

A G E N D A

REGULAR MEETING OF THE MAYOR AND BOARD OF TRUSTEES OF THE VILLAGE OF WILLOWBROOK TO BE HELD ON MONDAY, APRIL 28, 2014, 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. VISITORS' BUSINESS - Public comment is limited to three minutes per person
5. OMNIBUS VOTE AGENDA:
 - a. Waive Reading of Minutes (APPROVE)
 - b. Minutes - Regular Board Meeting - April 14, 2014 (APPROVE)
 - c. Minutes - Executive Session - March 24, 2014 (APPROVE)
 - d. Warrants - \$123,190.77 (APPROVE)
 - e. Resolution - A Resolution Authorizing the Mayor and Village Clerk to Execute a Certain Agreement - Streetlight Maintenance Services - Between the Village of Willowbrook and Rag's Electric (ADOPT)
 - f. Resolution - A Resolution Authorizing the Mayor and Village Clerk to Accept a Proposal for Landscape Maintenance Services to Provide Mowing Services Along County Roads and Rights-of-ways - Falco's Landscaping, Inc. (ADOPT)
 - g. Resolution - A Resolution Authorizing the Mayor and Village Clerk to Accept Two (2) Proposals to Conduct the 2014 Spring Brush Collection Program - Mario's Tree Service (ADOPT)

NEW BUSINESS

6. DELINQUENT WATER BILLS
7. PRESENTATION AND DISCUSSION - COMMUNITY ELECTRONIC INFORMATION SIGNAGE (C.E.I.S.)

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 2013/14
9. MOTION - BOARD ADVICE AND CONSENT TO MAYOR'S APPOINTMENTS TO FILL VACANCIES IN THE PLAN COMMISSION, PARK & RECREATION COMMISSION, BOARD OF POLICE COMMISSIONERS, AND POLICE PENSION FUND BOARD
10. MOTION - MOTION TO APPROVE - FISCAL YEAR 2014/15 BUDGET

PRIOR BUSINESS

11. COMMITTEE REPORTS
12. ATTORNEY'S REPORT
13. CLERK'S REPORT
14. ADMINISTRATOR'S REPORT
15. MAYOR'S REPORT
16. EXECUTIVE SESSION:
 - a) REVIEW 2014 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
17. ADJOURNMENT

MINUTES OF THE REGULAR MEETING OF THE MAYOR AND BOARD OF TRUSTEES OF THE VILLAGE OF WILLOWBROOK HELD ON MONDAY, APRIL 14, 2014 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 6:34 p.m. by Mayor Frank Trilla.

2. ROLL CALL

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

ABSENT: None.

Also present were Village Attorney Thomas Bastian, Village Attorney Michael Durkin, Village Administrator Timothy Halik, Chief Mark Shelton, Superintendent of Parks and Recreation Kristin Violante, Management Analyst Garrett Hummel, and Deputy Clerk Cindy Stuchl.

A QUORUM WAS DECLARED

3. PLEDGE OF ALLEGIANCE

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

4. VISITORS' BUSINESS

None presented.

5. OMNIBUS VOTE AGENDA

- a. Waive Reading of Minutes (APPROVE)
- b. Minutes - Regular Board Meeting - March 24, 2014 (APPROVE)
- c. Minutes - Executive Session - March 10, 2014 (APPROVE)
- d. Warrants - \$304,597.11 (APPROVE)
- e. Monthly Financial Report - March 31, 2014 (APPROVE)
- f. Proclamation - A Proclamation Declaring May 15, 2014 as Police Officer's Memorial Day and the Week of May 11-17, 2014 as Police Week in the Village of Willowbrook (APPROVE)

- g. Proclamation - A Proclamation Declaring the Month of April 2014 as Autism Awareness Month (APPROVE)

Mayor Trilla asked the Board if there were any items to be removed from the Omnibus Vote Agenda.

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

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

MOTION DECLARED CARRIED

NEW BUSINESS

6. PRESENTATION AND DISCUSSION - MASTER FACILITIES PLAN, PHASE I, WILLOWBROOK MUNICIPAL COMPLEX - SCHEMATIC DESIGN & COST ESTIMATE REVIEW, VILLAGE HALL OFFICES, 835 MIDWAY DRIVE - MARK BUSHHOUSE, WILLIAMS ARCHITECTS

This item was postponed until the speaker arrived.

7. RESOLUTION - A RESOLUTION TO APPROVE AND AUTHORIZE THE EXECUTION OF A CONTRACT FOR PROFESSIONAL DESIGN SERVICES RELATED TO THE COMPLETION OF THE WILLOW POND PARK RENOVATION PROJECT BY AND BETWEEN LANDTECH DESIGN, LTD., OSWEGO, AND THE VILLAGE OF WILLOWBROOK

Superintendent Violante advised that the Village of Willowbrook was one of 46 recipients throughout the State of Illinois and was awarded a \$400,000 OSLAD (Open Space Land Acquisition & Development) Grant from the Illinois Department of Natural Resources to renovate Willow Pond Park.

Superintendent Violante had received proposals from consultants that would be able to oversee this project. Landtech Design provided a proposal of \$60,000 to conduct research and schematic design, design development, construction documents, and construction observation throughout the project. The Parks and Recreation Commission recommend this proposal to the Village Board for approval.

Superintendent Violante stated that this project will take two (2) years to complete.

Trustee Mistele questioned the additional service and fee for record keeping and reporting for the OSLAD Grant. Superintendent

Violante stated that Landtech could assist with the reporting which would cost an additional fee.

Trustee Mistele also stated that part of this project included a sprinkler park and recommends that the Parks and Recreation Commission look into a company that will maintain this portion of the project. Superintendent Violante stated that she will look into that.

MOTION: Made by Trustee Mistele and seconded by Trustee Baker to adopt Resolution No. 14-R-15 as presented.

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

MOTION DECLARED CARRIED

6. PRESENTATION AND DISCUSSION - MASTER FACILITIES PLAN, PHASE I, WILLOWBROOK MUNICIPAL COMPLEX - SCHEMATIC DESIGN & COST ESTIMATE REVIEW, VILLAGE HALL OFFICES, 835 MIDWAY DRIVE - MARK BUSHHOUSE, WILLIAMS ARCHITECTS

Mr. Mark Bushhouse from Williams Architects arrived and gave a presentation on the schematic design for the Master Facilities Plan. Mr. Bushhouse presented two different concepts for the façade of the new Village Hall and requested a consensus from the Board on which elevation plan to continue with. The consensus of the Board was to move forward with the Option B plan which included an enhanced entrance. Mr. Bushhouse advised that this architectural design would also be used when the other two buildings are remodeled.

8. PRESENTATION - POLICE DEPARTMENT 2013 ANNUAL REPORT

Chief Shelton gave a brief summary of the Willowbrook Police Department's 2013 Annual Report. Chief Shelton extended his sincere appreciation to the Board for their continued support.

PRIOR BUSINESS

9. COMMITTEE REPORTS

Trustee Baker had no report.

Trustee Kelly had no report.

Trustee Mistele had no report.

Trustee Berglund stated that the Christmas Tree lights are still on the trees at Willow Pond.

Trustee Davi stated that during the Finance & Administration Committee Meeting, Trustee Oggerino discussed allowing alcoholic beverages to be served at nail salons.

Trustee Oggerino advised that he had attended an open house for the new Haven Nail Salon and Spa and was approached by the owner about serving alcoholic beverages. Administrator Halik advised that a survey can be conducted to see if any other municipalities offer this type of liquor license and will bring to Village Board at a future meeting.

10. ATTORNEY'S REPORT

Attorney Bastian had no report.

11. CLERK'S REPORT

Clerk Hansen advised that the Village hosted the Municipal Clerks of DuPage County meeting on April 2, 2014 at Dell Rhea's Chicken Basket. Clerk Hansen stated that the meeting was well received and thanked Mayor Trilla, Trustee Berglund, Trustee Mistele, and Trustee Oggerino for attending.

12. ADMINISTRATOR'S REPORT

Administrator Halik advised that the Village went through a 3-year IEPA audit on the public water system. Administrator Halik advised that the audit report was received today and the Village received a passing grade with no violations.

13. MAYOR'S REPORT

Mayor Trilla had no report.

14. EXECUTIVE SESSION

- a. REVIEW 2014 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 Compensation of the Positions of Police Secretary, Police Secretary, and Management Analyst Pursuant to 5 ILCS 120/2(c)(1)

RECESS INTO EXECUTIVE SESSION

MOTION: Made by Trustee Baker and seconded by Trustee Oggerino to recess into Executive Session at the hour of 7:31 p.m.

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

MOTION DECLARED CARRIED

The Board reconvened the Regular Meeting at the hour of 7:59 a.m.

15. ADJOURNMENT

MOTION: Made by Trustee Davi and seconded by Trustee Baker, to adjourn the Regular Meeting at the hour of 8:00 p.m.

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

MOTION DECLARED CARRIED

PRESENTED, READ and APPROVED.

April 28, 2014.

Mayor

Minutes transcribed by Deputy Clerk Cindy Stuchl.

WARRANTS

APRIL 28, 2014

GENERAL CORPORATE FUND	-----	\$112,254.94
WATER FUND	-----	10,467.83
T I F SPECIAL REVENUE FUND	-----	468.00
TOTAL WARRANTS	-----	\$123,190.77



Tim Halik, Village Administrator

APPROVED:

Frank A. Trilla, Mayor

RUN DATE: 04/23/14

VILLAGE OF WILLOWBROOK
BILLS PAID REPORT FOR APRIL, 2014

PAGE: 1

RUN TIME: 10:35AM

GENERAL CORPORATE FUND

CHECKS & DIR. DEBITS

DESCRIPTION	ACCOUNT NUMBER	AMOUNT
AFLAC (46)	04/29 CK# 84100	\$2,179.28
D7088/APR 14 EMP DED PAY - AFLAC/ACCIDENT 01-210-217	01-210-217	453.87
D7088/APR 14 EMP DED PAY - AFLAC/OTHER INS 01-210-218	01-210-218	1,725.41
AIRGAS USA LLC (2600)	04/29 CK# 84102	\$52.49
9917577553 EQUIPMENT RENTAL 01-535-290	01-35-750-290	52.49
ALL AMERICAN PAPER COMPANY (68)	04/29 CK# 84103	\$1,285.87
83655 MAINTENANCE SUPPLIES 01-615-331	01-20-570-331	1,163.61
83655 OPERATING EQUIPMENT 01-540-401	01-35-755-401	75.06
83691 BUILDING MAINTENANCE SUPPLIES 01-405-351	01-10-466-351	47.20
ALLIED WASTE-REPUBLIC SVC #551 (2345)	04/29 CK# 84104	\$1,500.00
0551010809128 WASTE STICKERS - ARC 01-130-112	01-130-112	1,500.00
AMATEUR SOFTBALL ASSOCIATION (69)	04/29 CK# 84105	\$308.00
14 TEAMS 2014 SUMMER PROGRAM MATERIALS & SERVICES	01-20-575-119	308.00
AMERICAN FIRST AID SERVICE INC (77)	04/29 CK# 84106	\$45.35
144292 MAINTENANCE - PW BUILDING	01-35-725-418	27.50
144293 OPERATING EQUIPMENT 01-451-401	01-30-630-401	17.85
AMERICAN LITHO (2436)	04/29 CK# 84107	\$1,987.00
247044-01 PRINTING & PUBLISHING 01-601-302	01-20-550-302	1,987.00
ARAMARK UNIFORMS SERVICES (2564)	04/29 CK# 84108	\$653.28
15705289 UNIFORMS 01-501-345	01-35-710-345	548.43
15705290 UNIFORMS 01-501-345	01-35-710-345	104.85
BELSON OUTDOORS INC (2420)	04/29 CK# 84111	\$11,666.00
114438 MAINTENANCE SUPPLIES 01-615-331	01-20-570-331	11,666.00
BRYAN'S GARAGE DOOR SOLUTIONS (233)	04/29 CK# 84112	\$172.00
4/22/14 MAINTENANCE - BUILDING 01-405-228	01-10-466-228	172.00
CALL ONE (289)	04/29 CK# 84113	\$1,632.14
10109812APR 14 PHONE - TELEPHONES 01-420-201	01-10-455-201	903.47
10109812APR 14 PHONE - TELEPHONES 01-451-201	01-30-630-201	728.67
COLLEGE OF DUPAGE (364)	04/29 CK# 84114	\$95.00
4685/SKIBA SCHOOLS-CONFERENCE TRAVEL 01-451-304	01-30-630-304	95.00
COMMONWEALTH EDISON (370)	04/29 CK# 84115	\$145.64
0423085170AP14 RED LIGHT - COM ED	01-30-630-248	59.45
0791026027AP14 RED LIGHT - COM ED	01-30-630-248	47.30
1024813000AP14 ENERGY - STREET LIGHT 01-530-207	01-35-745-207	1.26
6863089003AP14 RED LIGHT - COM ED	01-30-630-248	37.63
DECISION SYSTEMS COMPANY (454)	04/29 CK# 84116	\$243.75
201458/IDES RPT E.D.P. SOFTWARE 01-25-615-212	01-25-615-212	243.75
DISCOVERY BENEFITS SIMPLIFY (2534)	04/29 CK# 84117	\$50.00
453288/ APR 14 EMP DED PAY - FSA FEE 01-210-221	01-210-221	33.00
453288/ APR 14 EMPLOYEE BENEFIT - MEDICAL INSURANC	01-10-455-141	17.00
CHRISTOPHER M. DRAKE (489)	04/29 CK# 84118	\$143.96
2014 UNIFORMS UNIFORMS 01-451-345	01-30-630-345	143.96
DUPAGE COUNTY TREASURER (497)	04/29 CK# 84119	\$250.00
2907/MARCH 2014 EDP-SOFTWARE 01-457-212	01-30-640-212	250.00
EDWARD HOSPITAL (2370)	04/29 CK# 84120	\$9.00
20863/HCP CARDS OPERATING EQUIPMENT 01-451-401	01-30-630-401	9.00

