefit to the neighboring property.

(E) The proposed variation will not impair an adequate supply of light and air to adjacent property, substantially increase congestion in the public streets, increase the danger of fire, or endanger the public safety.

The proposed construction of a new home in the same location as the prior home will not impair adequate supply of light and air to adjacent properties, or substantially increase congestion in public streets, increase the danger of fire, or endanger the public safety.

(F) The proposed variation will not alter the essential character of the locality. (Ord. 77-O-4, 2-14-1977)

Granting the variation to allow for the construction of the proposed new home in the same location as the old home will not alter the essential character of the area.

(G) The proposed variation is in harmony with the spirit and intent of this title. (Ord. 97-O-05, 1-27-1997)

The proposed variations are in harmony with the spirit and intent of this title because they allow for the construction of a home that will be most similar to what neighboring property owners have already experienced for many years.

Staff Recommendation: Staff recommends that the Plan Commission approve the following sample motion:

Based on the submitted petition and testimony presented, I move that the Plan Commission recommend to the Mayor and Village Board adoption of the Findings of Fact presented in the staff report for Zoning Hearing Case No. 13-01: 503 W. 64th, requesting variations in the R-1 Single Family Residence District to reduce the minimum front yard setback from sixty feet (60') to fifty-six feet, seven and three-eighths inches (56' 7 3/8") and the corner side yard setback from fifty feet (50') to forty feet (40'), for the construction of a new home subject to the following conditions:

1. Construction shall be in substantial compliance with the following plans, subject to review and approval of a building permit for compliance with the stated variations granted and all other requirements of the Village:
 - A. Preliminary Engineering, prepared by Richard E. Fisher Engineering, dated January 4, 2013, latest revision dated January 14, 2013.
 - B. Proposed Site/Landscaping Plan, Sheet L1, prepared by David A Schaeffer Architect, dated July 12, 2012, latest revision dated January 15, 2013.
 - C. Sheets A1, A2, A3, A4, and A5 prepared by David A Schaeffer Architects, dated July 17, 2012, latest revision dated January 15, 2013.
2. Except for the relief expressly granted herein, no other relief is granted nor should be implied.
3. Five Evergreen Trees shall be planted and maintained at all times as indicated on the Landscape Plan, Sheet L1, prepared by David A Schaeffer Architect, dated July 12, 2012, latest revision dated January 15, 2013.
4. A Plat of Easement granting a 10' Public Utility and Drainage easement along the south property line shall be finalized in substantially the form prepared by Professional Land Surveying, Inc., dated 1/14/14, but revised as required and approved by the Village Engineer prior to the issuance of a building permit.

VILLAGE OF WILLOWBROOK

**BOARD MEETING
AGENDA ITEM - HISTORY/COMMENTARY**

ITEM TITLE:

A RESOLUTION FOR MAINTENANCE OF STREETS AND HIGHWAYS BY MUNICIPALITY UNDER THE ILLINOIS HIGHWAY CODE

AGENDA NO.

6

AGENDA DATE: 2/11/13

STAFF REVIEW: Tim Halik,
Village Administrator

SIGNATURE: _____

Tim Halik

LEGAL REVIEW: N/A

SIGNATURE: _____

N/A

RECOMMENDED BY: Tim Halik,
Village Administrator

SIGNATURE: _____

Tim Halik

REVIEWED & APPROVED BY COMMITTEE: YES NO N/A

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

Annually, the Mayor and Board of Trustees are required to adopt a resolution authorizing the anticipated expenditure of Motor Fuel Tax funds. The resolution, which merely identifies the amount of funds that are estimated to be used towards this year's roadway maintenance program, is then sent to IDOT as part of the Village's annual MFT Program. The FY 13/14 Budget includes the following expenditure by program in the Motor Fuel Tax Fund for this upcoming construction season:

<u>FUND</u>	<u>PROGRAM NO.</u>	<u>DESCRIPTION</u>	<u>AMOUNT</u>
MFT	04-56-430-684	Street Maintenance Contract	\$242,000

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

Staff recommends that the Mayor and Board of Trustees authorize the Mayor and Village Clerk to adopt the attached resolution allowing for the expenditure of up to \$242,000 from the Village's Motor Fuel Tax Fund in calendar year 2013.

ACTION PROPOSED:

Adopt Resolution.

RESOLUTION NO. 13-R-_____

A RESOLUTION FOR MAINTENANCE OF STREETS AND HIGHWAYS BY
MUNICIPALITY UNDER THE ILLINOIS HIGHWAY CODE

BE IT RESOLVED, by the Mayor and Board of Trustees of the Village of Willowbrook, that there is hereby appropriated the sum of \$242,000.00 of Motor Fuel Tax Funds for the purpose of maintaining streets and highways under the applicable provisions of the Illinois Highway Code, from January 1, 2013 to December 31, 2013.

BE IT FURTHER RESOLVED, that only those streets, highways, and operations as listed and described on the approved Municipal Estimate of Maintenance Costs, including supplemental or revised estimates approved in connection with this Resolution, are eligible for maintenance with Motor Fuel Tax funds during the period as specified above.

BE IT FURTHER RESOLVED, that the Clerk shall, as soon as practicable after the close of the period as given above, submit to the Department of Transportation, on forms furnished by said Department, a certified statement showing expenditures from and balances remaining in the account(s) for this period; and

BE IT FURTHER RESOLVED, that the Clerk shall immediately transmit two certified copies of this Resolution to the district office of the Department of Transportation, at Schaumburg, Illinois.

ADOPTED and APPROVED this 11th day of February, 2013.

APPROVED:

Mayor

ATTEST:

Village Clerk

ROLL CALL VOTE: AYES: _____

NAYS: _____

ABSTENTIONS: _____

ABSENT: _____



BE IT RESOLVED, by the Mayor and Board of Trustees of the
(Council or President and Board of Trustees)
Village Willowbrook of Willowbrook, Illinois, that there is hereby
(City, Town or Village) (Name)
appropriated the sum of \$242,000.00 of Motor Fuel Tax funds for the purpose of maintaining
streets and highways under the applicable provisions of the Illinois Highway Code from January 1, 2013
(Date)
to December 31, 2013
(Date)

BE IT FURTHER RESOLVED, that only those streets, highways, and operations as listed and described on the approved Municipal Estimate of Maintenance Costs, including supplemental or revised estimates approved in connection with this resolution, are eligible for maintenance with Motor Fuel Tax funds during the period as specified above.

BE IT FURTHER RESOLVED, that the Clerk shall, as soon a practicable after the close of the period as given above, submit to the Department of Transportation, on forms furnished by said Department, a certified statement showing expenditures from and balances remaining in the account(s) for this period; and

BE IT FURTHER RESOLVED, that the Clerk shall immediately transmit two certified copies of this resolution to the district office of the Department of Transportation, at Schaumburg, Illinois.

I, Leroy Hansen Clerk in and for the Village
(City, Town or Village)
of Willowbrook, County of DuPage

hereby certify the foregoing to be a true, perfect and complete copy of a resolution adopted by

the Mayor and Board of Trustees at a meeting on February 11, 2013
(Council or President and Board of Trustees) Date

IN TESTIMONY WHEREOF, I have hereunto set my hand and seal this 11th day of February, 2013

(SEAL)

Village Clerk
(City, Town or Village)

Approved

Date
Department of Transportation

Regional Engineer

VILLAGE OF WILLOWBROOK

BOARD MEETING AGENDA ITEM - HISTORY/COMMENTARY

ITEM TITLE:

A RESOLUTION TO ADOPT MUNICIPAL LEGISLATIVE POSITIONS AND PRIORITIES FOR THE 2013 LEGISLATIVE SESSION OF THE 98TH GENERAL ASSEMBLY

AGENDA NO.

7

AGENDA DATE: 02/11/13

STAFF REVIEW: Tim Halik,
Village Administrator

SIGNATURE: _____

Tim Halik

LEGAL REVIEW: N/A

SIGNATURE: _____

N/A

RECOMMENDED BY: Tim Halik,
Village Administrator

SIGNATURE: _____

Tim Halik

REVIEWED & APPROVED BY COMMITTEE: YES NO N/A

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

Through the Village's membership in the DuPage Mayors and Managers Conference, we are given an opportunity to be part of a group comprised of more than 1,000,000 residents located within thirty-two (32) communities. Each year, the Conference develops a Legislative Action Program (LAP) outlining the Conference's legislative initiatives to be furthered throughout the year. The LAP publication (attached) is then forwarded to each member municipality for review. After identifying any desired amendments or exceptions to the LAP, it is locally adopted via resolution.

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

It is customary for the Village to endorse the Conference's Legislative Action Program through adoption of a local resolution. This year's **Critical Legislative Priorities** include: Protecting the authority of municipalities to manage municipal funds, removal of the sunset date on the Wireless Emergency Telephone Safety Act, pension reform, and amending the Public Safety Employee Benefits Act (PSEBA). Other **Legislative Priorities** include: Creating equality in labor relations, supporting western access as part of the expansion of the Elgin-O'Hare Expressway, limiting commercial Freedom of Information Act Requests, and protecting the public rights-of-ways and the advancement of modernization of public utilities. Identified **Legislative Position Statements** outline the Conference's position on issues and guide our legislative efforts. These include: Protection of municipal revenues, eliminating the barriers to local management of labor and personnel, preserving and respecting local authority, and the removal of barriers to non-home rule authority.

Once adopted by the Village Board, a signed and certified copy of the attached resolution will be forwarded to the DuPage Mayors and Managers Conference, to all state and federal legislators that represent Willowbrook, the Governor's Office, and Village department heads.

ACTION PROPOSED:

Adopt Resolution.

RESOLUTION NO. 13-R-_____

A RESOLUTION TO ADOPT MUNICIPAL LEGISLATIVE
POSITIONS AND PRIORITIES FOR THE 2013 LEGISLATIVE SESSION
OF THE 98th GENERAL ASSEMBLY

WHEREAS, the Village of Willowbrook is a member of the DuPage Mayors and Managers Conference; and,

WHEREAS, the DuPage Mayors and Managers Conference develops its annual Legislative Action Program with the goal of establishing a comprehensive platform on legislative issues in order to protect and benefit the interests of its member municipalities, residents, and businesses in these municipalities, and the region generally; and,

WHEREAS, on January 16, 2013, the DuPage Mayors and Managers Conference voted unanimously to adopt its 2013 Legislative Action Program, attached hereto; and,

WHEREAS, the Village of Willowbrook will be individually benefitted by formally establishing positions on legislative issues affecting municipalities, thereby giving clear direction to officials and employees of the Village of Willowbrook regarding legislative positions that may be represented in official capacity or on behalf of the municipality;

NOW, THEREFORE, BE IT RESOLVED that the Village of Willowbrook hereby adopts as its legislative positions and priorities for the 2013 Legislative Session the positions, goals, and principles of the DuPage Mayors and Managers Conference's 2013 Legislative Action Program.

BE IT FURTHER RESOLVED, that a copy of this Resolution be forwarded to the DuPage Mayors and Managers Conference, to all state and federal legislators representing the Village of Willowbrook, to the Office of the Governor, and to department heads in the Village of Willowbrook.

ADOPTED and APPROVED this 11th day of February, 2013

APPROVED:

Mayor

ATTEST:

Village Clerk

ROLL CALL VOTE:

AYES: _____

NAYS: _____

ABSTENTIONS: _____

ABSENT: _____

Legislative Action Program 2013



DuPage Mayors and Managers Conference
1220 Oak Brook Road
Oak Brook, Illinois 60523
(630) 571-0480
www.dmmc-cog.org

Table of Contents

Legislative Priorities	3.
Critical Priorities	3.
Protect the Authority of Municipalities to Manage Municipal Funds	
Remove the Sunset Date on the Wireless Emergency Telephone Safety Act	
Reform Pensions	
Amend the Public Safety Employee Benefits Act	
Priorities	5.
Create Equality in Labor Relations	
Support Western Access	
Limit Commercial Freedom of Information Act Requests	
Protect the Public Rights-of-Way and Advance the Modernization of Public Utilities	
Legislative Position Statements	7.
Protect Municipal Revenues	
Eliminate Barriers to Local Management of Labor and Personnel	
Preserve and Respect Local Authority	
Remove Barriers to Non-Home Rule Authority	
Conference Officers and Legislative Committee	11.

Legislative Priorities

Legislative Priorities are those specific, immediate issues that the Conference pursues either through initiating legislation or through strong advocacy in cooperation with partner organizations. Legislative Priorities are our primary legislative focus as we commence this first year of the 98th General Assembly.

CRITICAL PRIORITIES

Protect the Authority of Municipalities to Manage Municipal Funds

Frequently threatened with revenue diversions and fee increases from the state, municipalities require the freedom to raise and expend municipal funds in order to provide the services most needed by their residents and businesses. Recently, municipalities have worked to protect the local portion of income tax, prevent revenue losses from sales tax “holidays,” and avert sweeps that divert local funds.

- **Require the Timely Disbursement of LGDF Funds**
The Comptroller should be required to transfer funds to the Local Government Distributive Fund (LGDF) and distribute those funds to municipalities as soon as they are received and certified. Furthermore, the state should refrain from diverting this, or any other municipal revenue, for its own programs.
- **Permit Municipalities to Collect Hotel-Motel Taxes for Permanent Residents**
The Illinois Hotel Operators’ Occupation Tax Act specifically exempts permanent residents and limits municipal hotel and motel tax revenue for people staying 30 days or longer. The Act should be amended to remove the exemption or change the definition of “permanent resident.”
- **Reject Unfunded State Mandates**
Legislation often requires communities to divert local expenditures from municipal services and use them to fund state-imposed programs. The state should not impose mandates that increase financial obligations on local governments without providing adequate funds to reimburse municipalities for these new mandates.
- **Limit the Prevailing Wage Act**
Amend the Prevailing Wage Act to exempt projects below a minimum cost threshold of \$250,000 and annually adjust the threshold by the Consumer Price Index (CPI).

Remove the Sunset Date on the Wireless Emergency Telephone Safety Act

At the advent of cell phone usage, an access fee of 75 cents per month was implemented to fund technological improvements which allow cell phones to contact 9-1-1. This statutory provision expires on July 1, 2013. The decline in landlines demands that the funding for 9-1-1 systems continue to be derived from the more proliferative usage of wireless phones.

Reform Pensions

The pension system must be made sustainable not only to ensure affordability for municipalities and taxpayers, but also to protect obligations to employees. If municipalities lack sufficient funds, then pension systems will collapse and retirees will lose their benefits entirely. In 2010, police and fire pensions became a two-tier system that ensured some relief for municipalities. That relief, however, will mostly occur in future decades, when today's newest employees begin to reach retirement age.

The following reforms must apply to current public safety employees for all future benefit accruals:

- Pause all cost of living adjustments (COLAs) for ten years, then establish COLA as the lesser of 3% or ½ of CPI, non-compounding;
- Increase employee contributions by 1% of salary per year for five years;
- Return the retirement age to 55 years, with a minimum of ten years of service;
- Return to an annual accrual formula whereby maximum benefit is attained at 35 years of service;
- Reform the calculation of pensionable salary and base the annuity on the average of the best eight years of the employee's final ten years of service.