RUN DATE: 04/23/14

VILLAGE OF WILLOWBROOK
BILLS PAID REPORT FOR APRIL, 2014

PAGE: 2

RUN TIME: 10:35AM

GENERAL CORPORATE FUND

CHECKS & DIR. DEBITS

DESCRIPTION	ACCOUNT NUMBER	AMOUNT
FASTSIGNS (588)	04/29 CK# 84122	\$84.89
65-47650 MAINTENANCE - BUILDING 01-405-228	01-10-466-228	84.89
FEDEX OFFICE (593)	04/29 CK# 84123	\$74.12
363101DVC1 PRINTING & PUBLISHING 01-451-302	01-30-630-302	74.12
HOME DEPOT CREDIT SERVICES (808)	04/29 CK# 84125	\$2,093.37
1020037 BUILDING MAINTENANCE SUPPLIES 01-405-351	01-10-466-351	29.22
20270 STREET & ROW MAINTENANCE 01-535-328	01-35-750-328	1,110.25
7180194 FIRING RANGE 01-451-245	01-30-630-245	953.90
I.R.M.A. (966)	04/29 CK# 84126	\$3,297.02
MARCH 2014 SELF INSURANCE - DEDUCTIBLE 01-440-273	01-10-480-273	2,787.54
MARCH 2014 SELF INS - DEDUCTIBLE 01-460-273	01-30-645-273	509.48
JOSE ARIAS (1862)	04/29 CK# 84127	\$25.00
WL75238 TRAFFIC FINES 01-310-502	01-310-502	25.00
KH KIM TAEKWONDO (2407)	04/29 CK# 84128	\$99.00
1/8/14-3/19 SPR WINTER PROGRAM MATERIALS & SERVICES	01-20-585-121	99.00
KIMBALL MIDWEST (2504)	04/29 CK# 84129	\$310.00
3411136 OPERATING SUPPLIES & EQUIPMENT 01-503-401	01-35-715-401	310.00
TRACY LAPSHIN (2553)	04/29 CK# 84130	\$40.00
WINTR/SPR 14 WINTER PROGRAM MATERIALS & SERVICES	01-20-585-121	40.00
LASERCRAFT INC (2300)	04/29 CK# 84131	\$23,520.50
15456/MAR 14 RED LIGHT CAMERA FEES 01-30-630-247	01-30-630-247	22,475.00
15456/MAR 14 RED LIGHT - MISC FEE	01-30-630-249	1,045.50
LEXIS (21)	04/29 CK# 84132	\$147.80
1009686/MAR14 FEES-DUES-SUBSCRIPTIONS 01-451-307	01-30-630-307	147.80
LOGSDON OFFICE SUPPLY (2452)	04/29 CK# 84133	\$718.90
907728-001 OFFICE SUPPLIES 01-420-301	01-10-455-301	429.33
907728-001 OFFICE SUPPLIES 01-25-610-301	01-25-610-301	76.86
908170-001 OFFICE SUPPLIES 01-420-301	01-10-455-301	185.87
908170-001 OFFICE SUPPLIES 01-25-610-301	01-25-610-301	26.84
JOSE LOPEZ (2570)	04/29 CK# 84134	\$486.10
2014 UNIFORMS UNIFORMS 01-451-345	01-30-630-345	486.10
MARQUARDT & BELMONTE P.C. (2259)	04/29 CK# 84135	\$487.50
6399/MAR 14 RED LIGHT ADJUDICATOR 01-30-630-246	01-30-630-246	487.50
MATTHEW VORDING (2084)	04/29 CK# 84136	\$84.00
YOGA 215CSP WINTER RECREATION FEES 01-310-816	01-310-816	88.00
YOGA 215CSP CHECK PROCESSING FEE - GIFT CERTS 01-310-821	01-310-821	-4.00
METRO ENVIRONMENTAL CONTRACTORS (1244)	04/29 CK# 84137	\$615.00
11589 MAINTENANCE - GAS TANKS AND PUMPS 01-510-412	01-35-725-412	615.00
MOTOROLA SOLUTIONS INC (1312)	04/29 CK# 84138	\$68.00
131332262014 MAINTENANCE - RADIO EQUIPMENT 01-451-421	01-30-630-421	68.00
NORBERTO MUNOZ (1862)	04/29 CK# 84139	\$25.00
WL75237 TRAFFIC FINES 01-310-502	01-310-502	25.00
ORKIN EXTERMINATING (1439)	04/29 CK# 84140	\$82.24
D2604360 APR14 MAINTENANCE - BUILDING 01-405-228	01-10-466-228	82.24
PEPSI COLA GEN BOT (1479)	04/29 CK# 84141	\$231.88
19929267 COMMISSARY PROVISION 01-420-355	01-10-455-355	231.88

RUN DATE: 04/23/14

VILLAGE OF WILLOWBROOK
BILLS PAID REPORT FOR APRIL, 2014

PAGE: 3

RUN TIME: 10:35AM

GENERAL CORPORATE FUND

CHECKS & DIR. DEBITS

DESCRIPTION	ACCOUNT NUMBER	AMOUNT
PETTY CASH C/O TIM HALIK (1492)	04/29 CK# 84142	\$181.34
4/23/14 SCHOOLS-CONFERENCE TRAVEL 01-05-410-304	01-05-410-304	60.00
4/23/14 PHONE - TELEPHONES 01-420-201	01-10-455-201	48.25
4/23/14 SCHOOLS-CONFERENCE TRAVEL 01-451-304	01-30-630-304	38.09
4/23/14 SCHOOLS CONFERENCE TRAVEL 01-551-304	01-40-810-304	35.00
PRO-TEK LOCK AND SAFE (1547)	04/29 CK# 84143	\$444.29
81796 MAINTENANCE - BUILDING 01-405-228	01-10-466-228	444.29
PUBLIC SAFETY DIRECT INC (2309)	04/29 CK# 84144	\$2,932.73
25497 MAINTENANCE - VEHICLES 01-451-409	01-30-630-409	525.00
25498 NEW VEHICLES 01-485-625	01-30-680-625	1,099.99
25500 NEW VEHICLES 01-485-625	01-30-680-625	399.99
25501 NEW VEHICLES 01-485-625	01-30-680-625	399.99
25502 MAINTENANCE - VEHICLES 01-451-409	01-30-630-409	132.76
25538 MAINTENANCE - VEHICLES 01-451-409	01-30-630-409	375.00
RAGS ELECTRIC, INC (1585)	04/29 CK# 84145	\$1,201.08
15077 MAINTENANCE - STREET LIGHTS 01-530-223	01-35-745-223	785.75
9360 MAINTENANCE - SALT BINS 01-510-414	01-35-725-414	415.33
RAY O'HERRON CO., INC. (1594)	04/29 CK# 84146	\$327.56
1421657 FIRING RANGE 01-451-245	01-30-630-245	327.56
ROBERT WHITE CONSTRUCTION (2579)	04/29 CK# 84147	\$2,210.00
1054 STREET & ROW MAINTENANCE 01-535-328	01-35-750-328	850.00
1055 STREET & ROW MAINTENANCE 01-535-328	01-35-750-328	1,360.00
SERVICE SANITATION INC (1697)	04/29 CK# 84148	\$289.93
12818/12824 RENT - EQUIPMENT 01-615-234	01-20-570-234	289.93
SIKICH LLP (1722)	04/29 CK# 84149	\$15,051.15
182547/FEBMAR14 FINANCIAL SERVICES 01-25-620-252	01-25-620-252	15,051.15
SOUTHWEST CENTRAL DISPATCH (1751)	04/29 CK# 84150	\$18,379.04
APRIL 2014 RADIO DISPATCHING 01-483-235	01-30-675-235	18,379.04
LAW OFFICES STORINO RAMELLO & DURKIN (2545)	04/29 CK# 84151	\$8,383.25
63946/MAR 14 FEES - VILLAGE ATTORNEY 01-425-239	01-10-470-239	8,383.25
CYNTHIA STUHL (1788)	04/29 CK# 84152	\$65.00
ENGRAVINGS MAINTENANCE - BUILDING 01-405-228	01-10-466-228	65.00
SUBURBAN LIFE PUBLICATIONS (1805)	04/29 CK# 84153	\$38.00
WB POLICE 53298 FEES-DUES-SUBSCRIPTIONS 01-451-307	01-30-630-307	38.00
TAMELING INDUSTRIES (1844)	04/29 CK# 84155	\$100.00
92665 STREET & ROW MAINTENANCE 01-535-328	01-35-750-328	100.00
TASER INTERNATIONAL (1845)	04/29 CK# 84156	\$892.71
S1355134 OPERATING EQUIPMENT 01-451-401	01-30-630-401	892.71
TRAFFIC CONTROL & PROTECTIONS (2337)	04/29 CK# 84157	\$282.80
79718 ROAD SIGNS 01-540-333	01-35-755-333	282.80
TREE TOWNS (1894)	04/29 CK# 84158	\$126.83
203258 PRINTING & PUBLISH 01-420-302	01-10-455-302	126.83
TRITON ELECTRONICS INC (2374)	04/29 CK# 84159	\$140.00
7173 MAINTENANCE - VEHICLES 01-451-409	01-30-630-409	140.00
TRUGREEN (2542)	04/29 CK# 84160	\$3,830.00
16792003 LANDSCAPE MAINTENANCE SERVICES 01-610-342	01-20-565-342	2,282.00
16921162 ROUTE 83 BEAUTIFICATION 01-540-281	01-35-755-281	1,548.00

RUN DATE: 04/23/14

VILLAGE OF WILLOWBROOK
BILLS PAID REPORT FOR APRIL, 2014

PAGE: 4

RUN TIME: 10:35AM

GENERAL CORPORATE FUND

CHECKS & DIR. DEBITS

DESCRIPTION	ACCOUNT NUMBER	AMOUNT
UNIFIRST (1926)	04/29 CK# 84161	\$220.86
0610831828 MAINTENANCE - BUILDING 01-405-228	01-10-466-228	168.81
0610831897 MAINTENANCE - PW BUILDING	01-35-725-418	52.05
VERIZON WIRELESS (1972)	04/29 CK# 84162	\$700.29
9722768384 PHONE - TELEPHONES 01-05-410-201	01-05-410-201	62.82
9722768384 PHONE - TELEPHONES 01-420-201	01-10-455-201	23.35
9722768384 PHONE - TELEPHONES 01-451-201	01-30-630-201	378.97
9722768384 TELEPHONES 01-501-201	01-35-710-201	136.78
9722768384 TELEPHONES 01-551-201	01-40-810-201	98.37
WEST SIDE TRACTOR SALES (2031)	04/29 CK# 84163	\$1,104.00
V78668 MAINTENANCE - VEHICLES 01-520-409	01-35-735-409	1,104.00
WHEELS LT (1862)	04/29 CK# 84164	\$25.00
WL74826 TRAFFIC FINES 01-310-502	01-310-502	25.00
WILLOWBROOK FORD INC. (2056)	04/29 CK# 84165	\$50.00
8018406/1 MAINTENANCE - VEHICLES 01-451-409	01-30-630-409	50.00
WLBK BURR RIDGE CHAMBER OF COM (2053)	04/29 CK# 84166	\$370.00
4/23/14 SCHOOLS-CONFERENCE TRAVEL 01-420-304	01-10-455-304	130.00
TRUSTEES SCHOOLS-CONFERENCE TRAVEL 01-05-410-304	01-05-410-304	240.00
TOTAL GENERAL CORPORATE FUND		\$112,254.94