The following additional reforms must apply to the administration of pensions:

- Amend the compliance and penalty provisions in Public Act 96-1495 which threaten to take LGDF and other state-collected funds if municipalities fail to contribute annually to public safety pension funds in an amount sufficient to reach a 90% funded level by the 2040 fixed amortization deadline;
- Enact a 30-year rolling amortization period for pension funding;
- Allow police and fire pension boards to invest funds in the IMRF;
- Allow police and fire pension boards to merge funds;
- Remove pension levies from the tax cap;
- Return to a public safety pension board structure with majority representation by the taxpayer;
- Amend the Sheriff's Law Enforcement Personnel (SLEP) program, which permits police chiefs to enroll in and transfer police time with previous municipal employers to SLEP, thus requiring the new employer to cover the cost of the unfunded liability;
- Oppose any new pension sweeteners.

Amend the Public Safety Employee Benefits Act

PSEBA was originally created to supply health insurance benefits to public safety employees who suffer catastrophic injuries in the line of duty. However, the system is frequently used to provide duplicative benefits at the expense of the taxpayers even when recipients are able to secure alternative, gainful employment with health benefits. The federal definition of "catastrophic injury" must be adopted to ensure that taxpayers are no longer needlessly overcharged.

PRIORITIES

Create Equality in Labor Relations

Municipalities are at an inherent disadvantage when bargaining contracts. A level playing field is necessary to stop the unsustainable burden placed on taxpayers by the current system.

- **Amend the Illinois Labor Relations Act to Create a Level Playing Field for Labor Arbitration**

Arbitrators should be required to take into consideration both the interest and welfare of the public and the financial ability of the unit of government to meet costs with current revenue streams. Additionally, local fire unions should be required to pay for their share of arbitration costs, as police unions are currently required. The Act should also be amended to establish additional standards that prevent minor issues and unreasonable positions from being taken to arbitration.

- **Exempt Staffing Requirements from Collective Bargaining**

Due to statutory arbitration requirements and state-mandated pensions, the only variable municipalities can use to manage budgets is the number of staff. Legislation should be approved to explicitly exclude employee staffing levels from municipal collective bargaining.

- **Define “Confidential Employees” Under the Illinois Labor Relations Act**

Legislation is necessary to change the definition of “confidential employees” to include certain employees working directly for upper level management and having access to sensitive bargaining information in order to ensure that these employees are not considered “public employees” entitled to membership within a bargaining unit.



Support Western Access

As the Elgin-O’Hare Expressway expansion project is finalized, the state must consider the project’s impact on local residents and businesses. The state should ensure that funding for the project is fair, that any local contributions for these improvements are funded by the greater Chicago region, and that the new access route provides a true entrance into the airport.

Senator Kirk Dillard and the late Lombard President William Mueller

(L-R) Warrenville Administrator John Coakley, Carol Stream Mayor Frank Saverino, Jr., Representative Mike Fortner, Naperville Manager Doug Krieger, Hinsdale Manager Dave Cook, and Clarendon Hills Manager Randy Recklaus



Limit Commercial Freedom of Information Act Requests

Municipalities often receive FOIA requests that are not properly indicated as commercial, despite the fact that this is a violation of the Freedom of Information Act. These requests, which are often submitted by out-of-state private companies, pose a significant financial burden to municipalities. The Act should include more effective penalty provisions for violations by commercial interests.

Protect the Public Rights-of-Way and Advance the Modernization of Public Utilities

Public utilities use public rights-of-way to deliver necessary services and commodities to municipalities. Municipalities own these rights-of-way and have a duty to protect them. As such, municipalities and residents must be able to regulate utilities' usage of this land.

- **Require Utility Franchises**

Due to the monopoly status of some utilities, municipalities are at a disadvantage when negotiating expired franchises. Utilities should not be permitted to ignore expired franchises and should be required to negotiate with municipalities in good faith.

- **Require ComEd Accountability**

State statute provides ComEd with rate increases to invest in infrastructure and implement smart grid technology. ComEd should be required to provide a detailed capital plan in order to guarantee that revenue is being used appropriately to fund infrastructure improvements and customers are receiving the benefit of the technological advancements they are already funding.

- **Repeal Limitations on Municipal Audits of Utility Taxes**

Utilities collect taxes and fees to remit to municipalities. The statute must be amended to permit municipalities to effectively audit these utility tax remittances.

Legislative Position Statements

*In addition to the Priorities listed above, every year the Conference responds to many legislative proposals, initiated by a variety of groups on a vast array of topics, that significantly impact municipalities and their residents. The following **Legislative Position Statements** outline Conference positions on several of these issues and guide our legislative efforts through the course of the year.*

Protect Municipal Revenues

Municipalities should have the flexibility to fund the programs and services they consider necessary. Funds owed to municipalities should not be diverted and state mandates should be balanced against other municipal spending priorities to prevent overburdening local budgets and taxpayers.

- **Implement Streamlined Sales Tax**
Implement federal streamlined sales tax rules that preserve intra-state sourcing rules and that require the state to treat the resulting funds as pass-through revenue, so municipalities receive the tax revenue from out-of-state online retailers.
- **Make Owners Responsible for Protecting Foreclosed Property**
The burden to maintain foreclosed property should rest not on the municipality and taxpayers, but on the bank or other owner of record.
- **Amend Rules Regarding Publication of Reports and Notices**
Mandated reporting, printing, and notice requirements should be amended to permit municipalities to satisfy compliance by posting reports and publications online and providing paper copies on request. In addition, double publication of two-county Truth in Taxation Notices, which wastes limited public resources, should be eliminated.
- **Permit Municipal Control Over IDOT Projects**
Municipalities should be allowed to obtain partial or full waiver from IDOT review for certain projects, and to hire their own consultants to conduct state reviews to avoid delays. In addition, guidelines should be established to allow municipalities to administer their own Motor Fuel Tax funds without the delay of state approval.
- **Preferences for Illinois Contractors**
Allow municipalities to select out-of-state contractors, rather than in-state contractors, if the bid differential is greater than 10%.
- **Remove the Referendum Requirement for Real Estate Transfer Tax**
Allow municipalities to enact or increase a real estate transfer tax without referendum.
- **NPDES Permit Fees**
The fees charged for National Pollutant Discharge Elimination System (NPDES) permits should be reduced to the level necessary to conduct related regulatory activity.

Eliminate Barriers to Local Management of Labor and Personnel

Support must be given to local authority to manage labor and personnel and to implement the most efficient and effective means of delivering services. Legislative barriers that make it difficult to consolidate and coordinate services—including public works, code enforcement, police, and fire—should be eliminated. The resulting efficiency would permit municipalities to provide a higher level of services, save money, and reduce the burden on taxpayers.



Representative Stephanie Kifowit and Roselle Mayor Gayle Smolinski

- **Permit Municipalities to Recoup an Administrative Fee for Providing Health Coverage**
The Police Officer's Continuance Privilege and Municipal Employee's Continuance Privilege should permit municipalities to charge a 2% fee to offset administrative costs, as COBRA currently allows.
- **Provide Municipal Control of the Foreign Fire Insurance Tax Revenue**
Elected municipal officials, not fire department members, should receive, budget, and spend revenues from the Foreign Fire Insurance Tax.
- **Prohibit Municipal Employees from Serving on the Governing Board**
No municipal employee should be eligible to serve on the governing board for that municipality.
- **Regulate Charitable Solicitations on Behalf of Police or Fire Unions**
Develop effective enforcement against fraud and misrepresentation by solicitors.
- **Amend Public Safety Pension Board Training Legislation**
Amend Public Acts 96-0429 and 94-0354 to permit pension board trustees and police chiefs and deputy chiefs to satisfy training requirements using online courses and webinars, and to allow certification of local community colleges to provide the training. Additionally, provide exemptions for professionals with relevant credentials and remove the requirement for annual reviews, making training a one-time event.

Preserve and Respect Local Authority

The freedom to make decisions at the local level is the best way that municipalities can fully serve their unique constituencies. Policies should not undermine or preempt local authority and responsibility to protect the health, safety, and welfare of local residents.

- **Permit Access to Sales Tax Information**
Grant all municipalities access on a quarterly basis to the Illinois Department of Revenue sales tax information by individual retailer for enforcement and budgeting purposes.
- **Preserve Local Risk Management Pools**
Support the preservation of local authority to enter into and manage cooperative risk pools.
- **Amend the Open Meetings Act**
Clarify all rules under the Act regarding the use of developing technology during meetings.
- **Protect Sign Regulation and Limit Billboard Removal Compensation**
Legislation is necessary to allow municipalities to use amortization as a form of “just compensation” when zoning changes cause a billboard to be a nonconforming use.
- **Expand Allowable Annexation Boundaries**
Expand municipalities’ rights with respect to involuntary annexations by adding railroad and utility rights-of-way as allowable boundaries.
- **Limit Land Disconnection**
Prohibit the disconnection of land from a municipality without approval from the city council or village board.
- **Permit Special Service Areas for Stormwater Facilities**
Reform Public Act 97-0533 to prohibit the refusal of special service areas so municipalities can ensure maintenance of drainage facilities that are the responsibility of homeowner associations.
- **Allow Municipalities to Determine the Form of Security Posted by Developers**
Municipalities, rather than developers, should be able to decide whether developers will need a bond or a letter of credit for public improvements.

(L-R) Woodridge Mayor William Murphy, Representative Emily McAsey, and Hanover Park President Rod Craig



Remove Barriers to Non-Home Rule Authority

The distinction between home rule and non-home rule communities should be removed to recognize the ability of all municipalities to govern themselves, regardless of population.

- **Amend the Hotel-Motel Tax**
Allow non-home rule municipalities greater flexibility in how they may spend Hotel-Motel Tax revenues.
- **Amend the Sales Tax**
Allow non-home rule municipalities greater flexibility to expend sales tax revenue on areas other than infrastructure.
- **Allow Crime Free Housing Regulations**
Municipalities with home rule authority are permitted to license landlords and require periodic inspection of dwellings. Legislation should allow non-home rule communities to use this program as well.
- **Allow Greater Flexibility with Other Taxes and Restrictions**
Allow non-home rule municipalities to employ policies such as state and local funding alternatives, regulation of pawn shops, and economic development incentives. Also, permit non-home rule municipalities to assess and expend—for any government purpose—tax revenue from car rentals, gasoline, and natural gas utilities.



(L-R) Representative Mike Fortner, Senator Linda Holmes, Senator Tom Johnson, Warrenville Mayor David Brummel, Willowbrook Mayor Robert Napoli, and Itasca President Jeff Pruyn

The DuPage Mayors and Managers Conference is an association of municipalities representing over 1,000,000 people.



Conference Officers and Legislative Committee

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President, Rod Craig

President, Village of Hanover Park

Vice President, Jeff Pruyn

President, Village of Itasca

Secretary/Treasurer, Joe Breinig

Manager, Village of Carol Stream

Executive Director, Mark A. Baloga

Legislative Committee

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Deputy Director, Nunzio Pulice Mayor, City of Wood Dale

Bob Barnett Commissioner, Village of Downers Grove

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Dave Cook Manager, Village of Hinsdale

Rod Craig President, Village of Hanover Park

James Grabowski Manager, City of Elmhurst

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Jack Knight Management Analyst, Village of Woodridge

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Kenn Miller Councilman, City of Naperville

Robert Napoli Mayor, Village of Willowbrook

David Niemeyer Manager, Village of Oak Brook

Enza Petrarca Village Attorney, Village of Downers Grove

Jeff Pruyn President, Village of Itasca

Todd Scalzo Councilman, City of Wheaton

Frank Soto Mayor, Village of Bensenville

Tim Seeden Village Clerk, Village of Lisle

Grant Wehrli Councilman, City of Naperville

VILLAGE OF WILLOWBROOK

BOARD MEETING
AGENDA ITEM - HISTORY/COMMENTARY

ITEM TITLE:

AN ORDINANCE AUTHORIZING EXECUTION OF THE ILLINOIS PUBLIC WORKS MUTUAL AID NETWORK (IPWMAN) AGREEMENT

AGENDA NO.

8

AGENDA DATE: 2/11/13

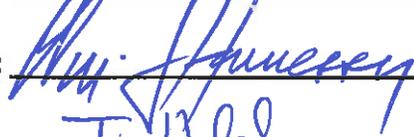
STAFF REVIEW: Tim Halik,
Village Administrator

SIGNATURE:



LEGAL REVIEW: William Hennessy, Village Attorney

SIGNATURE:



RECOMMENDED BY: Tim Halik,
Village Administrator

SIGNATURE:



REVIEWED & APPROVED BY COMMITTEE:

YES on January 14, 2013

NO

N/A

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

At a recent DuPage Mayors and Managers Conference Business Meeting, a representative from the Illinois Public Works Mutual Aid Network (IPWMAN) gave a presentation. The IPWMAN is a state-wide network of public works agencies that are organized to respond to an emergency situation when a community's resources are not capable of handling the scope of the incident or have otherwise been exhausted. There are currently over 150 Illinois member communities that have joined the IPWMAN.

Although the Village is a current member of the DuPage County Public Works Mutual Aid Network, the group has recommended that municipalities also join the state mutual aid network. This would enable members to tap resources from outside of DuPage County to respond to an incident. Being a member of the IPWMAN does not create any obligation on its members to respond to an incident – response is always voluntary. If Willowbrook were in the unfortunate position that we would need to seek assistance from the IPWMAN, the first five (5) days of response is provided at no charge to the community. If the response effort was more than five (5) days, reimbursement is required. However, if state or federal funds were to become available as a result of a regional incident, the costs of the IPWMAN response may be reimbursable.

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

Given the size and resources currently available to Willowbrook to respond to a large-scale emergency incident in town, staff would recommend joining the IPWMAN. This network would provide the resources needed by the community to properly respond to such an incident. Membership dues for Willowbrook in the IPWAN would be \$100/year.

ACTION PROPOSED:

Pass Ordinance

What is IPWMAN?

IPWMAN is a state-wide network of public works agencies organized to respond in an emergency situation when a community's or region's resources have been exhausted.

For a long time, public works agencies have assisted other public works agencies on an informal basis in times of need.

IPWMAN is a mutual aid network designed to efficiently direct resources to areas in need when necessary.



*How to Join?
Mail your request for a membership packet
to:*

*Illinois Public Works Mutual Aid Network
1701 East Main Street
Urbana, Illinois 61802*

or

*Visit our website:
www.ipwman.org*

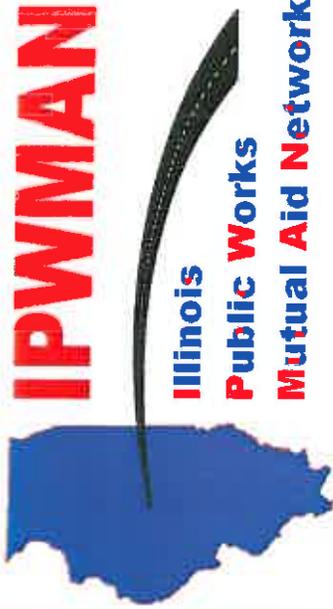
or

For more information, contact us at:

217.819.3155



No community is too small to be able to offer assistance; no community is too large to ask for help.



Mission Statement for IPWMAN

It is the mission of the Illinois Public Works Mutual Aid Network (IPWMAN), in the spirit of intergovernmental cooperation, to develop and maintain a statewide network of public works related agencies whose principal purpose is to provide mutual aid response and recovery assistance to each other when confronted with natural or man-made emergencies and disasters.

Who Can Join?

- Municipal Public Works Departments
- Public Water Agencies
- Public Waste Water Agencies
- Township Road Districts
- Unit Road Districts
- County Highway Departments
- Sanitary Districts
- Other Governmental Entities Performing Public Works Functions



Benefits of IPWMAN

- IPWMAN will offer comprehensive public works training assistance.
- IPWMAN will provide grant funding assistance.
- IPWMAN provides a network of diverse resources that will be efficiently directed to agencies before, during and after a disaster.
- The state-wide mutual aid program helps communities prepare and train to respond to disasters.
- IPWMAN affords opportunities for agencies to learn from others' experiences.
- Communities will have opportunities to become NIMS-compliant.
- Mutual aid agreements signed prior to emergency situations aid communities when applying for state and/or federal reimbursement.
- Initial assistance is provided without charge to the community.

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Frequently Asked Questions

What is IPWMAN?

The Illinois Public Works Mutual Aid Network (IPWMAN) provides a formalized system for government agencies to enter into a written mutual aid agreement to provide and receive emergency assistance in the event of natural or man-made disasters or other situations that require action or attention beyond the normal capabilities of an agency. This organization embodies the concept of "community helping community" by providing an organized process for response to an emergency. An agency requesting assistance receives the type of equipment, materials and personnel services that are needed to react to the event.

What is the purpose of the Mutual Aid and Assistance Agreement?

The formation of IPWMAN complies with criteria established by the Federal Emergency Management Agency (FEMA) for recognizing the eligibility of costs under the Public Assistance Program incurred through mutual aid agreements between applicants and other entities. (FEMA Disaster Assistance Policy Number DAP9523.6, August 13, 2007)

IPWMAN provides a network to help others with personnel, equipment, materials and other resources for natural and man-made disaster response.

Who can belong to this organization?

This organization was formed to coordinate resources for local municipal public works departments, public water agencies, public waste water agencies, township road districts, unit road districts, county highway departments and any other governmental entity that performs a public works function as they respond to emergency situations.

Does my agency have the legal authority to become a member?

The Illinois Intergovernmental Cooperation Act, 5 ILCS 220/1 et seq., provides the basic legal authority for units of local government to contract with other units of government. Please consult your agency's legal counsel for detailed legal advice.

What are the benefits of belonging to this organization?

Members of IPWMAN –

1. In an emergency, members receive assistance from other members with appropriate resources. There is no cost for the first five days of assistance.
2. Provide a network of responding agencies with more diverse resources.
Have access to various resources for all areas within the state, not just limited to the areas in close proximity to the event.
3. Promote educational workshops and training to prepare agencies for emergencies and disasters
4. Have a membership agreement that provides reimbursement protocols after the first five days or if the disaster becomes eligible for FEMA or IEMA aid.
5. Have a defined operation plan that expedites the arrival of aid.

6. Have access to a list of emergency contacts.
7. Have added peace of mind knowing that your community has access to aid during time of need when local resources are overwhelmed.

How does an agency request aid?

In the event of **major Incident disaster**:

1. The requesting agency assesses the extent of the event to determine what type of assistance is needed.
2. The requesting agency contacts its accredited Emergency Management Agency Coordinator to request needed assistance.
3. The Emergency Management Agency Coordinator will contact member agencies to secure the requested resources.

In the event of a **local emergency**:

1. The requesting agency assesses the extent of the event to determine what type of assistance is needed.
2. The requesting agency contacts the organization's Call Center to request assistance.
3. The organization's Call Center sends the request to member agency and coordinates response.

What is the difference between a major incident and a local emergency?

A major incident is a natural or man-made event that has widespread impact upon your community. Examples include tornados, ice storms with significant damage to utilities and public property, floods, wind storms, widespread damage from explosions or chemical spills as may result from railroad, freight or industrial accidents, and terrorist caused incidents.

A local emergency is an event that may have limited geographical impact requiring a response that exceeds the capacity of local agencies to respond. Examples may include large sewer, water main or pipeline collapses, bridge collapses, or an unusual event that requires specialized equipment for response that is not available locally.

Does an agency have to respond to a request for assistance?

No. The idea behind the mutual aid agreement is that we are here to help each other when an unusual situation needs an immediate response beyond our resources. There will be times when an agency may call for assistance, but another neighboring agency is unable to respond. They may be experiencing effects of the same disaster events, or may be fully committed to other work, or may not be in the financial position to assist. The mutual aid agreement does not obligate any agency to respond, nor does it require an explanation as to why it chose not to respond.

What if an agency responds and needs its resources back?

An agency is not expected to send resources if it impacts its own ability to effectively manage daily operations or response to its own emergency. Resources remain under the authority of the responding agency and can be recalled at any time.

What happens if an agency employees gets hurt while rendering aid to another agency?

Each member agency remains fully responsible for their employees. This means that each agency will pay their employees salary, benefits, insurance and provide liability coverage. Should a disaster become eligible for IEMA or FEMA reimbursement, these costs may be paid by FEMA.

How long must I provide assistance if deployed?

There is no obligation to respond. However, we ask that responding agencies put in at least one full work day. The total length of your response may be as long as the requestor needs assistance or as long as you can help, whichever is less. If you need to bring your resources home, you always have the right and authority to do so under the IPWMAN agreement.

Will an agency receive reimbursement after providing assistance?

The intent of "mutual aid" is that we help each other. We have the same relationship with each other—"If I need help, you will help me; if you need help, I will help you." The original premise of the mutual aid movement was that we helped each other without the thought of getting paid. Based on the principle of neighbor helping neighbor, no financial reimbursements will be paid to the responding community for the first 5 work days of assistance. (There is one

exception to this principle that will be explained later.)

In other words, the first 5 days of help are free.

Why are the first 5 days free? What happens after the first 5 days?

In the past, agencies operated with the understanding that the responding agency would not seek reimbursement from the agency requesting assistance unless the requesting agencies received state and/or federal assistance. That type of understanding is no longer possible. Under current federal guidelines, reimbursement cannot be contingent upon receiving state or federal assistance. Thus, IPWMAN is faced with a dilemma. If a responding agency does not bill the requesting agency for its personnel, equipment and materials, the responding agency may not receive funding from FEMA for work performed by the neighboring community. If the responding agency does bill the requesting agency, that agency may be pushed into further economic hardship as a result of a disaster that didn't qualify for state or federal assistance. Also, it was learned that bills submitted with "a wink and a nod" to informally indicate that the bill need not be paid will receive the same response from FEMA – they won't get paid. The agency plans to check past practice to verify performance on written agreements.

As a compromise, IPWMAN (with the assistance of the Illinois Emergency Management Agency) proposed a plan for reimbursement that will benefit both the requesting party and the responding party. Under the IPWMAN agreement, the responding party will provide personnel, equipment and materials for the first five (5) days of the event without reimbursement. If the requesting party requires assistance longer than five days, the responding party will bill the requesting party.

The value of donated assistance helps the community requesting help in a second way: The value of the unpaid assistance may be credited to the requesting agency as part of the nonfederal cost share of the requesting agency's emergency work under the provisions of Disaster Assistance Policy #9525.2., entitled "Donated Resources."

FEMA reimbursement may apply only after a Presidential declaration of emergency and the following eligibility requirements:

1. The assistance must be requested by the agency in need;
2. The work performed, supplies used and materials consumed are directly related to the disaster and is otherwise eligible for FEMA assistance;
3. The entity can provide documentation of rates and payment for services, if requested; and
4. The agreement is written and was in effect prior to the disaster.
5. **The One Exception: If an agency responds to a request for assistance made by the State of Illinois, the agency will be reimbursed from the first day of response.**

Can the responding party be forced to work at a location?

No. Although there may be times when a responding party may be relocated to better utilize the resource, the responding agency may refuse to go there.

What if an agency is part of another mutual aid agreement?

Signing the Illinois Public Works Mutual Aid Network Agreement does not invalidate any other mutual aid agreement. Signing the IPWMAN agreement should increase the resources available to the agency during an emergency situation.

Is there a fee for membership?

Yes. IPWMAN dues are a necessity to enable the organization to cover the operating costs for processing applications, maintaining resource records and updating and maintaining our website and to provide support for the IPWMAN dispatch center and costs to sustain the operation of the network. The dues paid by an agency are based upon the population of the area the agency serves. Currently, the dues have been established to be:

- \$100 for agencies with a population of 15,000 or less
- \$250 for agencies with a population between 15,001 and 75,000
- \$500 for agencies with a population greater than 75,000.

What does an agency need to do to become a member?

To become a member of IPWMAN, an agency must submit the following documents:

1. A signed copy of an ordinance, resolution or other legally binding document authorizing the agency to enter into the IPWMAN Mutual Aid Agreement,
2. A signed copy of the IPWMAN Mutual Aid Agreement,
3. A completed application form,

4. A list of mutual aid resources submitted to its local accredited/certified Emergency Management Agency, and
5. Payment of dues.

My agency is not NIMS compliant at this time. Can my agency still become a member?

Yes, you may become a member. However, should a disaster become eligible for IEMA or FEMA reimbursement, your organization may not be eligible to receive reimbursement unless you are NIMS compliant.

My county is a member. Do I need to become a member to get help?

Your county can assist you. To request aid from Illinois PW-MAN for your organization, you need to be willing to provide aid to others who may need help and therefore your organization should be a member of Illinois PW-MAN.

Where can my agency obtain more information about IPWMAN?

You can obtain a copy of the membership agreement, by-laws, operation plan and other information within the Documents section of this website.



List of Member Agencies (10/10/2012)

Algonquin Township Road District	Menard County	Village of South Elgin
Village of Algonquin	Village of Milan	Village of Spring Grove
Village of Alsip	City of Moline	Stark County
Village of Antioch	Village of Morton	Village of Steelville
Village of Ashmore	Morton Township	Stephenson County
Village of Aurora	Village of Mundelein	City of Streator
Village of Bannockburn	City of Murphysboro	Village of Tamaroa
Village of Barrington	Town of Normal	Tazewell County
Village of Bartlett	Village of North Aurora	Village of Third Lake
City of Batavia	City of North Chicago	City of Troy
Village of Bedford Park	Village of North Utica	Village of Union
Village of Beecher	Northville Township	City of Urbana
Village of Beechwood	Village of Oak Lawn	Village of Vernon Hills
Blackhawk Township	Village of Oak Park	Village of Villa Park
City of Bloomington	Village of Ogden	Waddams Township
Village of Bolingbrook	City of Olney	Warren Township
Village of Bridgeview	City of Ottawa	Washington Township
City of Canton	Palatine Township	Village of Wauconda
Village of Carbon Cliff	City of Palos Heights	Village of West Dundee
City of Cartersville	Palos Township	Village of Westmont
Central Lake County Joint Action Water Agency	City of Pekin	West Point Township
City of Champaign	City of Peoria	Williamson County
Champaign Township	Perry County	Winnebago County
City of Charleston	City of Pinckneyville	Village of Winthrop Harbor
Chemung Township	Village of Pingree Grove	Village of Wonder Lake
Cherry Valley Township Road District	Village of Prairie Grove	Woodford County
Cincinnati Township	City of Prospect Heights	Village of Woodridge
Village of Coal Valley	City of Quincy	City of Woodstock
Coral Township Road District	Richmond Township	
City of Danville	Riley Township	
City of Decatur	Village of River Forest	
Village of Deerfield	Village of Riverside	
City of Des Plaines	Rock Island County	
Village of Diamond	City of Rolling Meadows	
Dunham Township	Village of Round Lake Beach	
City of Du Quoin	City of St. Charles	
City of Effingham	Village of St. Joseph	
Effingham County	Sangamon County	
Ela Township	Village of Savoy	
Village of Elwood	Village of Schaumburg	
City of Flora	Seneca Township	
Village of Forsyth	Village of Somonauk	
Franklin County	Village of South Barrington	
City of Freeport		
Fremont Township		
City of Galesburg		
City of Geneseo		
City of Geneva		
Village of Glenview		
Grafton Township		
Village of Grayslake		
Village of Greenup		
Greenwood Township		
Grundy County		
Village of Gurnee		
Village of Hainesville		
Village of Hanover Park		
City of Harvard		
Village of Hawthorn Woods		
City of Herrin		
Village of Hoffman Estates		
City of Homewood		
Village of Island Lake		
City of Joliet		
Kane County		
Lake County		
Village of Lake in the Hills		
Village of Lake Zurich		
City of LaSalle		
Village of Libertyville		
Village of Lincolnshire		
Village of Lincolnwood		
Village of Lindenhurst		
City of Lockport		
Village of Lombard		
Village of Long Grove		
City of McHenry		
McHenry County		
McHenry Township		
City of Macomb		
Macon County		
Village of Manhattan		
City of Marengo		
Marengo Township Highway Department		
City of Marion		

**By-Laws Of
The Illinois Public Works Mutual Aid Network, Inc.**

An Illinois Not-for-Profit Corporation

**Article One
Name, Principal Office, Purpose and Powers,
Registered Agent and Corporate Seal**

1.1 Name. The name of the Corporation is **The Illinois Public Works Mutual Aid Network, Inc. (IPWMAN)** (“the Corporation”).

1.2 Location. The location of the principal office of the Corporation shall be in the City of Urbana, in the County of Champaign and State of Illinois. In addition, the Corporation may maintain other offices and facilities either within or without the State of Illinois as determined by the Board of Directors from time to time. The Board of Directors may from time to time change the address of the Corporation’s principal office by duly adopted resolution.

1.3 Purpose and Powers. IPWMAN is organized to provide a system of Mutual Aid among participating public works agencies. The purpose is explicit in the “Illinois Public Works Mutual Aid Network Agreement,” which is incorporated herein by reference and which in pertinent part reading as follows:

“The Illinois Public Works Mutual Aid Network (IPWMAN) program is hereby established to provide a method whereby public works related agencies, including, but not limited to, local municipal public works departments, township road districts, unit road districts, county highway departments, public water agencies and public wastewater agencies or any other governmental entity that performs a public works function in need mutual aid assistance may request aid and assistance in the form of personnel, equipment, materials and/or other associated services as necessary from other public works related agencies.”

IPWMAN is not organized for profit and no part of the earnings shall inure to the benefit of any member or officer except as compensation for services rendered or for necessary expenses actually incurred and as authorized by the Board of Directors.

1.4 Authority. The Illinois Public Works Mutual Aid Network was organized under the provisions of the Illinois Intergovernmental Cooperation Act on September 17, 2008 and was incorporated under Illinois law as a Not-for-Profit Corporation on January 22, 2009.

The Illinois Intergovernmental Cooperation Act, 5 ILCS 220/1 et seq., provides that any power or powers, privileges or authority exercised or which may be exercised by a unit of local government may be exercised and enjoyed jointly with any other unit of local government including a unit of local government from another state.