VILLAGE OF WILLOWBROOK

RUN DATE: 04/23/14

BILLS PAID REPORT FOR APRIL, 2014

PAGE: 5

RUN TIME: 10:35AM

WATER FUND

CHECKS & DIR. DEBITS

DESCRIPTION	ACCOUNT NUMBER	AMOUNT
AIR ONE EQUIPMENT (48)	04/29 CK# 84101	\$1,795.00
94724 MATERIALS, SUPPLIES, STANDPIPE, PUM	02-50-425-475	1,795.00
ALL AMERICAN PAPER COMPANY (68)	04/29 CK# 84103	\$240.54
83655 OPERATING EQUIPMENT 02-430-401	02-50-430-401	240.54
ASSOCIATED TECHNICAL SERV. LTD. (126)	04/29 CK# 84109	\$2,312.00
24865 LEAK SURVEYS 02-430-276	02-50-430-276	838.50
24872 LEAK SURVEYS 02-430-276	02-50-430-276	735.00
24883 LEAK SURVEYS 02-430-276	02-50-430-276	738.50
AT & T MOBILITY (64)	04/29 CK# 84110	\$72.01
826930710APR14 PHONE - TELEPHONES 02-401-201	02-50-401-201	72.01
CALL ONE (289)	04/29 CK# 84113	\$585.95
10109812APR 14 PHONE - TELEPHONES 02-401-201	02-50-401-201	585.95
ENVIRO TEST INC (555)	04/29 CK# 84121	\$87.50
14-130199 MAR14 SAMPLING ANALYSIS 02-420-362	02-50-420-362	87.50
H AND R CONSTRUCTION INC. (742)	04/29 CK# 84124	\$2,100.00
14769 WATER DISTRIBUTION REPAIR-MAINTENAN	02-50-430-277	2,100.00
SUNSET SEWER & WATER (2276)	04/29 CK# 84154	\$2,860.80
2014-080 WATER DISTRIBUTION REPAIR-MAINTENAN	02-50-430-277	689.00
2014-085 WATER DISTRIBUTION REPAIR-MAINTENAN	02-50-430-277	689.00
2014-086 WATER DISTRIBUTION REPAIR-MAINTENAN	02-50-430-277	709.96
2014-089 WATER DISTRIBUTION REPAIR-MAINTENAN	02-50-430-277	772.84
VERIZON WIRELESS (1972)	04/29 CK# 84162	\$136.78
9722768384 PHONE - TELEPHONES 02-401-201	02-50-401-201	136.78
ZIEBELL WATER SERVICE PRODUCTS (2118)	04/29 CK# 84167	\$277.25
224165 MATERIAL & SUPPLIES - DISTRIBUTION 02-430-476	02-50-430-476	277.25
TOTAL WATER FUND		\$10,467.83

VILLAGE OF WILLOWBROOK

RUN DATE: 04/23/14

BILLS PAID REPORT FOR APRIL, 2014

PAGE: 6

RUN TIME: 10:35AM

T I F SPECIAL REVENUE FUND

CHECKS & DIR. DEBITS

DESCRIPTION	ACCOUNT NUMBER	AMOUNT
SIKICH LLP (1722)	04/29 CK# 84149	\$468.00
FEB & MAR 2014 ACCOUNTING FEES	05-59-401-246	468.00
TOTAL T I F SPECIAL REVENUE FUND		\$468.00

VILLAGE OF WILLOWBROOK

RUN DATE: 04/23/14

BILLS PAID REPORT FOR APRIL, 2014

PAGE: 7

RUN TIME: 10:35AM

SUMMARY ALL FUNDS

BANK ACCOUNT	DESCRIPTION	AMOUNT	
01-110-105	GENERAL CORPORATE FUND-CHECKING - 0010330283	112,254.94	*
02-110-105	WATER FUND-CHECKING 0010330283	10,467.83	*
05-110-105	T I F SPECIAL REVENUE FUND-CHECKING 0010330283	468.00	*
TOTAL ALL FUNDS		123,190.77	**

VILLAGE OF WILLOWBROOK

BOARD MEETING AGENDA ITEM - HISTORY/COMMENTARY

ITEM TITLE:

A RESOLUTION AUTHORIZING THE MAYOR AND VILLAGE CLERK TO
EXECUTE A CERTAIN AGREEMENT – STREETLIGHT MAINTENANCE SERVICES
– BETWEEN THE VILLAGE OF WILLOWBROOK AND RAG'S ELECTRIC

AGENDA NO.

5e

AGENDA DATE: 4/28/14

STAFF REVIEW: Tim Halik,
Village Administrator

SIGNATURE: TE Halik

LEGAL REVIEW: Thomas Bastian, Village Attorney

SIGNATURE: THOMAS BASTIAN TH

RECOMMENDED BY: Tim Halik,
Village Administrator

SIGNATURE: TE Halik

REVIEWED & APPROVED BY COMMITTEE:

YES ☒ on April 14, 2014

NO ☐

N/A ☐

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

The Village's annual streetlight maintenance contract includes the maintenance and repair of all Village-owned streetlights throughout town (approximately 180). In 2012, after a competitive bidding process, the low bid was received by Rag's Electric, and the contract was awarded to them. Rag's Electric has provided the service to the Village since that time. The following is a history of the contract price charged to the Village by Rag's Electric:

CONTRACT TERM	VENDOR	CONTRACT PRICE	% CHANGE
FY 2012-2013	Rag's Electric	\$9,395.00	-
FY 2013-2014	Rag's Electric	\$9,667.46	2.9%

Staff is very pleased with the quality of services currently provided by Rag's Electric. Therefore, staff asked whether they would consider a contract extension for a subsequent season, and if so, to provide a price proposal. Rag's responded that due to the increased labor rates, he would need to increase the hourly rate charged for electrician (from \$90.00/hr. to \$95.00/hr.) and electrician's helper (from \$40.00/hr. to \$60.00/hr.). Overall, given the schedule of prices within the contract, these increases would equate to an approximate 11% increase in the total contract price, from \$9,670 to \$10,720.

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

Staff would recommend that Rag's Electric be granted an 11% increase in the contract price as part of a one-year renewal agreement. The Municipal Services Committee reviewed this item at their April 14, 2014 regular meeting and concurred with the staff recommendation. The new contract would become effective on May 1, 2014 and extend through April 30, 2015.

ACTION PROPOSED:

Adopt Resolution.

RESOLUTION NO. 14-R-_____

A RESOLUTION AUTHORIZING THE MAYOR AND VILLAGE CLERK TO EXECUTE A
CERTAIN AGREEMENT – STREETLIGHT MAINTENANCE SERVICES – BETWEEN THE
VILLAGE OF WILLOWBROOK AND RAG’S ELECTRIC

WHEREAS, in the opinion of at least two-thirds (2/3) of the Trustees then holding office,
it is in the best interests of the Village to waive the competitive bidding process and to
authorize the Mayor and Village Clerk to execute an Agreement with Rag’s Electric, for the
purposes of providing streetlight maintenance services to the Village of Willowbrook.

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

SECTION ONE: That the competitive bidding process be waived and that the Mayor and
Village Clerk be and the same are hereby authorized to execute an Agreement with Rag’s
Electric, in substantially the same form attached hereto as Exhibit “A” and made a part hereof,
for the purposes of Rag’s Electric providing streetlight maintenance services to the Village of
Willowbrook.

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

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

ADOPTED and APPROVED this 28th day of April, 2014.

APPROVED:

Mayor

ATTEST:

Village Clerk

ROLL CALL VOTE: AYES: _____

NAYS: _____

ABSTENTIONS: _____

ABSENT: _____

AGREEMENT

THIS AGREEMENT made and entered into this 28 day of April, 2014, by and between the Village of Willowbrook, a municipal corporation of the State of Illinois, and Rag's Electric.

WITNESSETH:

WHEREAS, the Constitution of the State of Illinois, 1970, Article VII, Section 10, provides in part that units of local government, including municipalities, may contract with individuals in any manner not prohibited by law or by ordinance.

WHEREAS, by Resolution 13-R-19, the Mayor and Village Clerk were authorized to execute, and did execute, a certain contract with Rag's Electric for the purposes of providing streetlight maintenance services to the Village of Willowbrook for the period from May 1, 2013, to April 30, 2014, a copy of which is attached hereto and incorporated herein as Exhibit "A" ("Contract"); and,

WHEREAS, the Village has determined it is in the best interests of the Village to extend the term of the Contract from May 1, 2014, to April 30, 2015, including a rate increase in the following items within the Schedule of Prices:

Item No.	Item	Unit	Quantity	Unit Price	Total
11	Electrician	HR	50	95.00	4750.00
12	Electrician's Helper	HR	40	60.00	2400.00

The revised total amount of the contract not to exceed \$10,720.00; and,

WHEREAS, Rag's Electric has agreed to provide such services as set forth in the Contract for a total cost amount not to exceed \$10,720.00.

NOW, THEREFORE, in consideration of the foregoing recitals and the mutual covenants, conditions and agreements herein contained, the adequacy and sufficiency of which the parties hereto hereby acknowledge, the parties hereto agree as follows:

Section 1. Incorporation of Recitals. The preambles set forth hereinabove are incorporated herein as substantive provisions of this AGREEMENT as if fully set out in this Section 1.

Section 2. The Village and Rag's Electric hereby extend the term of the Contract for the period from May 1, 2014, to April 30, 2015, including the aforementioned item rate increases, with the total revised cost amount not to exceed \$10,720.00.

Section 3. Notwithstanding anything to the contrary, Rag's Electric hereby agrees to provide current insurance certificates and insurance coverage information for the period from May 1, 2014, to April 30, 2015, as otherwise described and set forth in the Contract.

Section 4. This AGREEMENT is executed in multiple counterparts, each of which shall be deemed to be and shall constitute one and the same instrument.

IN WITNESS WHEREOF, the parties hereto have set their hands and seals on the date first above written.

VILLAGE OF WILLOWBROOK, an Illinois
Municipal Corporation,

By: _____
Mayor

ATTEST:

Village Clerk

Rag's Electric

By: _____

Its: _____

ATTEST:

EXHIBIT "A" TO AGREEMENT

ATTACH FULLY EXECUTED COPY OF THE FOLLOWING:

SPECIFICATIONS AND CONTRACT DOCUMENTS
FOR
STREETLIGHT MAINTENANCE SERVICES

CONTRACT PERIOD: MAY 1, 2013 - APRIL 30, 2014

BIDDER: Rag's Electric, 16244 Bluff Road, Lemont, IL 60439

APPROXIMATELY FORTY-ONE (41) PAGES

RESOLUTION NO. 13-R- 19

A RESOLUTION WAIVING THE COMPETITIVE BIDDING PROCESS AND AUTHORIZING THE MAYOR AND VILLAGE CLERK TO EXECUTE A CERTAIN AGREEMENT – STREETLIGHT MAINTENANCE SERVICES – BETWEEN THE VILLAGE OF WILLOWBROOK AND RAG'S ELECTRIC

WHEREAS, in the opinion of at least two-thirds (2/3) of the Trustees then holding office, it is in the best interests of the Village to waive the competitive bidding process and to authorize the Mayor and Village Clerk to execute an Agreement with Rag's Electric, for the purposes of providing streetlight maintenance services to the Village of Willowbrook.

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

SECTION ONE: That the competitive bidding process be waived and that the Mayor and Village Clerk be and the same are hereby authorized to execute an Agreement with Rag's Electric, in substantially the same form attached hereto as Exhibit "A" and made a part hereof, for the purposes of Rag's Electric providing streetlight maintenance services to the Village of Willowbrook.

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

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

ADOPTED and APPROVED this 8th day of April, 2013.

APPROVED:


Mayor

ATTEST:

Leroy R. Hanson
Village Clerk



ROLL CALL VOTE:

AYES: BERGLUND, DAVIS, KELLY, MISTELE, TRILLA

NAYS: 0

ABSTENTIONS: 0

ABSENT: BAKER

AGREEMENT

THIS AGREEMENT made and entered into this 8 day of April, 2013, by and between the Village of Willowbrook, a municipal corporation of the State of Illinois, and Rag's Electric.

WITNESSETH:

WHEREAS, the Constitution of the State of Illinois, 1970, Article VII, Section 10, provides in part that units of local government, including municipalities, may contract with individuals in any manner not prohibited by law or by ordinance.

WHEREAS, by Resolution 12-R-21, the Mayor and Village Clerk were authorized to execute, and did execute, a certain contract with Rag's Electric for the purposes of providing streetlight maintenance services to the Village of Willowbrook for the period from May 1, 2012, to April 30, 2013, a copy of which is attached hereto and incorporated herein as Exhibit "A" ("Contract"); and,

WHEREAS, the Village has determined it is in the best interests of the Village to extend the term of the Contract from May 1, 2013, to April 30, 2014, including a rate increase in the following items within the Schedule of Prices:

Item No.	Item	Unit	Quantity	Unit Price	Total
13	Service Truck	HR	50	7.50	375.00
14	Tower and Bucket Truck	HR	30	35.00	1,050.00

The revised total amount of the contract not to exceed \$9,670.00; and,

WHEREAS, Rag's Electric has agreed to provide such services as set forth in the Contract for a total cost amount not to exceed \$9,670.00, as agreed to by a letter to the Village dated March 7, 2013, which is attached hereto and incorporated herein as Exhibit "B".

NOW, THEREFORE, in consideration of the foregoing recitals and the mutual covenants, conditions and agreements herein contained, the adequacy and sufficiency of which the parties hereto hereby acknowledge, the parties hereto agree as follows:

Section 1. Incorporation of Recitals. The preambles set forth hereinabove are incorporated herein as substantive provisions of this AGREEMENT as if fully set out in this Section 1.

Section 2. The Village and Rag's Electric hereby extend the term of the Contract for the period from May 1, 2013, to April 30, 2013, including the aforementioned item rate increases, with the total revised cost amount not to exceed \$9,670.00.

Section 3. Notwithstanding anything to the contrary, Rag's Electric hereby agrees to provide current insurance certificates and insurance coverage information for the period from May 1, 2013, to April 30, 2014, as otherwise described and set forth in the Contract.

Section 4. This AGREEMENT is executed in multiple counterparts, each of which shall be deemed to be and shall constitute one and the same instrument.

IN WITNESS WHEREOF, the parties hereto have set their hands and seals on the date first above written.



ATTEST:

Leroy Hansen
Village Clerk

VILLAGE OF WILLOWBROOK, an Illinois
Municipal Corporation,

By: Robert A. Napoli
Mayor

Rag's Electric

By: Robert A. Napoli

Its: V. P.

ATTEST:

EXHIBIT "A" TO AGREEMENT

ATTACH FULLY EXECUTED COPY OF THE FOLLOWING:

**SPECIFICATIONS AND CONTRACT DOCUMENTS
FOR
STREETLIGHT MAINTENANCE SERVICES**

CONTRACT PERIOD: MAY 1, 2012 - APRIL 30, 2013

BIDDER: Rag's Electric, 16244 Bluff Road, Lemont, IL 60439

APPROXIMATELY THIRTY-FIVE (35) PAGES

RESOLUTION NO. 12-R-21

A RESOLUTION AUTHORIZING THE MAYOR TO ACCEPT A
PROPOSAL FOR STREETLIGHT MAINTENANCE SERVICES – RAG'S
ELECTRIC COMPANY

BE IT RESOLVED by the Mayor and Board of Trustees of the Village of Willowbrook, DuPage County, Illinois, that the Mayor is hereby authorized and directed to execute a certain agreement between the Village of Willowbrook and Rag's Electric Company for Streetlight Maintenance Services, per the terms and conditions contained in the documents attached hereto and incorporated herein as Exhibit "A".

ADOPTED and APPROVED this 14th day of May, 2012

APPROVED:

Robert A. Napoli
Mayor

ATTEST:

Leroy Hansen
Village Clerk



ROLL CALL VOTE:

AYES: BAKER, Berglund, Davi, Kelly, Mistele, TRILLA

NAYS: 0

ABSTENTIONS: 0

ABSENT: 0

SPECIFICATIONS AND DOCUMENTS
for

Street Light Maintenance Services

Required For Use By:

VILLAGE OF WILLOWBROOK
Willowbrook, Illinois 60527

- PROPOSALS TO BE EXECUTED IN DUPLICATE
- ALL SIGNATURES TO BE SWORN BEFORE A NOTARY PUBLIC
- ALL INSURANCE REQUIREMENTS MUST BE MET

ACCOUNT NUMBER:

DEPOSIT:

5% of Bid Amount (See Page 4, Item 5)
(Certified Check, Bank Cashier's Check or Bid Bond)

BOND(S) REQUIRED:

(See Page 4, Item 6)

DRAWINGS:

N/A

PROPOSALS DUE:

Friday, April 27, 2012 by 10:30 AMVILLAGE HALL
7760 Quincy Street
Willowbrook, Illinois 60527

Issued by:

Village of Willowbrook, Illinois
7760 Quincy Street
Willowbrook, Illinois 60527
(630) 323-8215

REQUEST FOR PROPOSAL

The Village of Willowbrook will be accepting proposals for the item listed. Proposals will be accepted at the Willowbrook Village Hall, 7760 Quincy Street, Willowbrook, until Friday, April 27, 2012 at 10:30 AM.

Specifications may be obtained at the Village Hall, weekdays, between 8:30 a.m. and 4:30 p.m. Questions may be directed to the Municipal Services Department at (630) 920-2261.

In accordance with the law and the provisions of 820ILCS 130/0.01 et seq., entitled "an Act regulating wages of laborers, mechanics, and other workers employed in any public works by the state, county, city or any public body or any political subdivision or by any one under contract for public works", not less than the prevailing rate of wages shall be paid to all laborers, workmen and mechanics performing work under this proposal.

The Village of Willowbrook reserves the right to reject any or all proposals, to waive technicalities, and to accept any proposal which is deemed to be in the best interest of the Village of Willowbrook.

The Village of Willowbrook, Illinois, does not discriminate on the basis of disability in the admission or access to, treatment or employment in, its services, programs, or activities. Upon request, accommodation will be provided to allow individuals with disabilities to participate in all Village of Willowbrook services, programs, and activities. The Village has a designated coordinator to facilitate compliance with the Americans with Disabilities Act of 1990 (ADA), as required by Section 35.107 of the U.S. Department of Justice regulation, and to coordinate compliance with Section 504 of the Rehabilitation Act of 1973, as mandated by Section 8.5 of the U.S. Department of Housing and Urban Development regulations. For information, contact the Tim Halik, Village of Willowbrook, 7760 Quincy Street, Willowbrook, Illinois, 60527; (630) 323-8215, TDD (630)920-2259.

Upon request, this information can be made available in large print, audio tape, and/or computer disk.

I. GENERAL CONDITIONS

1. DEFINITIONS

The following words and phrases, as used herein, shall have the meaning ascribed to them, as follows:

A. CONTRACTOR or VENDOR shall mean:

RAG'S ELECTRIC COMPANY

16244 Bluff Road

Lemont, IL 60439

B. VILLAGE shall mean the Village of Willowbrook, DuPage County Illinois, an Illinois Municipal Corporation.

2. PREPARATION AND SUBMISSION OF PROPOSAL

The vendor must submit his/her proposal in duplicate on the forms furnished by the Village of Willowbrook. All blank spaces on the proposal form must be filled in if applicable. Authorized signature must be the individual owner of a proprietorship, a general partner of a partnership or a duly authorized officer, attested to by the Corporate Secretary, of a Corporation. The proposal is contained in these documents and must remain attached thereto when submitted. All signatures and spaces are to be completed in ink or typewritten, where applicable. Prices/costs shall be in United States dollars.

**ALL PROPOSALS SHALL BE SUBMITTED INCLUDING
THE FOLLOWING INFORMATION ON THE FACE:**

**VENDOR'S NAME, ADDRESS, SUBJECT MATTER OF PROPOSAL,
DESIGNATED DUE DATE AND HOUR DESIGNATED FOR PROPOSALS TO
BE SUBMITTED BY.**

3. WITHDRAWAL OF PROPOSAL

Vendors may withdraw their proposals at any time prior to the time specified in the Request for Proposal Notice as the closing time for the receipt of proposals.

However, no proposal shall be withdrawn or cancelled for a period of sixty (60) calendar days after said advertised closing time for the submittal of proposals, nor shall the successful proposal be withdrawn, cancelled, or modified after having been accepted by the Village.

4. SUBMISSION OF ALTERNATE PROPOSALS

Vendor may submit alternate proposals provided that:

- Proposals meet Village Specifications and are submitted separately.
- The Village shall not consider an alternate proposal which fails to meet specifications.

5. BID DEPOSIT

When required on Page 1 of these Specifications, all bids shall be accompanied by a bid deposit in the amount specified. Bid deposits shall be in the form of a certified check, a bank cashier's check drawn on a responsible bank doing business in the United States and shall be made payable to the Village of Willowbrook, or bid bond.

The bid deposit of all except the three lowest bidders on each contract will be returned within twenty (20) calendar days after the opening of the bids. The remaining bid deposits on each contract will be returned, with the exception of the accepted Bidder, after the contract is awarded. The bid deposit of the accepted Bidder will be returned after acceptance by the Village of satisfactory performance bond where such bond is required or completion of contract where no performance bond is required.

6. SECURITY FOR PERFORMANCE

When required on Page 1 of these Specifications, the successful Bidder or Bidders shall, within seven (7) calendar days after acceptance of the bid by the Village, furnish a performance bond in the full amount of the contract, in a form acceptable to the Village.

In the event that the successful Bidder(s) fails to furnish the performance bond within seven (7) calendar days after acceptance of the bid by the Village, then the bid deposit of the successful Bidder shall be retained by the Village as liquidated damages and not as a penalty, it being agreed by the successful Bidder that said sum is a fair estimate of the amount of damages that said Village will sustain due to the successful Bidder's failure to furnish said bond.

7. EQUIVALENT PRODUCTS

In cases where a specified item is identified by a manufacturer's name, trade name or other reference, it is understood that the Vendor proposes to furnish the item as identified. If the Vendor proposes to furnish an "equal" item, the proposed "equal" item must be so indicated in the proposal. The Village shall be the sole determiner of the equalness of the substitute offered.

8. BASIS OF AWARD

The Village reserves the right to accept or reject any and all proposals, in whole or in part, and to waive technicalities.

9. ACCEPTANCE OF PROPOSAL

The Village shall make its determination with respect to proposals within sixty (60) days, or within ninety (90) days where approval by other agencies is required, from the deadline date of receiving proposals. Should the Village fail to act within the times herein specified, all proposals shall be rendered null and void.

10. CATALOGS

Each Vendor shall submit catalogs, descriptive literature and detailed drawings, fully detailing features, designs, construction, appointments, finishes and the like, in order to fully describe the material or work proposed to be furnished.

11. DELIVERY

All materials shipped to the Village of Willowbrook must be shipped F.O.B. freight prepaid, designated location Willowbrook, Illinois. The materials must then be delivered where directed, and unloaded by the successful Vendor, or his/her agent. All deliveries shall be deemed to be "inside delivery". Truck deliveries shall be accepted before 2:30 p.m. on weekdays only. No deliveries shall be accepted on Saturdays, Sundays or holidays. The quantity of material delivered by truck shall be ascertained from a weight certificate issued by a duly licensed public weight-master. In the case of delivery by rail, weight will be ascertained from bill of lading from originating line, but the Village reserves the right to re-weight at the nearest available railroad scale.