Illinois Public Works Mutual Aid Network membership is in full force and in effect with the passage and approval of an executed Mutual Aid Agreement in the form approved by the Board of Directors, a companion ordinance, resolution or other legally binding document by a participating agency, in the manner provided by law, and executed by an authorized representative of a participating public works agency who has the legal authority to sign and enter into the Agreement on behalf of his or her public works agency.

1.5 Registered Agent and Registered Office. The Registered Agent of the Corporation may be either an individual resident in the State of Illinois, or a domestic or foreign corporation authorized to act as such agent. The Corporation shall continuously maintain such an agent in the State of Illinois. A new Registered Agent shall be appointed if the office of such agent becomes vacant for any reason, or such agent becomes disqualified or incapacitated to act, or if the Corporation through the Board of Directors revokes the appointment of such agent by duly adopted resolution. The new appointment shall be made by duly adopted resolution of the Board of Directors and submission of the appropriate statement to the office of the Illinois Secretary of State. Such Registered Agent shall be recognized as an agent of the Corporation on whom any process, notice, or demand required or permitted by law to be served on a Corporation may be served.

1.6 Corporate Seal. The Corporation shall have a seal, which shall have inscribed thereon "Illinois Public Works Mutual Aid Network, Inc." and the year of incorporation.

Article Two Membership, Ratification and Termination of Membership

2.1 General Membership. Membership shall be limited to public works related agencies and individuals as described in Article One, paragraph 1.3 and as defined in the Illinois Compiled Statutes.

2.2 Membership Types. The Board of Directors, with the advice of the Membership Committee, and by majority vote shall be the sole authority to establish membership status and classification. There are hereby established, the following types of membership:

- a. Agency Members.* This class of membership is open to all public works related agencies, as defined in Article One, paragraph 1.3. Agencies may be allocated multiple memberships, based on agency size and/or type and as determined by Board of Directors policy.

- b. Associate Members.* This class of membership is open to members of public works related Agency Individuals, Business and Professional Organizations/Associations, but who do not qualify as Agency Members. This class of membership would have two types: Corporate and Individual.

- c. ***Affiliate Members.*** This class of membership is open to all other persons having an interest in the network. This class will have only one type of member: Individual.
- d. ***Professional Liaison Members.*** This class of membership would apply to individuals designated by other professional mutual aid organizations and/or state and federal agencies involved in emergency and disaster response and recovery, to provide counsel, advice and support for the mission of IPWMAN. This type of member would not pay dues, but would be granted the same participation and voting privileges as Affiliate Members.

2.3 Voting Privilege. The privilege of holding elective office and, serving on the Executive Committee of IPWMAN is reserved for *Agency Members*. *Associate Members* are permitted to vote in all elections, serve on and chair Committees (other than the Executive Committee) and otherwise serve the IPWMAN, but may not hold elective office. *Affiliate and Professional Liaison Members* are permitted to serve on and vote on Committees (other than the Executive Committee), however are not eligible to serve as Committee chairs or have voting privileges at Board of Directors meetings.

2.4 Termination of Membership. Members who fail to meet their obligations in accordance with the terms of the Illinois Public Works Mutual Aid Network Agreement or with these By-laws may be suspended or removed from membership by a two-thirds vote of the Board of Directors. Prior to the initiation of any disciplinary action against a member, the member will be notified of a hearing and shall have a right to appear before the Board of Directors.

Article Three Board of Directors

3.1 General Powers. The affairs and activities of the Corporation shall be managed by or under the direction of its Board of Directors (“Board”).

3.2 Composition of the Board. The Governing body of IPWMAN shall be the Board of Directors, consisting of twenty (20) elected members, representing the following:

- 2 members from each of the eight (8) IPWMAN regions (Shown in Exhibit 1).
- The President
- The Vice-President
- The Secretary/Treasurer
- The Immediate Past President.

In the event there are no eligible members able to serve as Board representatives of a particular region, then a member from outside the region may be selected to represent that region.

All officers and members of the Board of Directors shall serve without compensation.

3.3 Term. Each Regional Director will serve a three-year term.

Initially, beginning in October of 2009, terms shall be staggered, rotating according the following schedule:

IPWMAN Regions	3, 6 and 8	3-year terms
IPWMAN Regions	2, 7 and 9	2-year terms
IPWMAN Regions	4 and 11	1-year term

Following the initial elections, terms shall be for three years.

3.4 Vacancy on the Board of Directors. In the event a vacancy should occur in one or more of the Regional Director positions by reason of lack of eligible candidate, resignation, removal, death or election to another office, the remainder of the term of office shall be filled by the appointment of a replacement recommended by the member agencies from that particular region. The appointment is to be confirmed by the remaining members of the Board.

If, within sixty (60) days of the notice of the vacancy, the Region fails to achieve consensus on a replacement, the Board of Directors is hereby authorized to designate a replacement from any Region to represent the members of the affected Region until the next opportunity to conduct an election, at which time a successor will be elected to complete the remainder of the term (if any).

3.5 Authority. The Board of Directors shall have the authority to take all appropriate actions and to perform all duties required to accomplish the purposes of IPWMAN.

3.6 Regular Meetings. The Board of Directors shall convene at least annually at a time and place specified by the Board. The President shall preside at the meeting and conduct business for IPWMAN. Draft minutes of these meetings shall be available to all members at least 30 days before the following meeting.

3.7 Annual Membership Meeting. The Annual Meeting of the IPWMAN membership shall be held during the month of October each year at a time and place specified by the Board of Directors.

3.8 Special Meetings. The President, at his or her discretion, or a majority of the Executive Committee, or any six members of the Board of Directors, or five percent (5%) of the membership may call a special meeting of the Corporation by giving at least five days advance written notice to each member, specifying the time, place, and purpose of the meeting.

3.9 Quorum. Ten (10) members of the Board of Directors shall constitute a quorum thereof. Twenty percent of the membership shall constitute a quorum to conduct business at a regular or special meeting of the membership.

3.10 Waiver of Notice. Any member may waive notice of any meeting, and attendance of such member at any meeting shall constitute a waiver of notice of such meeting.

3.11 Committees and Advisory Bodies. Committees exist for the purpose of implementing the vision, mission, goals and legal obligations of the Corporation. The Board of Directors may, from time to time, establish or appoint one or more committees, task forces or advisory bodies.

All member types are encouraged and allowed to serve on committees, however, the chair must be an Agency or Associate member. All members shall serve at the pleasure of the Board of Directors. The following standing committees are hereby established:

- Finance
- Management
- Membership
- Nominating
- Operations
- Training

The duties and responsibilities of all Committees shall be as defined in the Administrative Policy Manual of IPWMAN. The Board of Directors may establish additional committees or Task Forces if and when the need arises.

3.12 Action without Meeting. If a matter of immediate and critical need shall arise requiring action of the Board of Directors and it is impracticable to wait to convene a regular or special meeting, the matter may be submitted electronically to each member entitled to vote thereon for consideration upon approval of not less than two Executive Committee members. The notice of proposal shall specify a deadline for voting on the matter submitted not less than seven (7) days from the date of notice. If approved by a majority of the members of the Board of Directors, or the required number of votes that may be elsewhere specific in these by-laws, the action so approved shall be considered the same as though approved at a formal meeting.

Article Four Executive Officers

4.1 Executive Officers of the Corporation; The executive officers of the Corporation shall be a President, a Vice President, Secretary/Treasurer, Immediate Past President, and two members of the Board of Directors selected by the Board of Directors, who together shall constitute the Executive Committee. All such officers shall be members of the Board of Directors. The Executive Committee of IPWMAN shall be elected from the Board of Directors members who shall have been members in good standing of the Corporation for at least one year prior to their election.

4.2 Term. The Officers of the Corporation shall hold office for a term of two (2) years or until their successors have been duly elected, providing they continue to qualify for active membership during their term of office. All officers may be re-elected or appointed for additional terms of office. The Vice-President, upon completion of his/her two-year term of

office will transition to the position of President for a two-year term. The Vice-President would have the right to decline the position of President if circumstances would prevent him/her from being able to serve as President. The outgoing President will remain as a voting member on the Board of Directors as the Immediate Past President for a two-year term. Upon completion of the position of Immediate Past President, the officer would be eligible to pursue another officer position within the organization. The President, consistent with Section 5.1b and subject to advice and consent of the Board of Directors, will fill vacancies to positions on the Executive Committee within the two-year terms.

4.3 The President. The President shall:

- a. Be the principal executive officer of the Corporation and shall act as the Chairman of the Board of Directors.
- b. Supervise and control all of the business and affairs of the Corporation, subject to the general oversight of the Board of Directors.
- c. Preside at all meetings of the Board of Directors and the Executive Committee.
- d. Serve as an Ex-Officio member of all committees
- e. Sign, with the Secretary or any other proper officers of the Corporation, any deeds, mortgages, bonds, contracts, or other instruments which the Board of Directors has authorized to be executed, except in cases where the signing and execution thereof has been expressly delegated by the Board of Directors to some other officer or agent of the Corporation, or shall be required by law to be otherwise signed or executed.
- f. Perform all duties incident to the office of President and such other duties as may be prescribed by the Board of Directors from time to time.
- g. Make all committee appointments with the advice and consent of the Board of Directors.

4.4 The Vice President. In the absence of the President or in the event of his or her resignation, death, inability or refusal to act, the Vice President (or in the event of his or her death, inability or refusal to act, the Secretary/Treasurer) shall:

- a. Perform the duties of the President and, when so acting, shall have and exercise all the powers of and be subject to all the limitations upon the President's powers.
- b. Serve as an assistant to the President and may perform such other duties as from time to time may be assigned to him by the President or the Board of Directors.
- c. If a vacancy occurs in the office of the President, the Vice-President will succeed in that office for the remainder of the term.

4.5 The Secretary/Treasurer. The Secretary/Treasurer shall:

- a. Keep the records of the Corporation.
- b. Prepare a written record of the meetings and any formal proceedings of the Corporation and make copies of such minutes available to each of the members.
- c. Record and keep all official correspondence of the Corporation.
- d. Keep an official register of each member of the Corporation.
- e. Have charge of and safely keep all such additional books and papers as the Board

may direct.

- f. Have custody of the seal of the Corporation and affix such seal to all documents, the execution of which, on behalf of the Corporation under its corporate seal, has been duly authorized in accordance with these by-laws.
- g. Have general oversight over all funds and securities of the Corporation.
- h. Have authorization, along with at least one other member from the Executive Committee, to endorse, or cause to be endorsed in his or her name, on behalf of the Corporation, all checks, notes or other obligations and evidence of the payment of money paid by the Corporation coming into his or her possession, or other officers or employees.
- i. See that all funds received by or on behalf of the Corporation are promptly deposited in such banks or trust companies as may be selected as depositories of the Corporation by the Board and shall also see that all securities are placed in safe-keeping in the manner directed by the Board.
- j. Pass on the electronic system of accounts and reports and provide for general overseeing and audit thereof. The report of each such audit shall be submitted to the Board.
- k. Prepare a budget annually for review by the Board of Directors and file any reports required by any government agency (i.e. IRS Tax Return, Secretary of State Annual Report of Officers).
- l. Perform all duties, which are incident to the office of Secretary/Treasurer of a not for profit corporation subject, however, at all times to the direction and control of the Board.
- m. Chair the Finance Committee.
- n. Serve as Ex Officio member of the Audit Committee.
- o. Set time and date for the annual audit.
- p. At the expiration of the Secretary/Treasurer's term of office, he/she shall turn over to his/her successor, all books, papers, records, electronic data, money, securities and other valuable effects belonging to the Corporation, taking receipt for same from his/her successor.
- q. Administer the election of the Board of Directors.

4.6 Immediate Past President. The Immediate Past President shall:

- a. Co-chair of the Annual Conference/Meeting Committee.
- b. Co-chair the Nominating Committee.
- c. Serve as one of the two (2) at-large members of the Executive Committee
- d. Assist the President, as requested.

Article 5 Nominations and Elections

5.1 Nominating Committee.

- a. For all elections, the President shall appoint a Nominating Committee consisting of five (5) members. It shall be the duty of the Nominating Committee to provide a slate of qualified candidates to fill the offices of IPWMAN. The current officers shall not serve as Nominating Committee members.
- b. This committee is also empowered to recommend replacements for vacancies on the Executive Committee to the Board of Directors that are not covered elsewhere in these By-Laws.
- c. Any member may submit a nomination for candidates for the Board of Directors and/or Executive Committee.

5.2 Election Procedures. Elections to the Board of Directors shall be by paper or electronic ballot sent to the each member at the address on file with the Secretary/Treasurer. The person receiving the highest number of votes shall be declared elected. The President shall appoint a three member Teller Committee to count ballots and certify elections. The Teller Committee shall tabulate the votes and report the results to the Board of Directors. Elected officers shall be installed at the next annual meeting and shall assume their duties of office at that time. Uncontested elections may be held by voice vote at the Annual Meeting.

Article Six Administrative Officers and Personnel

6.1 Designation of Administrative Officers. The Board of Directors shall designate titles, appoint and discharge such administrative staff officers of the Corporation, as it shall deem necessary. Such administrative staff officers shall not be members of the Board and such appointees shall hold their offices for such term, exercise such powers, and perform such duties as shall be determined from time to time by the Board. The duties and responsibilities of all appointed staff personnel shall be defined in the IPWMAN "Administrative Policy Manual". Such Administrative Officers shall serve at the pleasure of the Board of Directors

6.2 Compensation. If applicable, the Board of Directors shall determine compensation and benefits for all administrative staff.

Article Seven Indemnification of Officers, Board of Directors, Employees and Agents

7.1 Actions other than by or in the Right of the Corporation. The Corporation and its Board of Directors has the power to indemnify itself though insurance or bonds as it deems necessary for the good of the organization.

7.2 Insurance. The Corporation shall have the power and authority to purchase and maintain insurance on behalf of any person who is a member, employee or agent of IPWMAN or is serving at the request of the Corporation against any liability asserted against him or her as a result of, or in any capacity representing IPWMAN.

7.3 Indemnification All Executive Officers shall be bonded by the Corporation in such form and amount as may be determined by the Board of Directors, the cost of such bond shall be borne by the Corporation.

Article Eight

Contracts, Loans, Checks, Deposits, Dues and/or fees and Gifts

8.1 Contracts. The Board may authorize any officer or agent of the Corporation, in addition to the officers so authorized by these by-laws, to enter into any contract or sign any instrument in the name of the Corporation, and such authority may be general or confined to specific instances.

8.2 Borrowing. No loan shall be contracted on behalf of the Corporation and no evidence of indebtedness shall be issued unless authorized by a resolution of the Board. Such authority may be general or confined to specific instances.

8.3 Checks and Drafts. All checks, drafts or other orders for the payment of money, notes or other evidences of indebtedness (issued in the name of the Corporation) shall be signed by such officers or agents of the Corporation as shall from time to time be determined by the Board. In the absence of such determination by the Board, such instruments shall be signed by the Secretary/Treasurer and countersigned by the President or the Vice President.

8.4 Deposits. All funds of the Corporation shall be deposited from time to time to the credit of the Corporation in such banks, trust companies or other depositories as the Board may select.

8.5 Membership Dues and/or Fees. Membership dues and/or fees will be determined by the Board of Directors. The amount of the membership dues and/or fees shall be reviewed and established annually by the Board of Directors. Dues and/or fees shall be due within thirty (30) days of January 1 of each year.

The Board of Directors will determine the method and amount of any other fees to be charged or assessed by the Corporation.

8.6 Gifts. The Board may accept on behalf of the Corporation any contribution, gift, bequest or devise for the general purposes or for any special purpose of the Corporation, unless otherwise prohibited by law.

8.7 Reimbursement. The Board shall adopt reimbursement procedures and associated policies.

Article Nine

Fiscal Year, Books and Minutes

9.1 Fiscal Year. The fiscal year and business year of the corporation shall begin on January 1 and end on December 31.

9.2 Books and Minutes. The Corporation shall keep correct and complete books and records of account and shall also keep minutes of the meetings of its Board.

Article Ten Distribution of Assets upon Dissolution

If at any time the dissolution of this Corporation is authorized pursuant to the General Not-For-Profit Corporation Act of the State of Illinois, the members of the Board of Directors then holding office as such shall distribute the assets of the Corporation remaining after payment, satisfaction and discharge, or adequate provision therefore, of all liabilities and obligations of the Corporation, to a domestic or foreign corporation, charity or organization engaged in activities substantially similar to those of this Corporation, pursuant to a plan of distribution as duly adopted by the Board. The Board shall incur no personal liability for failure to ascertain, after a reasonable examination, the existence of any contributor.

Article Eleven Amendment to Articles of Incorporation

The Articles of Incorporation of this Corporation may be changed or altered pursuant to the statutes of the State of Illinois. Proposed amendment(s) shall be adopted upon receiving the affirmative vote of at least seventy-five percent (75%) of the ballots received from the members of the Corporation, provided, however, that such amendment(s) shall not become effective until a certificate of amendment is issued by the Secretary of State of the State of Illinois.

Paper or electronic ballots shall be sent to each member. The deadline for the return of the ballots shall be established by the Board of Directors, but shall be a minimum of at least thirty (30) days from the date the ballots were distributed to the members.

Article Twelve Amendment to By-Laws

The By-Laws of the Corporation may be repealed, modified, altered, or amended at the annual meeting of the Board of Directors, by an affirmative vote of at least three-fifths (60%) of the members present provided, however, that no repeal, modification, alteration or amendment may be adopted at the regular or special meeting where introduced unless the Secretary, at least thirty (30) days before such meeting, shall have provided, by paper document or electronically, a copy of such proposed amendment to each member.

Article Thirteen

Retention of Property Interest

All right, title, and interest, both legal and equitable in and to property of the Corporation shall remain in the Corporation. If such property shall be in the possession of a member, Executive Officer, Administrative Officer or such other person so entrusted, it shall be immediately returned to the Corporation in the event of that person's death, resignation, removal or such other action disassociating that person with the Corporation.

Article Fourteen Rules of Procedure

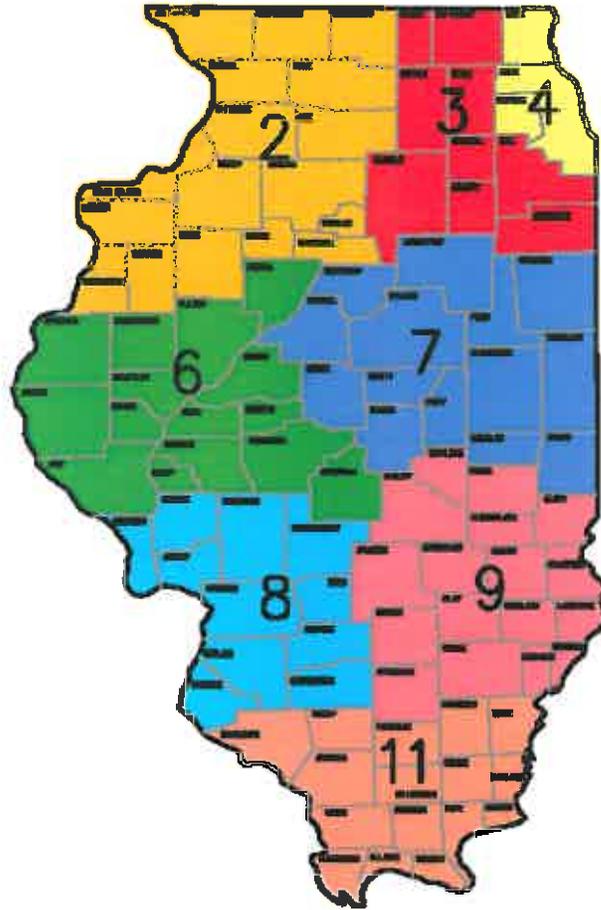
The rules contained in the current edition of "Robert's Rules of Order – Revised" shall govern the procedural conduct of the Board of Directors and Executive Committee and its committees and advisory bodies in all cases to which they are applicable and in which they are not inconsistent with these By-laws. Additionally, the Board may adopt its own rules of procedure, which shall not be inconsistent with these by-laws.

Article Fifteen Establishing an Interim Board of Directors

Until the initial elections are held and the Board of Directors assumes office, the Illinois Public Works Mutual Aid Network Steering Committee shall serve as the Interim Board of Directors for the Illinois Public Works Mutual Aid Network, Inc. (IPWMAN).

Exhibit 1

IPWMAN REGIONAL MAP



IPWMAN Policy Manual



IPWMAN Policy Manual

Table of Contents

Committees.....	2
Donations	6
Dues.....	8
Job Description.....	10
Media and Public Information Release.....	14
Membership.....	16
Nomination/Election Procedures	18
Officer and Director Conflict of Interest	20
Open/Executive Meetings of the Board of Directors	23
Purchasing	24
Reimbursement.....	26
Use of IPWMAN Logo.....	28
Use of IPWMAN Mailing List	29

Illinois Public Works Mutual Aid Network, Inc.

Operating Policy

Title: **Committees**

Approved by Board of Directors: Adopted 09/21/10

Effective Date: December 10, 2009, revised 04/10/10, 05/21/10, 09/11/10, 10/19/11

Purpose

Committees exist for the purpose of implementing the mission, vision, goals and legal obligations of the Corporation. The Board of Directors may from time to time establish or appoint one or more committees, as the need arises. Committee members are selected by the Board and shall serve at the pleasure of the Board.

Board of Directors

The Board of Directors will be comprised of twenty (20) elected members. The Board of Directors shall have the authority to take all appropriate actions and to perform all duties required to accomplish the purposes of IPWMAN. The Board members will be as follows:

- President
- Vice-President
- Secretary/Treasurer
- Immediate Past President
- 2 members from each of the eight (8) IPWMAN regions – Regional Directors

Executive Committee

The executive committee is empowered to meet and act on special circumstances, when necessary, between Board meetings. The Executive Committee will be as follows:

- President
- Vice-President
- Secretary/Treasurer
- Immediate Past President
- One (1) Regional Director

Committee Members

Members to the committee shall be any member of IPWMAN that is in good standing with the organization. Eligible committee members shall be an agency member, associate member and/or an affiliate member. The chair of the committee shall be voting members of IPWMAN. A voting member is an agency member or an associate member. The chair and majority of the membership of any committee shall be a voting member and the effective control of the committee will be retained by the chair.

Standing Committees

The following committees are standing, permanent committees of IPWMAN. At the discretion of the Board, non-standing, temporary committees can be created. Committees are established and appointed by the president and ratified by the Board. Each committee will consist of the chairperson and a minimum of two (2) members. The following standing committees are established:

- Operations
- Membership
- Training
- Finance
- Nominating
- Management

Role of Operations Committee

The Operations Committee shall oversee the following IPWMAN activities:

- Regulations Coordinators
- Operations Plan
- Credentialing
- Strike team (ST) team organization
- Task force (TF) team organization
- Response teams
- Administrative Support teams
- Documentation teams
- Supply teams
- SEOC staffing
- Emergency Operations Plan (EOP)
- Resource Data Base
- Call Center
- Communications
- Standards

Role of Membership Committee

The Membership Committee shall oversee the following IPWMAN activities:

- Marketing Plan
- Review/Screening of members
- Promotion
- Web Site
- Speakers Coordination
- Liaison with other organizations
- Member Roster

Role of Training Committee

The Training Committee shall oversee the following IPWMAN activities:

- Training Plan
- Training Delivery
- NIMS Compliance
- Training Exercises
- Annual Meeting
- After Action Reports

Role of Finance Committee

The Finance Committee shall oversee the following IPWMAN activities:

- Budget
- Insurance
- Dues
- Accounting
- Archives
- Annual audit
- Grants
- Tax Returns
- Financial Reporting

Role of Nominating Committee

The Nominating Committee shall oversee the following IPWMAN activities:

- Nominations
- Elections
- Tellers
- Recruiting

Role of Management Committee

The Management Committee shall oversee the following IPWMAN activities:

- Operating Policies
- Policy Manual
- By-Laws
- Agreements
- MOU's

Illinois Public Works Mutual Aid Network, Inc.

Operating Policy

Title: **Donations Policy**

Approved by Board of Directors:

Effective Date: December 10, 2009, revised 4/10/10

Policy

It is the intent of IPWMAN, an Illinois not-for-profit corporation, the Governing Board, officers and members to at all times maintain the highest ethical standards which meet and exceed those set forth by federal and state statute. Since the basis on which IPWMAN must operate consists of the trust and confidence of its members, the public, and the many governmental entities with which it works, it is the goal of IPWMAN to set forth clear and concise policies to ensure that said trust and confidence never waivers.

Purpose

The purpose of this document is to outline the conditions under which IPWMAN will or will not accept donated funds, services, or items.

Procedure

1. General Conditions

IPWMAN will accept donations from any person, group, organization or any other entity interested in supporting the mutual aid mission of IPWMAN. The organization will comply with all federal and state ethics and tax laws with regard to charitable donations.

2. Prohibitions

IPWMAN will not accept any contributions directly or indirectly from a person, organization or other entity who or which:

- a. Proposes to provide a contribution to IPWMAN in the future, based upon a percentage or portion of sales of goods or services to its members or upon the provision of its mailing list by IPWMAN.
- b. Proposes that IPWMAN "certify", support, endorse, or recommend their product or service.
- c. Has conditioned such contribution upon the purchase of goods or services that IPWMAN has made or is considering
- d. Exceptions to this paragraph are as follows:

- i. Vendors and business partners who were chosen as vendors or business partners because they were; State bid vendor, Federal GSA vendor or low bidder in an open competitive bid process
 - ii. Any donation accepted from said vendors/business partners must be unsolicited by IPWMAN
 - iii. All donations for goods, funds or services made by said vendors/business partners must be approved by the IPWMAN Governing Board.
- e. IPWMAN prohibits any person, organization or other entity who donates goods or services to IPWMAN to reference in any of its literature, sales brochures, websites, or other forms of advertising the IPWMAN organization, its logo, or other insignia. Should any vendor engage in such activity, it will be sent through legal counsel a written request to cease and desist, and IPWMAN will pursue all other legal avenues as deemed appropriate by the appropriate grieving board.
- f. Contractors for IPWMAN are prohibited from accepting donations from entities as described above while under contract to IPWMAN and without the consent of the IPWMAN Executive Committee.

3. Earmarks, Acceptance and Disbursements

IPWMAN will, to the best of its ability and within legal and ethical guidelines, comply with any earmarks requested by the contributor.

Funds, equipment and services contributed will be used to further the IPWMAN mission and goals.

Prior to acceptance, all donations must be approved by the respective Executive Committee and report to the respective Governing Board.

Illinois Public Works Mutual Aid Network, Inc.

Operating Policy

Title: Dues

Approved by Board of Directors:

Effective Date: December 10, 2009, revised 4/10/10

Dues

Statement of Policy

IPWMAN is a Not-for-Profit Corporation. Annual membership dues will be required of all members per the table below. Membership dues and/or fees will be determined by the Board of Directors. The amount of the membership dues and/or fees shall be reviewed and established annually by the Board of Directors. Dues and/or fees shall be due within thirty (30) days of January 1 of each year. All members will be invoiced for their annual dues/fees.

Dues/Fees Structure

Member Type	Agency Member (population)	Dues (\$)
Agency Type I	< 15,000	100
Agency Type II	15,001 to 75,000	250
Agency Type III	> 75,000	500
Agency – Individual	N/A	50
Associate – Corporate	N/A	250
Associate– Individual	N/A	50
Affiliate	N/A	50
Professional Liaison	N/A	N/A

Prorating of Dues/Fees

For members joining IPWMAN, their first payment of dues will be prorated based on when the agency becomes a member. Dues/fees will be prorated by quarter. The fees will be prorated as denoted in the following table.

Month of membership	Percent of annual fee
January, February, March	100
April, May, June	75
July, August, September	50
October, November, December	25

Illinois Public Works Mutual Aid Network, Inc.

Operating Policy

Title: **Job Description**

Approved by Board of Directors: 09/21/10

Effective Date: December 10, 2009, revised 4/10/10, 05/21/10, 06/08/10, 09/10/10

The following denotes the job description for the IPWMAN Board of Directors.

President

The President is the principal executive office of the Corporation and shall act as the Chair of the Board of Directors (Board).

The President chairs meetings of the Board after developing the agenda. He/she will encourage the Board's role in strategic planning, and help guide and mediate Board actions with respect to organizational priorities and governance concerns.

The President will supervise and control all business and affairs of the Corporation. He/she will preside at all meetings and serve as Ex-Officio member of all committees. The President will appoint the chairpersons of committees, in consultation with other Board members.

The President shall monitor financial planning and financial reports and plays a leading role in fundraising activities. The president shall sign, with the Secretary or any other proper office of the Corporation, any deeds, mortgages, bonds, contracts, or other instruments which the Board of Directors has authorized to be executed, except in cases where the signing and execution thereof has been expressly delegated by the Board to some other officer or agent of the Corporation, or shall be required by law to be otherwise signed or executed.

The President shall perform all duties incident to the office of President and such other duties as may be prescribed by the Board from time to time.

Vice President

The Vice President is a member of the Board and performs the President's responsibilities when the President cannot be available. When so acting as the President, the Vice President shall have and exercise all of the powers of and be subject to all the limitations upon the President's powers.

The Vice President shall serve as an assistant to the President and may perform such other duties as from time to time may be assigned to him/her by the President or the Board.

If a vacancy occurs in the office of the President, the Vice President will succeed in that office for the remainder of the term.

Secretary/Treasurer

The Secretary/Treasurer shall keep all records and correspondence of the Board. He/she shall prepare a written record of the proceedings of the Board and any formal proceedings of the Corporation. Copies of the minutes will be made available to each of the members. An official register of each member of the Corporation shall be maintained. The Secretary/Treasurer will have charge of and safely keep all such additional books and papers as the Board may direct.

The Secretary/Treasurer will have custody of the seal of the Corporation and affix such seal to all documents, the execution of which, on behalf of the Corporation under its corporate seal, has been duly authorized in accordance with the by-laws.

As Treasurer, the Secretary/Treasurer shall have custody and general oversight of the funds, securities, and to the valuable effects in the name of and to the credit of the Board. The Secretary/Treasurer will be authorized to endorse, or cause to be endorsed in his or her name, on behalf of the Corporation, all checks, notes or other obligations and evidence of the payment of money paid by the Corporation coming into his or her possession, or other officers or employees.