12. GUARANTEES AND WARRANTIES

All guarantees and warranties required shall be furnished by the successful Vendor and shall be delivered to the Village before the final payment voucher is issued.

13. SUBLETTING OR ASSIGNMENT OF CONTRACT OR CONTRACT FUNDS

No proposal accepted by the Village of Willowbrook shall be assigned, in whole or in part, or any part of the same sub-contracted without the written consent of the Village Administrator. In no case shall such consent relieve the successful Vendor from his/her obligations or change the terms of the contract.

Any and all subcontractors shall be bound by contract to the same terms as the successful Vendor. Prior to commencing any work, subcontractors must place on file with the Village a certificate of insurance as outlined under "insurance".

The successful Vendor shall not transfer or assign any contract funds or claims due or to become due without the written approval of the Village Administrator having first been obtained.

14. COMPETENCY OF CONTRACTOR

No proposal shall be accepted from any person, firm or corporation that is in arrears or is in default to the Village of Willowbrook upon any debt, or other obligation or who has failed to perform faithfully any previous contract with the Village.

The Contractor, if required, must present within forty-eight (48) hours evidence satisfactory to the Village of performance ability, possession of necessary facilities, equipment, pecuniary resources and adequate insurance to comply with the terms of these specifications. The Village hereby reserves the right to reject any proposal submitted by a Vendor who, in the sole and exclusive discretion of the Village, cannot completely perform the services or deliver the goods specified in these specifications.

15. COMPLIANCE WITH OSHA STANDARDS, THE AMERICANS WITH DISABILITIES ACT, VILLAGE ORDINANCES AND STATE LAWS

The equipment supplied to the Village of Willowbrook must comply with all requirements and standards as specified by the Occupational Safety and Health Act. All guards and protectors as well as appropriate markings will be in place before delivery. Items not meeting any OSHA specifications will be refused. Vendor may be required at his/her expense to provide training to Village employees in the operation of equipment and its maintenance at the convenience of the Village.

Each contracting agency shall ensure that every contract to which it is a party shall comply with all relevant aspects of the Americans with Disabilities Act.

The Vendor will strictly comply with all ordinances of the Village of Willowbrook, the County of DuPage, and the laws of the State of Illinois and United States Government.

16. SPECIAL HANDLING

Prior to delivery of any product which is caustic, corrosive, flammable or dangerous to handle, the successful Vendor will provide written directions as to methods of handling such products, as well as the antidote or neutralizing material required for first aid.

17. MATERIAL INSPECTION AND RESPONSIBILITY

The Village shall have a right to inspect any material to be used in carrying out this proposal. The Village does not assume any responsibility for the availability of any materials and equipment required under this proposal.

18. TOXIC SUBSTANCES

Successful Vendor shall notify the Village of, and provide material safety data sheets for all substances used or supplied in connection with this contract which are defined as toxic under the Illinois Toxic Substances Disclosure to Employees Act.

Materials, components, or completed work not complying therewith, may be rejected by the Village and shall be replaced by the successful Vendor at no cost to the Village. Any materials or components rejected shall be removed within a reasonable time from the premises of the Village at the expense of the successful Vendor.

19. PRICE REDUCTIONS

If at any time after a proposal is accepted the successful Vendor makes a general price reduction in the comparable price of any material covered by the contract to customers generally, an equivalent price reduction based on similar quantities and/or considerations shall apply to the proposal for the duration of the job (or until the price is further reduced). Such price reduction shall be effective at the same time and in the same manner as the reduction in the price to customers generally. For the purpose of this provision, a "general price reduction" shall mean any horizontal reduction in the price of an article or service offered (1) to successful Vendor's customers generally, or (2) in the successful Vendor's price schedule for the class of customers, i.e., wholesalers, jobbers, retailers, etc., which was used as the basis for submittal on this proposal. An occasional sale at a lower price, or sale of distressed merchandise at a lower price, would not be considered a "general price reduction" under this provision. The successful Vendor shall invoice the Village at such reduced prices indicating on the invoice that the reduction is pursuant to the "price reduction" provision of this contract. The successful Vendor, in addition, shall within ten (10) days of any general price reduction, notify the Village Administrator of such reduction by letter. Failure to do so may result in termination of the proposal.

20. TERMINATION OF PROPOSAL

- A. The Village may, by written notice of default to the successful Vendor, terminate the whole or part of this proposal in any one of the following circumstances:
1. If the successful Vendor fails to make delivery of the supplies or to perform the services within the time specified herein or any extension thereof; or fails to provide the supplies or to perform the service at the exact price accepted by the Village (and any charges for contract changes mutually agreed to by the Village and the successful Vendor); or
 2. If the successful Vendor fails to perform any of the other provisions of this proposal, or so fails to make progress as to endanger performance of this proposal in accordance with its terms, and in either of these two circumstances does not cure such failure within such period of time as the Village Administrator may direct in writing.
 3. If it is determined that successful Vendor knowingly falsified information provided to the Village.
 4. If it is determined that successful Vendor offered substantial gifts or gratuities to a Village official, employee, or agent whether in their official capacity or not.
 5. Any order is entered in any proceeding against the successful Vendor decreeing the dissolution of the successful Vendor and such order remains in effect for sixty (60) days.

6. The successful Vendor shall apply to any tribunal for the appointment of a trustee or receiver of any part of the assets of the successful Vendor, or commence any proceedings relating to the successful Vendor under any bankruptcy, reorganization, arrangement, insolvency, readjustment of debt, dissolution or other liquidation law of any jurisdiction, or any such application shall be filed, or any such proceedings shall be commenced, against the successful Vendor, and the successful Vendor indicates its approval, consent or acquiescence, or an order shall be entered appointing such trustee or receiver or adjudicating the successful Vendor bankrupt or insolvent, or approving the petition in any such proceeding, and such order remains in effect for sixty (60) days.

- B. In the event the Village terminates this contract in whole or in part as provided in Paragraph (A) of this clause, the Village may procure, upon such terms in such manner as the Village Administrator may deem appropriate, supplies or services similar to those so terminated, and the successful Vendor shall be liable to the Village for any excess costs for such similar supplies or service, provided that the successful Vendor shall continue the performance of this proposal to the extent not terminated under the provisions of this clause.

21. EQUAL EMPLOYMENT OPPORTUNITY

Each contracting agency shall ensure every contract to which it is a party shall contain the following clause.

EQUAL EMPLOYMENT OPPORTUNITY

In the event of the contractor's non-compliance with the provisions of this equal employment opportunity clause, the Illinois Human Rights Act or the Rules and Regulations of the Illinois Department of the Human Rights ("Department"), the Contractor may be declared ineligible for future contracts or subcontracts with the State of Illinois or any of its political subdivisions or municipal corporations, and the contract may be cancelled or voided in whole or in part, and such other sanctions or penalties may be imposed or remedies invoked as provided by statute or regulation. During the performance of this contract, the contractor agrees as follows:

1. That it will not discriminate against any employee or applicant for employment because of race, color, religion, sex, marital status, national origin, or ancestry, age, physical or mental handicap unrelated to ability, or an unfavorable discharge from the military service; and further that it will examine all job classifications to determine if minority persons or women are under utilized and will take appropriate affirmative action to rectify any such under utilization.
2. That, if it hires additional employees in order to perform this work proposal or any portion thereof, it will determine the availability (in accordance with the department's rules and regulations) of minorities and women in the area(s) from which it may reasonably recruit and it will hire for each job classification for which employees are hired in such a way that minorities and women are not under utilized.

3. That, in all solicitations or advertisements for employees placed by it or on its behalf, it will state that all applicants will be afforded equal opportunity without discrimination because of race, color, religion, sex, marital status, national origin or ancestry, age, physical or mental handicap unrelated to ability, or an unfavorable discharge from military service.
4. That it will send to each labor organization or representative of workers with which it has or is bound by a collective bargaining or other agreement or understanding, a notice advising such labor organization or representative of the contractor's obligations under the Illinois Human Rights Act and the Department's Rules and Regulations.

If any such labor organization or representative fails or refuses to cooperate with the contractor in its efforts to comply with such act and rules and regulations, the contractor will promptly so notify the department and the contracting agency and will recruit employees from other sources when necessary to fulfill its obligations thereunder.

5. That it will submit reports as required by the department's rules and regulations, furnish all relevant information as may from time to time be requested by the department or the contracting agency, and in all respects comply with the Illinois Human Rights Act and the Department's rules and regulations.
6. That it will permit access to all relevant books, records, accounts, and work sites by personnel of the contracting agency and the department for purposes of investigation to ascertain compliance with the Illinois Human Rights Act and the Department's rules and regulations.
7. That it will include verbatim or by reference the provisions of this clause in every subcontract it awards under which any portion of the contract obligations are undertaken or assumed, so that such provisions will be binding upon such subcontractor. In the same manner as with other provisions of this contract, the contractor will be liable for compliance with applicable provisions of this clause by such subcontractors; and further it will promptly notify the contracting agency and the department in the event any subcontractor fails or refuses to comply therewith. In addition, the contractor will not utilize any subcontractor declared by the Illinois Human Rights Commission to be ineligible for contracts or subcontracts with the State of Illinois or any of its political subdivisions or municipal corporations.

SUBCONTRACTS

Each public subcontractor shall in turn include the equal employment opportunity clause set forth within these rules and regulations in each of its subcontracts under which any portion of the contract obligations are undertaken or assumed, said inclusion to be either verbatim or by reference so that the provisions of the clause will be binding upon such subcontractors.

CONTRACTS OR SUBCONTRACTS WITH RELIGIOUS ENTITIES

The requirements of the equal employment clause set forth above with respect to non-discrimination because of religion shall not apply to a religious corporation, association, educational institution or society with respect to the employment of individuals of a particular religion for the carrying on by such corporation, association, educational institution or society of its activities.

22. INSURANCE SPECIFICATIONS

- A. The successful Vendor shall not commence work under the proposal until he/she has obtained all insurance required herein and such insurance has been approved by the Village.
- B. The successful Vendor shall maintain limits no less than:

<u>TYPE OF INSURANCE</u>	<u>MINIMUM INSURANCE COVERAGE</u>
<u>COMMERCIAL GENERAL LIABILITY</u>	
1. Comprehensive Form	COMBINED SINGLE LIMIT PER OCCURRENCE
2. Premises - Operations	FOR BODILY INJURY AND PROPERTY
3. Explosion & Collapse Hazard	DAMAGE \$1,000,000
4. Underground Hazard	PERSONAL INJURY PER OCCURRENCE
5. Products/Completed Operations Hazard	\$1,000,000
6. Contractual Liability Coverage Included	
7. Broad Form Property Damage -	GENERAL AGGREGATE \$2,000,000
construction projects only.	
8. Independent contractors	
9. Personal Injury	
Business Automobile Liability	COMBINED SINGLE LIMIT PER OCCURRENCE
Any Auto, Owned, Non-Owned	FOR BODILY INJURY AND PROPERTY DAMAGE
Rented/Borrowed	\$1,000,000
Worker's Compensation and Occupational Diseases	STATUTORY LIMIT
Employer's Liability Insurance per Occurrence	\$500,000

Coverage shall be at least as broad as (1) Insurance Services Office Commercial General Liability occurrence form CG 0001 with the Village named as additional insured on a form at least as broad as the attached sample endorsement including ISO Additional Insured Endorsement (Exhibit A); (2) if requested, Owners and Contractors Protective Liability policy with the Village named as insured; (3) Insurance Services Office Business Auto Liability form number CA 0001, Symbol 01 "Any Auto"; and (4) Workers Compensation as required by the Labor Code of the State of Illinois and Employers' Liability insurance.

- C. In the event of accidents of any kind, the successful Vendor shall furnish the Village with copies of all reports of such accidents at the same time that the reports are forwarded to any other interested parties.
- D. Any deductibles or self-insured retentions must be declared to and approved by the Village. At the option of the Village, either: the insurer shall reduce or eliminate such deductibles or self-insured retention as respects the Village, its officials, agents, employees, and volunteers; or the successful Vendor shall procure a bond guaranteeing payment of losses and related investigation, claim administration and defense expenses.