The Secretary/Treasurer shall receive all monies due to the Board, depositing them in a bank or in other safe and secure investments approved by the Executive committee, all of which shall be in the name of the Board. The Secretary/Treasurer shall maintain an electronic system of accounts and financial reports and provide periodic reports to the IPWMAN Board for purposes of general oversight and audit thereof. The Secretary/Treasurer will set the time and date for the annual audit. The report of each such audit shall be submitted to and approved by the Board. An annual budget will be prepared for review and approval by the Board. The Secretary/Treasurer will file any reports required by any government agency or as a condition of any grant awarded to IPWMAN.

The Secretary/Treasurer shall perform all duties, which are incidental to the office of Secretary/Treasurer for a not for profit corporation subject, however, acting at all times at the direction and control of the Board.

Upon the expiration of the term of office, the secretary/treasurer shall turn over to his/her successor, all books, records, papers, executed contracts, documents, or other property of the Board in his/her custody.

The Secretary/Treasurer shall chair the Finance Committee and serve as an Ex-Officio member of the Audit Committee. They shall administer the election of the Board of Directors.

The Secretary/Treasurer shall act as the Freedom of Information (FOI) officer and will be responsible for responding to all requests for documents under the Freedom of Information Act (FOIA). The

Secretary/Treasurer may appoint a qualified designee to perform or assist with tasks related to FOI requests.

Resource Coordinator

The position of Resource Coordinator (RC) is critical to a successful IPWMAN response. The RC works with the Requesting Agency to identify options for providing the resources needed to satisfy the mission as efficiently as possible. The RC may be coordinating resources for multiple responses and multiple operational periods. In all cases the RC works to insure that member resources are utilized appropriately and supported properly, and returned to their agencies safely.

The RC, upon notification from the Call Center, responds to requests for assistance in a manner prescribed in the IPWMAN Operations Manual. The general procedures are as follows:

Requesting Assistance¹

Step 1—Requesting Agency Assessment

The Requesting Agency identifies the specific need(s) and requirement(s) based on the IPWMAN Mutual Aid Assistance Request Form. (See Appendix)

Step 2—Requesting Agency contact IPWMAN

1. The Requesting Agency calls the IPWMAN Call Center. The Call Center obtains the details of the specific resource need(s) by fax, EMNet, e-mail or voice call.
2. The Call Center will then contact an IPWMAN Board Member, who will determine if an IPWMAN response is warranted. The Board Member will in turn assign the appropriate Resource Coordinator (RC) for the response.
3. The IPWMAN Call Center forwards the request information to the assigned IPWMAN RC.
4. At the direction of the RC, the IPWMAN Call Center activates a mass notification of the IPWMAN member agencies reporting the incident and requesting that they stand by until a specific request is received from the RC.

Step 3—Resource Coordinator contacts Requesting Agency

The assigned RC will contact the Requesting Agency, opening a dialogue which will include situation status and missions to be accomplished. The purpose of the dialogue is to determine the most effective and efficient use of resources to accomplish the mission.

During a significant incident (such as a tornado or other natural disaster), IPWMAN resources may be requested from multiple agencies. Agencies may also be requesting public works resources through mutual aid agreements other than IPWMAN. In order to

provide an organized, sustainable response, IPWMAN and all other public works resources should be coordinated through a single agency or point-of-contact when practicable. The RC must also insure that local resources are properly utilized prior to deployment of IPWMAN resources from outside of the local incident area. In such cases the RC shall contact the local county Emergency Management Coordinator for the incident. Contact information for the coordinators is available at the IEMA website, www.state.il.us/iema. Click on contacts and you will see that as you roll over a county on the map, the coordinators' information becomes available.

Step 4—Resource Coordinator contacts Responding Agency(ies)

Once the needed resources are identified, the RC contacts potential responder(s) to obtain those resources. Functional Response Teams are deployed to the Requesting Agency's staging area.

1. The IPWMAN RC identified available resources and arranges for the response.
2. The Requesting Agency is notified by the IPWMAN RC that the requested resources have been deployed with details of the resourcing by fax e-mail, and/or phone call.
3. The IPWMAN Call Center is notified by the IPWMAN RC that the resource request has been addressed.
4. The IPWMAN Call Center provides periodic mass-notifications to IPWMAN members regarding incident status updates.
5. If IPWMAN resources are responding to an incident outside of the home county, the RC will notify the county office of Emergency Management for the home county what resources are being deployed and the expected duration of the deployment.

All Resource Coordinators are appointed by the IPWMAN President.

¹This language is taken directly from the Operations Manual and should be amended in conjunction with language changes in the Operations Manual. In the event of a conflict in language, the language in the Operations Manual shall apply.

Illinois Public Works Mutual Aid Network, Inc.

Operating Policy

Title: Media and Public Information Release Policy

Approved by Board of Directors: 09/21/10

Effective Date: December 10, 2009, revised 4/10/10, 09/10/10

Media and Public Information Release Policy

Statement of Policy

The Illinois Public Works Mutual Aid Network (IPWMAN) by its very nature is involved in providing assistance in both emergency and non-emergency situation issues. While recognizing that providing information to the citizenry via various media outlets is important and useful, it is critical to the effectiveness of public safety and security to maintain the confidentiality of Illinois' homeland security plans. It is the policy of IPWMAN to carefully protect the details of its response plans, training methods, capabilities, equipment and tactics.

Purpose

The purpose of this document is to provide guidance to the membership regarding the release of information concerning IPWMAN.

Procedure

1. General Issues

- a) The IPWMAN Board of Directors (Board) respectfully asks IPWMAN member agencies that requests from the media and/or the public for specific information about IPWMAN be directed to President or his/her designee. While it is not the intent of the IPWMAN Board to restrict an agency's freedom to deal with its local media, managers are requested to limit specific information about response plans, training capabilities, equipment, methods and tactics for an IPWMAN-funded or sponsored program without permission from the Board or its representatives. This is especially important when responding to media requests on a State or National level.
- b) Membership managers should be aware that in order to procure certain homeland security equipment and technology, IPWMAN must sign non-disclosure agreements. Members are asked to refrain from publicly discussing such equipment without first contracting the IPWMAN Board.
- c) During emergency response deployments, all media requests should be directed to the Incident Commander assigned to the event.

2. Legal Issues

- a) This policy is not intended to restrict any agency from responding to lawful requests for information or records such as subpoenas or Freedom of Information Act requests.
- b) Member agency managers should familiarize themselves with the Freedom of Information Act with specific attention to recent exemptions for technical and tactical information. IPWMAN requests that any FOIA filed with a member agency regarding any IPWMAN-funded or sponsored program be forwarded to the Board as soon as possible.

3. Public Presentations

- a) IPWMAN will provide a standard “talking points” document and a standard Power Point slide show about IPWMAN programs which will be available from the IPWMAN Board.

Illinois Public Works Mutual Aid Network, Inc.

Operating Policy

Title: **Membership**

Approved by Board of Directors:

Effective Date: December 10, 2009, amended 4/10/10, 06/08/10, 07/27/10, 09/11/10

Membership¹

Statement of Policy

IPWMAN is organized to provide a system of Mutual Aid among participating public works agencies. Membership shall be limited to public works related agencies and individuals. In accordance with the by-laws, membership will be designated into four (4) classes.

Agency Members

This class of membership is open to all public works related agencies. A public works agency includes but is not limited to, local municipal public works departments, township road districts, unit road districts, county highway departments, public water agencies and public wastewater agencies or any other governmental entity that performs a public works function.

Associate Members

This class of membership is open to members of public works related Agency Individuals, Business and Professional Organizations/Associates, but who do not qualify as Agency Members. These members include but are not limited to, AWPA, IACE, AWWA, WEF, and IDOT.

Professional Liaison Members

This class of membership would apply to individuals designated by other professional mutual aid organizations and/or state and federal agencies involved in emergency and disaster response and recovery, to provide counsel, advise and support for the mission of IPWMAN. These members include but are not limited to, IDOT, MABAS, ILEAS, IESMA, IAEM, APWA, IACE, AWWA, and WEF. These members will not pay dues.

¹See By-Laws, Section 2.3 for voting privileges.

Affiliate Members

This class of membership is open to all other persons that do not qualify as Agency, Associate, or Professional Liaison Members that have an interest in the network. These members can include but are not limited to, elected and appointed local, county, state and federal officials, volunteers, contractors, consulting engineers, supplies and vendors, and the general public.

Ratification and Termination of Membership

All agency members requesting membership must submit the following:

- Signed ordinance
- Signed agreement
- Contact list
- Resources on file memorandum
- Dues

All associate members and affiliate members requesting membership must submit the following:

- Signed agreement
- Contract list
- Resources on file memorandum
- Dues

All membership submittals will be reviewed by the Membership Committee. Upon approval by the Committee, the agreement between the agency IPWMAN will be signed by the President and a copy returned to the agency member. A certificate of membership will accompany the agreement. If the membership committee should deny membership to any agency or individual, all submitted documents will be returned and an explanation of the membership refusal will be provided. Denials may be appealed in writing to the Board of Directors. A two-thirds vote of the Board would be needed to overturn the denial.

Members who fail to meet their obligations in accordance with the terms of the Illinois Public Works Mutual Aid Network Agreement with the By-Laws may be suspended or removed from membership by a two-thirds vote of the Board of Directors. Prior to the initiation of any disciplinary action against a member, the member will be notified of a hearing and shall have a right to appear before the Board of Directors.

Members who fail to pay their annual dues as required by the by-laws will be removed from membership in IPWMAN.

Illinois Public Works Mutual Aid Network, Inc.

Operating Policy

Title: Nomination/Election Procedures

Approved by Board of Directors: 06/15/10

Effective Date: December 10, 2009, revised 4/10/10

Nominations

For all elections, the President shall appoint a Nominating Committee consisting of five (5) members. It shall be the duty of the Nominating Committee to provide a slate of qualified candidates to fill the offices of IPWMAN. The current officers shall not serve as Nominating Committee members.

This committee is also empowered to recommend replacements for vacancies on the Executive Committee to the Board of Directors that are not covered elsewhere in the By-Laws.

Any member may submit a nomination for candidates for the Board of Directors and/or Executive Committee.

Any active agency member in good standing is eligible to hold an office.

The issue of non-contested/contested elections will be left to the discretion of the Board of Directors.

The slate of candidates will be approved by the Nominating Committee and submitted for election.

Agency and Associate members are permitted to vote in all elections.

Terms of Office

The Offices of the Corporation shall hold office for a term of two (2) years or until their successors have been duly elected. All officers may be re-elected or appointed for additional terms of office.

The Regional Directors will serve a three-year term.

Election Procedure

Uncontested elections may be held by voice vote at the Annual Meeting held in October.

Elections to the Board of Directors shall be by paper or electronic ballot sent to each member at the address on file with the Secretary/Treasurer. The person receiving the highest number of votes shall be declared elected. Regional Director positions shall be voted on by members of the region they represent.

The President shall appoint a three (3) member Teller Committee to count ballots and certify elections. The Teller Committee shall tabulate the votes and report the results to the Board of Directors. Elected officers shall be installed at the next annual meeting and shall assume their duties of office at that time.

Mail/FAX Ballot Actions

Mail/fax ballot actions are used to address immediate issues that arise between regularly scheduled board meetings and are ratified at the next Board of Directors meeting.

In order to ensure that a thorough thought process has occurred prior to approval of a recommendation and to ensure that all Board members are aware of each other's concerns prior to approval, the following procedure is enacted with each mail/fax ballot:

1. The Executive Committee will determine if a mail/fax ballot is appropriate for Board approval of a recommendation.
2. The Secretary/Treasurer will allow a two-week time frame for Board response to the mail/fax ballot, allowing the first week for comments to be returned by the Board.
3. If no comments are received by the Secretary/Treasurer within the first week period, the Board will be so notified and be requested to vote – allowing a one-week response.
4. If comments are received by the Secretary/Treasurer within the first week period, those comments will be summarized and faxed/e-mailed to the Board for their review prior to the vote.
5. If the comments are substantive, the president may decide to hold a conference call of the Board to discuss the recommendation prior to the vote. Or if the final vote of the Board by mail/fax is not a quorum, a conference call must occur to provide the Board members the opportunity to debate.
6. The Board will be notified of the results of the mail/fax vote and will ratify their action at the next regularly scheduled board meeting.

Illinois Public Works Mutual Aid Network, Inc.

Operating Policy

Title: **Officer and Director Conflict of Interest**

Approved by Board of Directors: 06/15/10

Effective Date: December 10, 2009, revised 04/10/10

Conflict of Interest Policy and Contract

Statement of Policy

Each member of the Board of Directors of the Illinois Public Works Mutual Aid Network, Inc. (IPWMAN), has a duty to place the interest of the organization foremost in any dealings with or on behalf of the organization. No member shall use his or her position, or the knowledge gained therefrom, in such a manner that a conflict arises between the interest of the organization and his or her personal or business interests.

As much as possible, conflicts of interest shall be avoided. However, the fact that a Director or Officer has a conflict of interest with the organization does not necessarily mean that a professional transaction cannot occur. There *may* be occasions when the Board wants to engage in the transaction, even with the conflict. In accordance with the Illinois General Not for Profit Corporation Act of 1986, et. seq. (805 ILCS 105/), conflicting interest transactions of this organization are protected if:

- Material facts are disclosed or Directors interests or relationships were disclosed or known, and a majority of the disinterested Directors approves the transaction in good faith; and
- The transaction is “fair as to the corporation at the time it is authorized, approved or ratified”.

The method to be used for determining that a particular transaction is fair to the organization is a favorable vote, as outlined in the IPWMAN By-Laws, by those Directors who are not involved in the conflict.

Each Board Member and Officer is expected to provide all material facts and personal interests that may be determined to present a conflict of interest before any discussion or negotiation of such transaction. He/she may not participate in the discussion relating to the transaction, and may not vote on the transaction.

Resolution of any unprotected transaction may necessitate the termination of the professional relationship with a particular vendor or client, or, in the extreme, resignation of one's position within the organization.

Implementation of Policy

To implement this policy, each Board member or Officer of IPWMAN will acknowledge understanding and acceptance of this policy by signing the attached document, and by submitting the report of material facts and personal interests. These reports will be reviewed by the Board of Directors, which will attempt to resolve any actual or potential conflict.

If not previously disclosed, Board members and Officers will make disclosure prior to any relevant action by the Board.

Acceptance of

Illinois Public Works Mutual Aid Network, Inc.

Conflict of Interest Policy

As a Member or Officer of the Board of Directors of the Illinois Public Works Mutual Aid Network, Inc., I hereby acknowledge that I have read and understand this Conflict of Interest policy, and that I accept its conditions as outlined.

Signature

Date

The following is a list of any material facts and personal interests that may conflict with the best interest of the Illinois Public Works Mutual Aid Network, Inc. (please list any current, past or planned personal, professional business or other interests or associations that may be actually or perceived as in conflict with the best interest of IPWMAN. If none, please mark "None").

Illinois Public Works Mutual Aid Network, Inc.