23. INSURANCE POLICY(S) ENDORSEMENT

SHALL BE PROVIDED PRIOR TO THE COMMENCEMENT OF WORK.

VILLAGE OF WILLOWBROOK ("The Village")

Attention: Administration Department

7760 Quincy Street

Willowbrook, Illinois 60527

A. POLICY INFORMATION.

1. Insurance Company _____
2. Policy Number _____
3. Policy Term: (From) _____ (To) _____
4. Endorsement Effective Date _____
5. Named Insured _____
6. Address of Named Insured _____
7. Limit of Liability Any One Occurrence/
Aggregate \$ _____
8. Deductible or Self-Insured Retention (Nil unless otherwise specified)
\$ _____

B. VERIFICATION OF COVERAGE

When required on Page 1 of these Specifications, the successful Vendor shall, within seven (7) calendar days after acceptance of the proposal by the Village, furnish the Village with certificates of insurance naming the Village, its officials, agents, employees and volunteers as additional insureds, and with original endorsements affecting coverage required. The certificates and endorsements for each insurance policy are to be signed by a person authorized by that insurer to bind coverage on its behalf.

In the event that the successful Bidder(s) fails to furnish the insurance coverage within seven (7) calendar days after acceptance of the bid by the Village, then the bid deposit of the successful Bidder shall be retained by the Village as liquidated damages and not as a penalty, it being agreed by the successful Bidder that said sum is a fair estimate of the amount of damages that said Village will sustain due to the successful Bidder's failure to furnish said insurance.

The attached Additional Insured Endorsement (Exhibit A) shall be provided to the insurer for their use in providing coverage to the additional insured. Other additional insured endorsements may be utilized, if they provide a scope of coverage at least as broad as the coverage stated on the attached endorsement (Exhibit A). The Village reserves the right to request full certified copies of the insurance policies and endorsements.

C. POLICY AMENDMENTS.

Each policy shall contain, or be endorsed to contain, the following provisions:

1. INSURED.

(COMMERCIAL GENERAL LIABILITY AND BUSINESS
AUTOMOBILE LIABILITY)

The Village, its officials, agents, employees, and volunteers are to be included as additional insureds with regard to liability and defense of claims arising from: (a) activities performed by or on behalf of the successful Bidder, (b) products and completed operations of the successful Bidder, (c) premises owned, leased or used by the successful Bidder, and (d) automobiles owned, leased, hired or borrowed by the successful Vendor. The coverage shall contain no special limitations on the scope of protection afforded to the Village, its officials, agents, employees, and volunteers.

2. CONTRIBUTION NOT REQUIRED.

(COMMERCIAL GENERAL LIABILITY AND BUSINESS
AUTOMOBILE LIABILITY)

The insurance afforded by the policy shall be primary insurance as respects the Village, its officials, agents, employees, and volunteers; or stand in an unbroken chain of coverage excess of the successful Vendor's scheduled underlying primary coverage. In either event, any other insurance or self-insurance maintained by the Village, its officials, agents, employees, and volunteers shall be excess of this insurance and shall not contribute with it.

3. SEVERABILITY OF INTEREST.

(COMMERCIAL GENERAL LIABILITY AND BUSINESS
AUTOMOBILE LIABILITY)

The insurance afforded by the policy applies separately to each insured who is seeking coverage or against whom a claim is made or a suit is brought, except with respect to the Company's limit of liability.

4. SUBCONTRACTORS.

(ALL COVERAGES)

The successful Vendor shall include all subcontractors as insured under its policies or shall furnish separate certificates and endorsements for each subcontractor. All coverages for subcontractors shall be subject to all of the requirements stated in these General Conditions.

**5. PROVISIONS REGARDING THE INSURED'S DUTIES AFTER
ACCIDENT OR LOSS.**

(COMMERCIAL GENERAL LIABILITY AND BUSINESS
AUTOMOBILE LIABILITY)

Any failure to comply with reporting provisions of the policy shall not affect coverage provided to the Village, its officials, agents, employees, and volunteers.

6. CANCELLATION NOTICE.

(ALL COVERAGES)

The insurance afforded by the policy shall not be suspended, voided, canceled, reduced in coverage or in limits except after thirty (30) days' prior written notice by certified mail return receipt requested has been given to the Village. Such notice shall be addressed as shown in the heading of the endorsement.

7. **SUBROGATION.**

(WORKERS COMPENSATION AND EMPLOYERS' LIABILITY)

The insurer shall agree to waive all rights of subrogation against the Village, its officials, agents, employees, and volunteers for losses arising from work performed by the successful Vendor for the Village.

8. **ACCEPTABILITY OF INSURERS.**

(ALL COVERAGES)

Insurance is to be placed with insurers with a Best's rating of no less than A-, VII and licensed to do business in the State of Illinois.

9. **ASSUMPTION OF LIABILITY.**

(ALL COVERAGES)

The successful Vendor assumes liability for all injury to or death of any person or persons including employees of the successful Vendor, any subcontractor, any supplier or any other person and assumes liability for all damage to property sustained by any person or persons occasioned by or in anyway arising out of any work performed pursuant to the contract.

D. SIGNATURE OF INSURER OR AUTHORIZED REPRESENTATIVE OF THE INSURER.

I, _____ (print/type name),
warrant, and by my signature hereon do so certify, that the required coverage is
in place.

Signature of: _____
Authorized Representative (Original signature required on endorsement
furnished to the Village).

Title: _____

Organization: _____

Address: _____

Phone: _____ Fax: _____

24. INDEMNITY HOLD HARMLESS PROVISION

To the fullest extent permitted by law, the successful Vendor hereby agrees to defend, indemnify and hold harmless the Village, its officials, agents, employees, and volunteers, against all injuries, deaths, loss, damages, claims, patent claims, suits, liabilities, judgments, costs and expenses, which may in anywise accrue against the Village, its officials, agents, employees, and volunteers; arising in whole or in part or in consequence of the performance of the work by the successful Vendor, its employees, or subcontractors, or which may in anywise result therefore, except that arising out of the sole legal cause of the Village, its officials, agents, employees, and volunteers, and the successful Vendor shall, at its own expense, appear, defend and pay all charges of attorneys and all costs and other expenses arising therefore or incurred in connection therewith, and, if any judgment shall be rendered against the Village, its officials, agents, employees, and volunteers, in any such action, the successful Vendor shall, at its own expense, satisfy and discharge same.

The successful Vendor expressly understands and agrees that any performance bond or insurance policies required by the proposal, or otherwise provided by the successful Vendor, shall in no way limit the responsibility to indemnify, keep and save harmless and defend the Village, its officials, agents, employees, and volunteers, as herein provided.

The successful Vendor further agrees that to the extent that money is due the successful Vendor by virtue of the contract, an amount of said money as shall be considered necessary in the judgment of the Village, may be retained by the Village to protect itself against said loss until such claims, suits, or judgments shall have been settled or discharged and/or evidence to that effect shall have been furnished to the satisfaction of the Village.

ADDITIONAL INSURED ENDORSEMENT - EXHIBIT A

Name of Insurer: _____

Name of Insured: _____

Policy Number: _____

Policy Period: _____

Endorsement Effective Date: _____

This endorsement modifies coverage provided under the following:

Commercial General Liability Coverage Part

Name of Individuals or Organization: _____

WHO IS AN INSURED section of the policy / coverage document is amended to include as an insured, the individuals or organization shown above, but only with respect to liability "arising out of your work".

For purposes of this endorsement, "arising out of your work" shall mean:

1. Liability the Additional Insured may incur resulting from the actions of a contractor it hires.
2. Liability the Additional Insured may incur for negligence in the supervision of the Named Insured Contractors work.
3. Liability the Additional Insured may incur for failure to maintain safe worksite conditions.
4. Liability the Additional Insured may incur due to joint negligence of the Named Insured Contractor and the Additional Insured.

CONTRACTOR'S CERTIFICATION - BID PROPOSAL

Rag's Electric Company
(Name of Contractor)

, as part of its

proposal for Street Light Maintenance Services to The Village of Willowbrook, Illinois, hereby certifies that said contractor is not barred from bidding on the aforementioned proposal as a result of a violation of either 720 ILCS 5/33E-3 or 5/33E-4.

By:

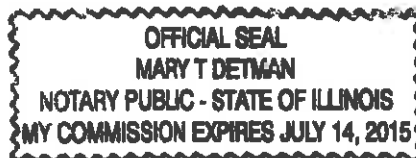
Patricia H. Mott
Authorized Agent of Contractor

SUBSCRIBED AND SWORN BEFORE ME

This 25th day of

April

, 20 12



MY COMMISSION EXPIRES:

07-14-2015

Mary T. Detman
NOTARY PUBLIC

VILLAGE OF WILLOWBROOK
STREETLIGHT MAINTENANCE SERVICES
SPECIFICATIONS

The undersigned ("Contractor") agrees to furnish to the Village of Willowbrook, an Illinois municipal corporation, hereinafter referred to as the "Village", **STREETLIGHT MAINTENANCE SERVICES** conforming to the terms and conditions set forth herein.

I. GENERAL TERMS AND CONDITIONS

A. EXAMINATION OF SITE

Bidders shall inform themselves of all the conditions under which the work is to be performed concerning the site of the work, the obstacles which may be encountered, and all other relevant matters concerning the work to be performed and the type of work required under this contract.

The Contractor to whom a contract is awarded will not be allowed any extra compensation by reason of any such matters of things concerning which the Contractor did not inform himself prior to bidding. The successful Contractor must employ, so far as reasonably possible as determined by the Village, such methods and means in the carrying out of his work as will not cause any interruption or interference with any other contractor.

B. MEETING BEFORE WORK BEGINS

If desired, the Contractor shall meet with the Director of Municipal Services or his designee(s) prior to the start of work in order to review the contract specifications, designate the appropriate project contacts, and the manner in which work will be proceeding, among other items.

C. DAMAGE TO PUBLIC OR PRIVATE PROPERTY

Any damage of public or private property caused by the Contractor's operations shall be resolved with the property owner within ten (10) days after damage occurs to the satisfaction of the Village. The Contractor shall inform the Village of any damage caused by the Contractor's operation on the day such damage occurs. Should the damage not be rectified within the time frame agreed upon or to the satisfaction of the Village, the Village reserves the right to repair or replace that which was damaged or assess the Contractor such cost as may be reasonable and related to damaged caused by the Contractor, and deduct these costs from any payment due the Contractor.

D. BASIS OF PAYMENT

The Contractor shall be paid for the work as described herein.

E. PREVAILING WAGES

In accordance with the law and the provisions of 820ILCS 130/0.01 et seq., entitled "an Act regulating wages of laborers, mechanics, and other workers employed in any public works by the state, county, city or any public body or any political subdivision or by any one under contract for public works", not less than the prevailing rate of wages shall be paid to all laborers, workmen and mechanics performing work under this contract. Prospective Bidders shall thoroughly familiarize themselves with the provisions of the above mentioned act and shall prepare any and all bids in strict compliance therewith. Copies of the prevailing rate of wages for this Village are on file in the office of the Village Clerk of the Village of Willowbrook.

F. TRESPASS ON LAND

The Contractor shall confine his operations and storage of materials and equipment to the job site public right-of-way or easements. The Contractor shall exercise extreme caution so as not to trespass upon property of third parties not involved in the contract. In the event that the Contractor is to enter upon the property of third parties in the execution of the work he shall obtain written permission prior to doing so and submit evidence of said written permission to the Village.

G. COSTS

The undersigned hereby affirms and states that the prices quoted herein constitute the total cost to the Village for all work involved in the respective items. This cost also includes all proposal preparation costs, insurance, royalties, transportation charges, use of all tools and equipment, superintendent, overhead expense, inspection costs, all profits and all other work services and conditions necessarily involved in the work to be done in accordance with the requirements of the contract documents considered severally and collectively.

H. ADDITIONAL INFORMATION

Each bidder shall be asked to provide the following data with the bid:

A statement of the items or equipment that the bidder proposes to use on the project and a statement noting which of these items of equipment the bidder owns. A separate statement is needed for those items the contractor does not own but will be able to rent or otherwise have access to use.

At least four (4) references who can attest to the bidder's ability to fulfill this contract including at least one (1) municipal, governmental, or institutional reference. Include names, addresses and phone numbers.