Operating Policy

Title: **Open/Executive Meetings of the Board of Directors**

Approved by Board of Directors: 09/21/10

Effective Date: December 10, 2009, revised 4/10/10, 09/10/10

In accordance with the by-laws, all open session meetings of the IPWMAN are open to the members of the Organization. The location and time of such meetings will be announced in advance. The Board of Directors shall convene at least annually. The annual meeting shall be held during the month of October. Draft minutes of these meetings shall be available to all members at least thirty (30) days before the following meeting.

In accordance with the by-laws, the President, at his or her discretion, or a majority of the Executive Committee, or any six member of the Board of Directors, or five percent (5%) of the membership may call a special meeting of the Corporation by giving at least five (5) days advance written notice to each member, specifying the time, place, and purpose of the meeting.

Executive sessions may be called by the President to discuss litigation, property acquisition, personnel issues, or an issue of a confidential nature; however, any action will be reported in the open session minutes.

All documents retained by IPWMAN are subject to the Freedom of Information Act (FOIA). All requests for documents will be referred to the IPWMAN FOIA officer.

Illinois Public Works Mutual Aid Network, Inc.

Operating Policy

Title: **Purchasing Policy**

Approved by Board of Directors: 09/21/10

Effective Date: December 10, 2009, revised 04/10/10, 05/12/10, 06/08/10, 07/27/10

Purchasing Policy

Purpose of Policy

The purpose of this document is to outline the IPWMAN acquisition and purchase policy and procedure.

Procedure

1. Governing Board and Executive Committee

- a. All contracts must be approved by the Executive Committee and signed by the Board President. In an emergency situation where it is not possible or feasible to obtain the appropriate signatures, contracts may be executed by the Board President or any designated Board member with written consent from a majority of the Executive Committee. For purposes of this section, e-mail is considered written consent.
- b. Any IPWMAN Governing Board member who has a potential conflict of interest shall specifically recuse themselves from the Governing Board action on that matter.
- c. The Executive Committee may establish a Finance Committee in accordance with the by-laws that will meet periodically to review budget issues. The Secretary/Treasurer must chair the Finance committee.
- d. Regardless of who does the research and develops purchases, the President and the IPWMAN Finance Committee will place the actual order after gaining authorization pursuant to the established purchasing process.
- e. The Board shall pass an annual budget authorizing the President or Finance Committee to make purchases, acquisitions, negotiate and enter into contracts and other standard business activity to implement the programs outlined in the annual budget.

2. Board President

- a. The President will keep the Secretary/Treasurer and the Executive Committee informed during the entire purchasing process.
- b. The IPWMAN President and Executive Committee will work closely with staff from the Federal Emergency Management Agency (FEMA), Illinois Emergency Management

Agency (IEMA), the Illinois Terrorism Task Force (ITTF) and other related agencies with regard to grant and purchasing processing.

- c. The President and Secretary/Treasurer will supply the Board with quarterly financial statements regarding all aspects of the IPWMAN budget.

3. Purchasing

- a. All purchased must be pursuant to one of the following conditions:
 - i. State Bid Vendor
 - ii. Federal Fuel Vendor
 - iii. Under \$ 10,000 in value for any single item
 - iv. Competitive bid with a minimum of three bids for items in excess of \$10,000.
 - v. Sole source provider (written documentation and Governing Board authorization required for items in excess of \$10,000).
 - vi. Governing Board Authorization
- b. During an emergency or critical situation, the President may make acquisitions outside of the criteria in (3)(a) above in accordance with Section 1 of the Purchasing Policy.
- c. When, in the sole discretion of the IPWMAN Board, it is determined that a purchase is in the best interest of the membership, the Board may authorize purchases which are not the lowest competitive bid due to the quality, support of service, timeliness in delivery or other such factors.
- d. All contracts and purchases over \$ 100,000 in value must be approved by the Board by a majority vote.
- e. Purchases for use by the Secretary/Treasurer for the performance of the duties of the office may be made without Board approval. These purchases cannot exceed \$ 100 for a single purchase.
- f. A petty cash account will be maintained. The dollar amount of this account will be \$ 200.
- g. No purchase is made without an IPWMAN Purchase Order number or prior approval from the Board.
- h. No equipment with a value over \$ 100 will be distributed without a signed receipt from an authorized representative of IPWMAN.
- i. All equipment distributions will be centralized as much as possible.

4. Audits

- a. All receipts, disbursements, deposits, and other uses of IPWMAN funds must be audited on an annual basis by an independent, licensed audit committee or a Certified Public Accountant, as required by law.

Illinois Public Works Mutual Aid Network, Inc.

Operating Policy

Title: **Travel Reimbursement**

Approved by Board of Directors: October 19, 2011

Effective Date: February 24, 2011, revised 10/19/11

Travel Reimbursement Policy

Purpose of Policy

The purpose of this document is to delineate the policy for travel reimbursement for IPWMAN members. This policy applies to member agents that are traveling for programs that are reimbursed through the federal preparedness grant fund or any board approved travel expenses.

Procedure

It is the policy of IPWMAN to follow the *Travel Guide for State Employees*, as applicable, published by the Governor's Travel Control Board. All travel by IPWMAN grantees is reimbursed through federal preparedness grant funds. Travel for declared, reimbursed emergency events will be paid by IPWMAN funds.

The travel guide is to be used as a resource and informational tool for traveling individuals who will seek reimbursement for expenses through federal preparedness grant funds. The travel guide has been designed to provide personnel with the information necessary to make their travels as problem-free, safe, and economical as possible. The current travel rules for both the Travel Regulation Council and the Governor's Travel Control Board are printed in the guide and are to be followed by all member agents that seek reimbursement of travel expenditures through federal preparedness grant funds.

Travel Reimbursement Paid directly by IEMA/ILEAS Administered Funds

If a member of IPWMAN wishes to use federal preparedness funds retained by the IEMA/ILEAS to pay for travel costs associated with attendance at an IEMA/ILEAS meeting or other homeland security-related event, the following must occur:

- Traveler is required to follow the guidelines of and is limited to the travel reimbursement rates listed in the *Travel Guide for State Employees*, as applicable, published by the Governor's Travel Control Board.
- Traveler must certify that the purpose of travel is in accordance with appropriate Association or Grant Agreement for which reimbursement will be paid and related to the implementation of homeland security-related activities.

- Traveler must complete the IEMA/ILEAS Travel Reimbursement Form in order to claim a travel reimbursement.
- Traveler will submit travel reimbursement no later than 60 days upon completion of travel or within 30 days after the completion of the appropriate grant performance period for which the reimbursement will be funded.

Prior Approval for Out-of-State Travel

All out-of-state travel paid by grant funds require prior approval by the IEMA/ILEAS Chair or his designee. Requests must be submitted in writing a minimum of 30 days prior to the intended dates of travel. The request must include the following information:

- Name of traveler(s)
- Destination
- Travel start date and end date
- Why out-of-state travel is critical to Illinois program
- Estimated cost

Unallowable Travel Costs

The following travel costs are ineligible for reimbursement with federal preparedness funds:

- Individual meals, regardless if receipts are provided. Food and/or beverage reimbursement will be requested according to the per diem allowance (i.e. rate per breakfast and dinner) as outlined in the State of Illinois, Governor’s Travel Control Board, *Travel Guide for State Employees*.
- Blanket approvals for travel costs associated with attendance at meetings, unless authorized, by IPWMAN.

Travel Reimbursement Paid Directly by IPWMAN Funds

If a member wishes to use IPWMAN funds for travel, the traveler must submit their request to the IPWMAN Board for approval before commencing travel. Travel reimbursement approval must be in writing. Duty Officers and Resource Coordinators may have their travel expenses reimbursed for response to an IPWMAN event. The request must include the following information:

- Name of traveler(s)
- Destination
- Travel start date and end date
- Why the travel is critical to IPWMAN
- Estimated cost

With Board approval, the aforementioned travel policies will apply for an approved travel itinerary.

Illinois Public Works Mutual Aid Network, Inc.

Operating Policy

Title: Use of IPWMAN Logo

Approved by Board of Directors: 09/21/10

Effective Date: December 10, 2009, revised 07/27/10

Use of Logo

Statement of Policy

IPWMAN maintains control over the use of the IPWMAN logos in any format. Use of logos is subject to the approval, in writing, of the Board of Directors. The IPWMAN logo is protected by copyright.

Illinois Public Works Mutual Aid Network, Inc.

Operating Policy

Title: Use of IPWMAN Mailing List

Approved by Board of Directors:

Effective Date: December 10, 2009

IPWMAN Mailing List

Statement of Policy

It is the responsibility of the Secretary/Treasurer of the Corporation to keep an official register of each member of the Corporation. This registry is for the official use of the IPWMAN organization. Any other use of this registry is strictly prohibited.

The IPWMAN membership list and contact information may not be sold, leased or permitted to be used without express written consent of the IPWMAN Board of Directors.

ORDINANCE NO. 13-O-_____

**An Ordinance Authorizing Execution of the
Illinois Public Works Mutual Aid Network Agreement (IPWMAN)**

WHEREAS, the Constitution of the State of Illinois, 1970, Article VII, Section 10, authorizes units of local government to contract or otherwise associate among themselves in any manner not prohibited by law or ordinance; and,

WHEREAS, the "Intergovernmental Cooperation Act", 5 ILCS 220/1 et seq., provides that any power or powers, privileges or authority exercised or which may be exercised by a unit of local government may be exercised and enjoyed jointly with any other unit of local government; and,

WHEREAS, Section 5 of the "Intergovernmental Cooperation Act", 5 ILCS 220/5, provides that any one or more public agencies may contract with any one or more public agencies to perform any governmental service, activity or undertaking which any of the public agencies entering into the contract is authorized by law to perform, provided that such contract shall be authorized by the governing body of each party to the contract; and,

WHEREAS, the Mayor and the Board of Trustees of the Village have determined that it is in the best interests of the Village of Willowbrook and its residents to enter into an intergovernmental agreement to secure to each the benefits of mutual aid in public works and the protection of life and property from an emergency or disaster and to provide for public works assistance, training and other necessary functions to further the response and recovery from said emergency or disaster. The principal objective of the public works mutual aid assistance being the response to and recovery from any emergency or disaster and the return of the community to as near normal as quickly as possible.

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

SECTION ONE: That the Mayor and the Village Clerk are hereby authorized to execute an Agreement for participation in the **Illinois Public Works Mutual Aid Network (IPWMAN)**, a copy of said Agreement being attached hereto and being made a part hereof.

PASSED and APPROVED this 11th day of February, 2013 :

APPROVED:

Mayor

ATTEST:

Village Clerk

ROLL CALL VOTE:

AYES: _____

NAYS: _____

ABSTENTIONS: _____

ABSENT: _____

Illinois Public Works Mutual Aid Network Agreement

This Public Works Agreement (hereinafter “Agreement”) is entered into by the Village of Willowbrook which has, by executing this Agreement, manifested its intent to participate in an Intrastate Program for Mutual Aid and Assistance, hereinafter entitled the “Illinois Public Works Mutual Aid Network (IPWMAN)”;

WHEREAS, the Constitution of the State of Illinois, 1970, Article VII, Section 10, (hereinafter “Act”) authorizes units of local government to contract or otherwise associate among themselves in any manner not prohibited by law or ordinance; and

WHEREAS, any community that is a home rule unit of local government under the 1970 Constitution of the State of Illinois and as such may exercise any power and perform any function pertaining to its government and affairs; and

WHEREAS, the Act provides that any one or more public agencies may contract with any one or more other public agencies to set forth fully the purposes, powers, rights, objectives and responsibilities of the contracting Parties; and

WHEREAS, the Illinois Intergovernmental Cooperation Act, 5 ILCS 220/1 et seq., provides that any power or powers, privileges or authority exercised or which may be exercised by a unit of local government may be exercised and enjoyed jointly with any other unit of local government including a unit of local government from another state; and

WHEREAS, the Parties to this Agreement may voluntarily agree to participate in mutual aid and assistance activities conducted under the State of Illinois Intrastate Mutual Aid and Assistance Program and the Interstate Emergency Management Assistance Compact (EMAC). Parties may voluntarily agree to participate in an interstate Mutual Aid and Assistance Program for public works related agencies including, but not limited to; local municipal public works departments, township road districts, unit road districts, county highway departments, public water agencies and public wastewater agencies or any other governmental entity that performs a public works function through this Agreement if such a program were established.

WHEREAS, the Parties hereto are units of local government as defined by the Constitution of the State of Illinois and the Intergovernmental Cooperation Act; and

WHEREAS, the Parties recognize that they are vulnerable to a variety of potential, natural and man-made disasters; and

WHEREAS, the Parties to this Agreement wish to provide mutual aid and assistance to one another during times of disaster or public works emergencies.

NOW, THEREFORE, the Parties agree as follows:

SECTION I: PURPOSE

The Illinois Public Works Mutual Aid Network (IPWMAN) program is hereby established to provide a method whereby public works related agencies, including, but not limited to, local municipal public works departments, township road districts, unit road districts, county highway departments, public water agencies and public wastewater agencies or any other governmental entity that performs a public works function in need mutual aid assistance may request aid and assistance in the form of personnel, equipment, materials and/or other associated services as necessary from other public works related agencies. The purpose of this Agreement is to formally document such a program.

SECTION II: DEFINITIONS

The following definitions will apply to the terms appearing in this Agreement.

- A. "*AGENCY*" means any municipal public works agency, township road district, unit road district, county highway departments, publicly-owned water organization and publicly-owned wastewater organization or any other governmental entity that performs a public works function that abides by the provisions as found in this Agreement.
- B. "*AID AND ASSISTANCE*" includes, but is not limited to, personnel, equipment, facilities, services, materials and supplies and any other resources needed to provide mutual aid response.
- C. "*AUTHORIZED REPRESENTATIVE*" means a Party's employee who, by reason of his or her position, has been authorized, in writing by that Party, to request, offer, or provide aid and assistance pursuant to this Agreement. Each Party's initial authorized representative, and the representative's title, is listed on the contact list. If the title of the authorized representative as listed by name on the contact list has changed, such change shall have no effect on the authority of the authorized representative and the named person shall continue to be the authorized representative until a different person is named as the authorized representative in writing by the Party. In the event that the person who is listed as authorized representative is no longer employed by the Party, the successor in the office formerly held by the authorized representative shall automatically become the authorized representative unless the Party indicates otherwise in writing. Each Party's authorized representative shall be responsible to designate someone to supervise that Party's employees who are engaged in the receipt or furnishing of aid and assistance, including, but not limited to, opening of public ways; removal of debris; building of protective barriers; management of physical damage to structures and terrain; transportation of persons, supplies, and equipment; and repair and operation of municipal utilities.
- D. "*BOARD OF DIRECTORS*" is a group of representatives from the Parties to the IPWMAN Agreement elected to organize and maintain the program. The Board of Directors shall consist of members of the IPWMAN. Qualifications and terms for the Board members shall be defined in the By-Laws of the Illinois Public Works Mutual Aid Network, Inc.
- E. "*BOARD MEMBER*" is a representative of the Association (IPWMAN) serving on the Board of Directors.
- F. "*DISASTER*" means a calamitous incident threatening loss of life or significant loss or damage to property, including, but not limited to flood, winter storm, hurricane, tornado, dam break, or other naturally-occurring catastrophe or man-made, accidental, military, or paramilitary incident, or biological or health disasters or a natural or manmade incident that is, or is likely to be, beyond the control of the services, personnel, equipment and facilities of a Party that requires assistance under this Mutual Aid and

Assistance Agreement, but must be coordinated through the appropriate local accredited/certified Emergency Management Agency coordinator.