At least one (1) reference that can attest to the bidder's previous satisfactory performance of a municipal or other governmental street light maintenance agreement that is comparable in size to this project.

Any bidder may be required by the Village to submit additional data in support of the bidder's claim to be competent to carry out the terms and provisions of the contract.

II. STREET LIGHTING SYSTEMS

A. DESCRIPTION OF WORK:

This Contract is for the maintenance of Street Lighting Systems located in the Village of Willowbrook, DuPage County, Illinois.

The Contractor shall: (1) clean luminaires, reflectors, and glassware of street lights as listed in the Contract for the unit prices bid; and (2) furnish all labor, materials and equipment to replace burned out lamps, correct any malfunction of equipment, or affect any temporary emergency repairs to damaged equipment resulting from any cause. Labor, materials, and equipment shall be furnished at the unit prices stated in the Contractor's Proposal.

The Contractor shall not be required to patrol the street lighting systems for lamp Failures, other failures, or nonoperative equipment. However, on notification by the Owner or duly authorized representative, he shall replace burned out lamps by Friday of the week in which they were reported. Malfunction of equipment, faulty cable which results in entire or major portions of circuits being inoperative shall be corrected or temporarily repaired within 24 hours of notification. Permanent repairs shall be affected as soon thereafter as possible. Payment shall be based on the unit prices per hour for labor and equipment stated in the Contract. Materials shall be paid for at the unit prices stated in the Contract or, if not so stated, shall be paid for as described elsewhere in these Special Provisions.

B. CLEANING LUMINAIRES, REFLECTORS, AND REFRACTORS:

Location, number, and mounting height of street lights to have luminaires, reflectors, and refractors cleaned under this Proposal are as indicated in the following tabulation.

Location	Pole Top Mounted 16" Height	Bracket Mounted Over 25'
79th Street @ Blackberry Lane		1
79th Street @ Cherry Tree Lane		1
79th Street @ Sugarbush Lane		1
79th Street @ Clarendon Hills Road		1
Blackberry Lane @ Honey Locust Lane		1
Farmingdale Terrace Park		1
Blackberry Lane @ Hawthorn Lane		1
Cherry Tree Lane @ Hawthorn Lane		1
Blackberry Lane @ Apple Tree Lane		1
Apple Tree Lane @ Cul-de-Sac		1

Location	Pole Top Mounted 16" Height	Bracket Mounted Over 25'
Apple Tree Lane @ Pine Tree Lane		1
Sheridan Drive @ 75 th Street		1
Sheridan Drive @ Apple Tree Lane		1
Sheridan Drive @ Blackberry Lane		1
Sheridan Drive @ Cherry Tree Lane		1
Clarendon Hills Road @ Sheridan Drive		1
Clarendon Hills Road @ Sheridan Drive to 75 th Street		2
Clarendon Hills Road @ 75 th Street		1
Community Park on Midway Drive		17
73 rd Court @ Route 83		1
73 rd Court @ Cul-de-Sac		1
72 nd Court - Route 83 to Willoway Lane	5	
Adams Street - Cherrywood Lane to Plainfield Road		12
Kingswood Court @ Cul-de-Sac		1
Kingswood Road @ Plainfield Road		1
Kingswood Road @ Kingswood Court		1
Sheffield Lane - Stratford Lane to Ridgemoor Drive		2
Stratford Lane @ Kingswood Road		1
Wedgewood Lane-Somerset Road to Wedgewood Court		3
256 Somerset Road		1
Rodgers Drive @ Plainfield Road		1
Rodgers Drive @ Somerset Road		1
6607 Rodgers Drive		1
Rodgers Drive @ Rodgers Court		1
Rodgers Drive @ Ridgemoor Drive		1
Wedgewood Court @ Cul-de-Sac		1
Somerset Road @ Somerset Court		1
Somerset Court @ Cul-de-Sac		1

Location	Pole Top Mounted 16" Height	Bracket Mounted Over 25'
Chaucer Road @ Somerset Road		1
Ridgemoor Court @ Cul-de-Sac		1
Ridgemoor Drive South @ Madison Street		2
Ridgemoor Drive @ Sheffield Lane		1
Ridgemoor Drive @ Wedgewood Lane		1
Ridgemoor Drive @ Wingate Road		1
Ridgemoor Drive @ Ridgemoor Court		1
Ridgemoor Drive @ Cambridge Road		1
Rodgers Court @ Cul-de-Sac		1
Ridgemoor Drive North @ Madison		1
Ridgemoor Drive @ Lane Court	1	
427 Stonegate Court		1
Wingate Road @ Stonegate Court		1
Wingate Road @ Woodgate Court		1
432 Woodgate		1
6503 Cambridge Road		1
159 Rodgers Court		1
6545 Chaucer Road		1
Chaucer Road @ Chaucer Court		1
Chaucer Court @ Cul-de-Sac		1
Madison Street @ Waterford Court		1
Waterford Road @ Waterford Court		1
Waterford Road @ Wingate Road		1
Waterford Road @ Brentwood Lane		1
Waterford Road @ Cambridge Road		1
Waterford Road @ Meadow Lane		1
Waterford Road @ Rodgers Drive		1
Rodgers Drive @ Waterford Drive		1

Location	Pole Top Mounted 16" Height	Bracket Mounted Over 25'
Waterford Drive-Rodgers Drive to Oxford Road		1
Waterford Drive @ Oxford Road		1
Waterford Drive @ Chaucer Road		1
Waterford Drive @ Garfield Avenue		1
Garfield Avenue @ Garfield Ridge Court	1	
Garfield Ridge Court	2	
Garfield Avenue @ Ridgefield Lane		1
Ridgefield Lane	1	
Hill Road @ Tremont Road	1	
Hill Road @ Wesley Road	1	
Hill Road @ Briar Road	1	
Hill Road @ Raleigh Road	1	
Tremont Road @ Sunset Ridge Road	1	
Sunset Ridge Road @ Wesley Road	1	
Sunset Ridge Road @ Briar Road	1	
Sunset Ridge Road @ Raleigh Road	1	
6320 Raleigh Road	1	
Rodgers Farm Road @ Garfield Avenue		1
Madison Street @ Creekside Court		1
Creekside Court @ Cul-de-Sac		1
6406 Waterford Court		1
Brentwood Lane @ Hiddenbrook Lane		1
Meadow Lane @ Hiddenbrook Lane		1
Ridgemoor Drive West	1	
Squire Lane @ 63rd Street		1
Squire Lane @ Cul-de-Sac	1	
Willowood Lane @ Bentley Avenue	1	
Willowood Lane @ Cul-de-Sac	1	

Location	Pole Top Mounted 16" Height	Bracket Mounted Over 25'
Willowood Lane @ 61st Street	1	
Chatelaine Court @ Cul-de-Sac		1
Chatelaine Court @ Clarendon Hills Road		1
Clarendon Hills Road @ MacArthur Drive		1
5916 Clarendon Hills Road		1
59th Street @ Bentley Avenue		1
59th Street @ Virginia Avenue		1
59th Street @ Tennessee Avenue		1
59th Street @ Alabama Avenue		1
59th Street @ Clarendon Hills Road		1
219 59th Street		1
122 59th Street		1
59th Street @ Holmes Avenue		1
Clarendon Hills Road @ 58th Place		1
Quincy Street at Executive Drive		1
Madison Street at Executive Drive		1
Quincy Street at Midway Drive		1
Joliet Road at Quincy Street		1
Midway Drive - RT 63 to Quincy Street		6
Willowbrook Centre Parkway		24
Monroe @ 71st Street		1
Totals	24	156

C. METHOD OF CLEANING:

All cleaning of luminaires, reflectors, and refractors specified in this contract shall be accomplished in accordance with manufacturer's recommendations. Care shall be taken in the entire cleaning operation to prevent any disruption in the alignment of the luminaire.

Reflectors are finished by the patented "alzak" process, and shall be cleaned with mild soap or detergent and water, Bon Ami, or liquid wax emulsion.

Glass refractors will be washed with soap or detergent and water. After washing, the surfaces shall be rinsed and wiped dry with a soft cloth. Care shall be exercised so as not to chip or bruise glass surfaces.

Plastic refractors are more easily scratched and special care shall be used. No hard, rough cloths shall be used. Grease or oil may be removed with a mild household detergent solution. Solvents such as acetone, benzene, carbon tetrachloride, lacquer thinners, commercial window sprays, or kitchen scouring compounds shall not be allowed. After washing the refractors, they shall be given a final rinse in an anti-static solution such as "CADCO" or "ANSTAC-2-M", or equal, and allowed to air dry without wiping.

D. BASIS OF PAYMENT:

The Contractor shall be paid for the work under this section at the contract until prices per each for **CLEANING LUMINAIRES, REFLECTORS, AND REFRACTORS** for (1) pole top mounted unit having a mounting height of approximately sixteen feet (16'), and (2) for bracket-mounted units having a mounting height of over twenty-five feet (25'), which prices shall be payment in full for furnishing all labor, materials, equipment, tools and transportation services necessary to do the work as specified. The Owner shall pay for this work no later than sixty (60) days after receipt of a statement from the Contractor.

III. STREET LIGHTING SYSTEM MAINTENANCE

A. DESCRIPTION:

Under this section, the Contractor shall furnish labor, materials, and equipment to perform the following listed services to maintain the existing "Street Lighting Systems" of the Owner. The Contractor shall be expected to perform the following repairs and replacements upon notification by the Owner. The Owner may, in its discretion, have others do all or part of the following:

1. Replace burned out lamps that are reported to the Contractor by the Owner, the same day, if possible, but in no case later than the Friday of the week in which they were reported. At the time of replacement of burned out, broken, or missing lamps, the reflectors and refractors shall be cleaned in accordance with these Specifications. All lamps replaced shall be of the same wattage as the lamps removed. Lamps of the various wattages shall be furnished by the Contractor in accordance with the Specifications included herein.
2. Realign light standards, brackets and luminaires where required.
3. Replace or make repairs to any equipment or components damaged from any cause whatsoever.
4. Replace or repair damaged or defective light poles, foundations, mast arms, luminaires, handhole covers, and any appurtenances.

B. LAMPS:

These items shall include the furnishing of mercury vapor and high pressure sodium of the sizes and types specified hereinafter in existing luminaires and at the locations directed by the Owner and/or Engineer.

The lamps shall be designed to burn in any position and shall have an approximate rated life of 24,000 hours at ten (10) hours burning time per start and shall come to rated candlepower in not over four (4) minutes after starting.

1. The 400-watt mercury vapor lamps shall provide 21,000 initial lumens.
2. The 250-watt mercury vapor lamps shall provide 12,100 initial lumens.
3. The 175-watt mercury vapor lamps shall provide 8,600 initial lumens.
4. The 400-watt high pressure sodium lamps shall provide 50,000 initial lumens.
5. The 250-watt high pressure sodium lamps shall provide 27,500 initial lumens.
6. The 150-watt high pressure sodium lamps shall provide 16,000 initial lumens.
7. The 100-watt high pressure sodium lamps shall provide 9,500 initial lumens.
8. The 55-watt high pressure sodium lamps shall provide 4,000 initial lumens.

The Contractor shall specify the manufacture or make of the lamps he proposes to furnish in the space provided in the "Schedule of Prices" of the Proposal.

C. METHOD OF COMPUTING TIME:

Rates for labor and equipment furnished by the Contractor shall be based on the time the man and equipment leave the shop or leave another job and for the actual time engaged in the work. If the work, as ordered by the Owner, does not take a full day, the time for returning to the shop shall be included in the total time figured for payment. However, if the labor and equipment moves to another job, the time moving to the other job shall not be included. The time the Contractor spends in moving from one location to another location on this project will be included.

D. BASIS OF PAYMENT:

Payment for "Street Lighting System Maintenance" shall be paid for as follows:

1. Labor: For skilled and unskilled labor, the Contractor will be paid the Contract Unit price per hour computed as outlines in "Method of Computing Time" above, and as set forth in the "Proposal" section, "Schedule of Prices", which rates shall include:

(1) Compensation Insurance, (2) Liability Insurance, (3) Federal and State Unemployment tax, (4) Federal Old Age Annuity Tax, (5) Health and Welfare Trust Fund, (6) Vacation fund, (7) Over head and (8) Profit. If it is necessary for the Contractor to employ the services of any other class of skilled, semi-skilled, or unskilled, other than those listed in the "Schedule of Prices", the Contractor shall receive the current local rate of wage for each hour that said labor or foreman are actually engaged in such work computed as outlines under "Method of Computing Time" above mentioned, to which cost shall be added fifteen percent (15%) of the sum thereof. The Contractor may also receive the net cost of: (1) Compensation Insurance, (2) Liability Insurance, (3) Federal and State Unemployment Tax, (4) Federal Old Age Annuity Tax, (5) Health and Welfare Trust Funds and (6) Vacation Fund.