G. "*IPWMAN*" is the acronym for the Illinois Public Works Mutual Aid Network.

H. "*LOCAL EMERGENCY*" is defined as an urgent need requiring immediate action or attention beyond normal capabilities, procedures and scope for aid and assistance by an agency.

I. "*MUTUAL AID RESOURCE LIST*" means the list of the equipment, personnel and other resources that each Party has available for the provision of aid and assistance to other Parties. This list shall be periodically updated in accordance with the Operational Plan.

J. "*NATIONAL INCIDENT MANAGEMENT SYSTEM (NIMS)*" a Presidential directive that provides a consistent nationwide approach that allows federal, state, local and tribal governments as well as private-sector and nongovernmental organizations to work together to manage incidents and disasters of all kinds.

K. "*PARTY*" means an agency which has adopted and executed this Agreement.

L. "*PERIOD OF ASSISTANCE*" means a specified period of time when a Responding Agency assists a Requesting Agency. The period commences when personnel, equipment, or supplies depart from a Responding Agency's facility and ends when the resources return to their facility (portal to portal). All protections identified in the Agreement apply during this period. The specified Period of Assistance may occur during response to or recovery from an emergency, as previously defined.

M. "*RESPONDING AGENCY*" means the Party or Agency which has received a request to furnish aid and assistance from another Party and has agreed to provide the same.

N. "*REQUESTING AGENCY*" means the Party or Agency requesting and receiving aid and assistance from a Responding Agency.

SECTION III: RESPONSIBILITY OF PARTIES

A. *PROVISION OF AID.* Each Party recognizes that it may be requested to provide aid and assistance at a time when it is necessary to provide similar aid and assistance to the Party's own constituents. This Agreement shall not be construed to impose any unconditional obligation on any Party to provide aid and assistance. A Party may choose not to render aid and assistance at any time, for any reason.

B. *RECRUITMENT.* The Parties hereby encourage each other to enlist other agencies to adopt and execute this Agreement.

C. *AGREEMENT FOR BENEFIT OF PARTIES.* All functions and activities performed under this Agreement are for the benefit of the Parties to this Agreement. Accordingly, this Agreement shall not be construed to be for the benefit of any third parties and no third parties shall have any right or cause of action against the Parties to this Agreement.

D. *IMMUNITIES.* All immunities provided by law to the Parties shall be fully applicable to the Parties providing or receiving aid and assistance pursuant to this Agreement, including, but not limited to, the Local Governmental and Governmental Employees Tort Immunity Act, 745 ILCS 10/1-101, et seq.

E. *MEMBERSHIP.* To be a member in good standing, a Party shall be responsible for dues and other obligations as specified in the IPWMAN By-Laws and Operational Plan.

SECTION IV: ANNUAL REVIEW

At a minimum, the Board of Directors shall meet annually at a meeting place designated by the Board of Directors to review and discuss this Agreement and, if applicable, to recommend amendments to this Agreement. The Board of Directors shall have the power and signing authority to carry out the purposes of this Agreement, including but not limited to the power to: adopt by-laws; execute agreements and documents approved by the Board of Directors; develop specific operating plans, procedures and protocol for requesting assistance; organize meetings; operate a website; disseminate information; create informational brochures; create subcommittees; maintain lists of the Parties; maintain equipment and supply inventory lists; and deal with Party issues.

SECTION V: PROCEDURES FOR REQUESTING ASSISTANCE

The Board of Directors will promulgate and regularly update procedures for requesting assistance through the Illinois Public Works Mutual Aid Network (IPWMAN) Operational Plan.

SECTION VI: RESPONDING AGENCY'S ASSESSMENT OF AVAILABILITY OF RESOURCES

The Board of Directors will promulgate and regularly update procedures for responding agency's assessment of availability of resources through IPWMAN Operational Plan.

SECTION VII: SUPERVISION AND CONTROL

A. *DESIGNATION OF RESPONDING AGENCY'S SUPERVISORY PERSONNEL.* Responding Agency shall designate a representative who shall serve as the person in charge of coordinating the initial work assigned to the Responding Agency's employees by the Requesting Agency. The Requesting Agency shall direct and coordinate the work being assigned to the Responding Agency(s) and the Requesting Agency's employees. All actions shall be consistent with and in accordance with the National Incident Management System (NIMS) and the IPWMAN Operational Plan.

B. *RESPONSIBILITIES OF RESPONDING AGENCY'S SUPERVISORY PERSONNEL.* The Board of Directors will promulgate and regularly update procedures for Responding Agency's supervisory personnel through the IPWMAN Operational Plan.

SECTION VIII: LENGTH OF TIME FOR AID AND ASSISTANCE; RENEWABILITY; RECALL

The Board of Directors will promulgate and regularly update procedures for length of time for aid and assistance; renewability; recall through the Illinois Public Works Mutual Aid Network (IPWMAN) Operational Plan.

It is presumed that a Responding Agency's aid and assistance shall be given for an initial minimum period of twelve (12) hours. Thereafter, assistance shall be extended as the Responding Agency and Requesting Agency shall agree. The twelve (12) hour period shall start when the aid and assistance departs from Responding Agency's location with the intent of going to Requesting Agency's location. The aid and assistance shall end when it returns to Responding Agency's location with the understanding between the Responding Agency and Requesting Agency that provision of aid and assistance is complete.

Responding Agency may recall its aid and assistance at any time at its sole discretion. Responding Agency shall make a good faith effort to give the Requesting Agency as much advance notice of the recall as is practical under the circumstances.

SECTION IX: DOCUMENTATION OF COST & REIMBURSEMENT OF COST

A. *PERSONNEL* – Responding Agency shall continue to pay its employees according to its then prevailing ordinances, rules, regulations, and collective bargaining agreements. At the conclusion of the period of aid and assistance, the Responding Agency shall document all direct and indirect payroll costs plus any taxes and employee benefits which are measured as a function of payroll (i.e.; FICA, unemployment, retirements, etc.).

B. *RESPONDING AGENCY'S TRAVELING EMPLOYEE NEEDS* – Responding Agency shall document the basic needs of Responding Agency's traveling employees, such as reasonable lodging and meal expenses of Responding Agency's personnel, including without limitation transportation expenses for travel to and from the stricken area during the period of aid and assistance.

C. *EQUIPMENT* – Responding Agency shall document the use of its equipment during the period of aid and assistance including without limitation all repairs to its equipment as determined necessary by its on-site supervisor(s) to maintain such equipment in safe and operational condition, fuels, miscellaneous supplies, and damages directly caused by provision of the aid and assistance.

D. *MATERIALS AND SUPPLIES* – Responding Agency shall document all materials and supplies furnished by it and used or damaged during the period of aid and assistance.

E. *REIMBURSEMENT OF COSTS* – Equipment, personnel, materials, supplies and/or services provided pursuant to this Agreement shall be at no charge to the Requesting Agency, unless the aid and assistance is requested for more than five (5) calendar days. If aid and assistance is requested from the State of Illinois to be activated as a State asset, the Responding Agency will be reimbursed for personnel, materials, supplies and equipment from the first day of the response to the event by the State of Illinois. Materials and supplies will be reimbursed at the cost of replacement of the commodity. Personnel will be reimbursed at Responding Agency rates and equipment will be reimbursed at an appropriate equipment rate based upon either pre-existing locally established rates, the Federal Emergency Management Agency Equipment Rate Schedule or that published by the Illinois Department of Transportation. In the event that there is no such appropriate equipment rate as described above, reimbursement shall be at the actual cost incurred by the Responding Agency.

SECTION X: RIGHTS AND PRIVILEGES OF RESPONDING AGENCY'S EMPLOYEES

Whenever Responding Agency's employees are rendering aid and assistance pursuant to this Agreement, such employees shall retain the same powers, duties, immunities, and privileges they would ordinarily possess if performing their duties within the geographical limits of Responding Agency.

SECTION XI: WORKERS' COMPENSATION

The Parties agree that Requesting Agency shall be responsible for payment of workers' compensation benefits owed to Requesting Agency's employees and that Responding Agency shall be responsible for payment of workers' compensation benefits owed to Responding Agency's employees.

SECTION XII: INSURANCE

Each Party shall bear the risk of liability for its agency and its agency's employees' acts and omissions and shall determine for itself what amount of insurance it should carry, if any. Each Party understands and agrees that any insurance coverage obtained shall in no way limit that Party's responsibility under Section XIII of this Agreement to indemnify and hold the other Parties to this Agreement harmless from such liability.

SECTION XIII: INDEMNIFICATION

Each Party hereto agrees to waive all claims against all other Parties hereto for any loss, damage, personal injury or death occurring in consequence of the performance of this Mutual Aid Agreement; provided, however, that such claim is not a result of gross negligence or willful misconduct by a Party hereto or its personnel.

Each Party requesting aid pursuant to this Agreement hereby expressly agrees to hold harmless, indemnify and defend the Party rendering aid and its personnel from any and all claims, demands, liability, losses, suits in law or in equity which are made by a third party provided, however, that all employee benefits, wage and disability payments, pensions, worker's compensation claims, damage to or destruction of equipment and clothing, and medical expenses of the Party rendering aid or its employees shall be the sole and exclusive responsibility of the Party rendering aid; and further provided that such claims made by a third party are not the result of gross negligence or willful misconduct on the part of the Party rendering aid. This indemnity shall include attorney fees and costs that may arise from providing aid pursuant to this Agreement.

SECTION XIV: NON-LIABILITY FOR FAILURE TO RENDER AID

The rendering of assistance under the terms of this Agreement shall not be mandatory if local conditions of the Responding Agency prohibit response. It is the responsibility of the Responding Agency to immediately notify the Requesting Agency of the Responding Agency's inability to respond; however, failure to immediately notify the Requesting Agency of such inability to respond shall not constitute evidence of noncompliance with the terms of this section and no liability may be assigned.

No liability of any kind or nature shall be attributed to or be assumed, whether expressly or implied, by a party hereto, its duly authorized agents and personnel, for failure or refusal to render aid. Nor shall there be any liability of a party for withdrawal of aid once provided pursuant to the terms of this Agreement.

SECTION XV: NOTICE OF CLAIM OR SUIT

Each Party who becomes aware of a claim or suit that in any way, directly or indirectly, contingently or otherwise, affects or might affect other Parties of this Agreement shall provide prompt and timely notice to the Parties who may be affected by the suit or claim. Each Party reserves the right to participate in the defense of such claims or suits as necessary to protect its own interests.

SECTION XVI: AMENDMENTS

Proposed amendments to this Agreement shall be submitted to the Board of Directors. Amendments shall be approved by majority vote of the Board of Directors.

SECTION XVII: ADDITIONAL PARTIES

Additional agencies may become Parties to this Agreement, provided that such agencies:

- (1) Approve and execute this Agreement.
- (2) Provide a fully executed copy of this Agreement to the Board of Directors.
- (3) Provide the name and title of an authorized representative to the Board of Directors.
- (4) Annually provide a list of mutual aid resources to its local accredited/certified Emergency Management Agency. If requested, the agency may need to assist its local accredited/certified Emergency Management Coordinator with data entry of its mutual aid resources into a web-based format (NIMS Source).

Upon submission of the items enumerated above to the Board of Directors and receipt of acknowledgement from the Board of Directors, the submitting agency shall be regarded as a Party to the Agreement.

SECTION XVIII: NOTICES

Notices and requests as provided herein shall be deemed given as of the date the notices are deposited, by First Class Mail, addressed to the Board of Directors who will notify each of the Parties' representatives.

SECTION XIX: INITIAL TERM OF AGREEMENT; RENEWAL; TERMINATION

The initial term of this Agreement shall be one (1) year from its effective date. Thereafter, this Agreement shall automatically renew for additional one-year terms commencing on the anniversary of the effective date of this Agreement. Any Party may withdraw from this Agreement at any time by giving written notification to the Board of Directors. The notice shall not be effective until ninety (90) days after the notice has been served upon the Board of Directors by First Class mail. A Party's withdrawal from this Agreement shall not affect that Party's liability or obligation incurred under this Agreement prior to the date of withdrawal. This Agreement shall continue in force and effect as to all other Parties until such time as a Party withdraws. Failure to adopt any amended agreement within ninety (90) days of said amended agreement will signify a Party's withdrawal from the Agreement.

SECTION XX: HEADINGS

The headings of various sections and subsections of this Agreement have been inserted for convenient reference only and shall not be construed as modifying, amending, or affecting in any way the express terms and provisions of this Agreement or their interpretation.

SECTION XXI: SEVERABILITY

Should any clause, sentence, provision, paragraph, or other part of this Agreement be adjudged by any court of competent jurisdiction to be invalid, such judgment shall not affect, impair, or invalidate the remainder of this Agreement. Each of the Parties declares that it would have entered into this Agreement irrespective of the fact that any one or more of this Agreement's clauses, sentences, provisions, paragraphs, or other parts have been declared invalid. Accordingly, it is the intention of the Parties that the remaining portions of this Agreement shall remain in full force and effect without regard to the clause(s), sentence(s), provision(s), paragraph(s), or other part(s) invalidated.

SECTION XXII: EFFECTIVE DATE

This Agreement shall be effective on the date of the acknowledgement letter sent by the Board of Directors.

SECTION XXIII: WAIVER

Failure to enforce strictly the terms of this Agreement on one or more occasions shall not be deemed a waiver of the right to enforce strictly the terms of this Agreement on any other occasion.

SECTION XXIV: EXECUTION OF COUNTERPARTS

This Agreement may be signed in any number of counterparts with the same effect as if the signatures thereto and hereto were upon the same instrument.

SECTION XXV: PRIOR IPWMAN AGREEMENTS

To the extent that provisions of prior IPWMAN Agreements between signatories to this Agreement are inconsistent with this Agreement, all prior agreements for mutual aid and assistance between the Parties hereto are suspended.

SECTION XXVI: PROHIBITION ON THIRD PARTIES AND ASSIGNMENT OF RIGHTS/DUTIES

This Agreement is for the sole benefit of the Parties and no person or entity shall have any rights under this Agreement as a third-Party beneficiary. Assignments of benefits and delegations of duties created by this Agreement are prohibited and must be without effect.

NOW, THEREFORE, each of the Parties have caused this IPWMAN Mutual Aid Agreement to be executed by its duly authorized representative who has signed this Agreement as of the date set forth below.

Approved and executed this 11th day of February, 2013

For the Agency

By: _____

Attest: _____

APPROVED (as to form):

By: _____

On behalf of the Illinois Public Works Mutual Aid Network

Approved and executed this _____ day of _____, 20__

By: _____

President of IPWMAN Board of Directors

Attest: _____

IPWMAN Secretary/Treasurer

Approved by the IPWMAN Interim Board of Directors on September 17, 2008. Amended by the IPWMAN Interim Board of Directors on August 19, 2009. Amended by the IPWMAN Board of Directors on June 16, 2010