2. Materials: For mercury vapor and high pressure sodium lamps used in the maintenance of "Street Lighting Systems", the Contractor will be paid the Contract unit price per each for "400 WATT MERCURY VAPOR LAMPS"; "250 WATT MERCURY VAPOR LAMPS"; "175 WATT MERCURY VAPOR LAMPS"; "400 WATT HIGH PRESSURE SODIUM LAMPS"; "250 WATT HIGH PRESSURE SODIUM LAMPS"; "150 WATT HIGH PRESSURE SODIUM LAMPS"; "100 WATT HIGH PRESSURE SODIUM LAMPS"; and "55 WATT HIGH PRESSURE SODIUM LAMPS" as set forth in the "Schedule Of Prices", included herein.

Should materials or parts other than lamps as specified above be required to effect repairs or replacements to the "Street Lighting Systems", the Contractor shall furnish such parts and will receive the actual cost of the materials and parts, to which a maximum of fifteen percent (15%) shall be added.

3. Equipment: For the equipment listed in the "Schedule of Prices" the Contractor will receive the hourly equipment rental rate for the actual number of hours the equipment is used on the work, computed as outlines herein, at the Contract unit price per hour for "SERVICE TRUCK" and "TOWER AND BUCKET TRUCK", which hourly rates shall include depreciation, insurance repairs, and operating costs.

If it is necessary for the Contractor to use equipment not included in the "Schedule of Prices", the Contractor shall receive a reasonable ownership expense cost, computed in accordance with the current "Schedule of Average Annual Equipment Ownership Expense with Operating cost", as approved and adopted by the Illinois Department of Transportation, and subsequent revisions and additions for the period that said machinery and equipment is in use on the work, to which no percent will be added. Operating costs of such equipment will be paid for at the cost computed as outlined herein. Prior to the use of any unlisted equipment, the Contractor shall establish ownership and operating costs of the equipment and submit them to the Owner for approval.

4. Payment: The Owner shall pay for labor, materials, or equipment furnished for "Street Lighting System Maintenance" within sixty (60) days after receipt of a statement from the Contractor.

VILLAGE OF WILLOWBROOK

STREETLIGHT MAINTENANCE SERVICES PROPOSAL

The undersigned "Contractor" offers to provide to the Village of Willowbrook, an Illinois Municipal Corporation, Streetlight Maintenance Services conforming to the specifications attached hereto, with such exceptions or modifications as herewith set forth, and in accordance with the terms and conditions herein specified.

Schedule of Prices

RETURN WITH PROPOSAL					
(For complete information covering these items, see specifications)					
Item No.	Items	Unit	Quantity	Unit Price	Total
1	CLEAN LUMINAIRES, REFLECTORS AND REFRACTORS FOR POLE TOP MOUNTED UNITS; HEIGHT 16'	EA	24	1.00	24.00
2	CLEAN LUMINAIRES, REFLECTORS AND REFRACTORS FOR BRACKET MOUNTED UNITS; HEIGHT 25'	EA	156	1.00	156.00
3	400 WATT MERCURY VAPOR LAMPS	EA	1	1.00	1.00
4	400 WATT HIGH PRESSURE SODIUM LAMPS	EA	16	14.00	224.00
5	250 WALL MERCURY VAPOR LAMPS	EA	13	9.00	117.00
6	250 WALL HIGH PRESSURE SODIUM LAMPS	EA	45	14.00	630.00
7	175 WALL MERCURY VAPOR LAMPS	EA	73	9.00	657.00
8	150 WALL HIGH PRESSURE SODIUM LAMPS	EA	19	12.00	228.00
9	100 WATT HIGH PRESSURE SODIUM LAMPS	EA	1	12.00	12.00
10	55 WATT HIGH PRESSURE SODIUM LAMPS	EA	3	32.00	96.00
11	ELECTRICIAN	HR	50	90.00 95.00	4,500.00 4,750.00
12	ELECTRICIAN'S HELPER	HR	40	40.00 60.00	1,600.00 2,400.00
13	SERVICE TRUCK	HR	50	5.00 7.50	250.00 375.00
14	TOWER AND BUCKET TRUCK	HR	30	30.00 35.00	900.00 1,050.00
TOTAL:					9,670.00
					\$9,395.00

Licensed Electrical
Contractor:

Rag's Electric Company
Name
12-17
Number

Address: 16244 Bluff Road
Lemont, Illinois 60439

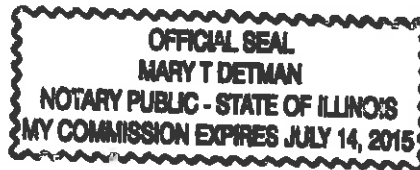
Phone: 630-739-7247 Date: 04-25-2012

Signature: *[Signature]*

Subscribed and sworn before me on this 25th day of April, 2007

MY COMMISSION EXPIRES:

07-14-15
Mary T Detman
NOTARY PUBLIC



ADDITIONAL BID INFORMATION

Please check the appropriate column

A.	Statement of the Items / Equipment the Bidder Proposes to use to complete the work:	Owned By the Vendor	Rented or Other Access to by the Vendor
	Elliott ECH-3-60NA (Bucket Truck)	X	
	Ford F350 Utility Body (Service Truck)	X	
	Ford F450 Super Duty Utility Body (Service Truck)	X	
	DitchWitch Trencher	X	
	555B Backhoe	X	
	Elliott ECH-360NA (Crane)	X	
	Ditch Witch Mini Excavator	X	
	Texas Bragg Trailer	X	

REFERENCE LIST

(please make additional copies of this sheet if needed)

Village/City: Village of Hodgkins

Contact: Eric Rice Phone: 708-579-6700

Type & Date of Work: Street Lighting Maintenance / Annual Contract

Pump Station and Building Maintenance

Village/City: City of Darien

Contact: Daniel Gombac Phone: 630-852-5000

Type & Date of Work: Street Light Maintenance / Annual Contract

Village/City: Village of Lemont

Contact: Randy Earnest Phone: 630-257-2532

Type & Date of Work: Street Light Maintenance / Annual Contract

Pump Station

Building Maintenance

Village/City: Village of Burr Ridge

Contact: Bradley Carr Phone: 630-654-8181

Type & Date of Work: Street Light Maintenance / Annual Contract

Pump Station

Building Maintenance

ERIE INSURANCE COMPANY
BID BOND

Know All Men by These Presents,

Bond No. MM1547

That we, . . . RAG'S ELECTRIC COMPANY . . .
(hereinafter called the Principal) as Principal and the ERIE INSURANCE COMPANY, of Erie, Pennsylvania, a
corporation duly organized under the laws of the State of Pennsylvania, (hereinafter called the Surety),

as Surety, are held and firmly bound unto . . . VILLAGE OF WILLOWBROOK . . .

ILLINOIS . . . 60527 . . . hereinafter called the Obligor in the full and just sum of . . . ONE HUNDRED . . .

THOUSAND DOLLARS AND NO CENTS . . . Dollars, (\$100,000.00 . . .),

good and lawful money of the United States of America, to the payments of which sum of money well
and truly to be made, the said Principal and Surety bind themselves, their and each of their heirs, executors,
administrators, successors and assigns, jointly and severally, firmly by these presents.

Signed, sealed and dated this . . . 27TH . . . day of . . . APRIL . . ., A.D. 2012.
Year

THE CONDITION OF THIS OBLIGATION IS SUCH: That, if the Obligor shall make any award within 60
days to the Principal for . . . STREET LIGHT MAINTENANCE . . .

. . . according to the terms of the proposal or bid made by the Principal therefor, and the Principal shall
duly make and enter into a contract with the Obligor in accordance with the terms of said proposal
or bid and award and shall give bond for the faithful performance thereof with the Surety or Sureties
approved by the Obligor; or if the Principal shall, in case of failure so to do, pay the Obligor the damages
which the Obligor may suffer by reason of such failure, not exceeding the penalty of this bond, then
this obligation shall be null and void; otherwise it shall be and remain in full force and effect.

In Testimony Whereof, the Principal and Surety have caused these presents to be duly signed and sealed.

Witness:

Aaron Bayan

Witness:

Anna Turson

Principal. RAG'S ELECTRIC, INC.

By:

Title

Patricia K. Grant

ERIE INSURANCE COMPANY

By:

L. A. W.

Attorney-in-Fact

ERIE INSURANCE COMPANY
BID BOND

Know All Men by These Presents,

Bond No. MM1547

That we, RAG'S ELECTRIC COMPANY
(hereinafter called the Principal) as Principal and the ERIE INSURANCE COMPANY, of Erie, Pennsylvania, a
corporation duly organized under the laws of the State of Pennsylvania, (hereinafter called the Surety),
as Surety, are held and firmly bound unto VILLAGE OF WILLOWBROOK

ILLINOIS 60527 hereinafter called the Obligor in the full and just sum of ONE HUNDRED

THOUSAND DOLLARS AND NO CENTS Dollars, (\$100,000.00),
good and lawful money of the United States of America, to the payments of which sum of money well
and truly to be made, the said Principal and Surety bind themselves, their and each of their heirs, executors,
administrators, successors and assigns, jointly and severally, firmly by these presents.

Signed, sealed and dated this 27TH day of APRIL, A.D. 2012

THE CONDITION OF THIS OBLIGATION IS SUCH: That, if the Obligor shall make any award within 60
days to the Principal for STREET LIGHT MAINTENANCE

according to the terms of the proposal or bid made by the Principal therefor, and the Principal shall
duly make and enter into a contract with the Obligor in accordance with the terms of said proposal
or bid and award and shall give bond for the faithful performance thereof with the Surety or Sureties
approved by the Obligor; or if the Principal shall, in case of failure so to do, pay the Obligor the damages
which the Obligor may suffer by reason of such failure, not exceeding the penalty of this bond, then
this obligation shall be null and void; otherwise it shall be and remain in full force and effect.

In Testimony Whereof, the Principal and Surety have caused these presents to be duly signed and sealed.

Principal. RAG'S ELECTRIC, INC.

Witness:

Armen Boyan

By: Patricia K. Grant
Title

Patricia K. Grant

Witness:

Ernie Turvason

ERIE INSURANCE COMPANY

By:

Lauren M. [Signature]

Attorney-in-Fact



Erie
Insurance

POWER OF ATTORNEY

KNOW ALL MEN BY THESE PRESENTS: That ERIE INSURANCE COMPANY, a corporation duly organized under the laws of the Commonwealth of Pennsylvania, does hereby make, constitute and appoint

Lisa Wondolowski

individually, its true and lawful Attorney-in-Fact, to make, execute, seal and deliver for and on its behalf, and as its act and deed: any and all bonds and undertakings of suretyship,
in a penalty not to exceed the sum of five hundred thousand dollars (\$500,000.00).

And to bind ERIE INSURANCE COMPANY thereby as fully and to the same extent as if such bonds and undertakings and other writings obligatory in the nature thereof were signed by the appropriate officer of ERIE INSURANCE COMPANY and sealed and attested by one other of such officers, and hereby ratifies and confirms all that its said Attorney(s)-in-Fact may do in pursuance hereof.

The Power of Attorney is granted under and by authority of the following Resolution adopted by the Board of Directors of ERIE INSURANCE COMPANY on the 11th day of March, 2008, and said Resolution has not been amended or repealed:

"RESOLVED, that the President, or any Senior Vice President or Vice President shall have power and authority to: (a) Appoint Attorney(s)-in-Fact and to authorize them to execute on behalf of the Company, bonds and undertakings, recognizances, contracts of indemnity and other writings obligatory in the nature thereof, and, (b) Remove any such Attorney-in-Fact at any time and revoke the power and authority given to him; and

RESOLVED, that Attorney(s)-in-Fact shall have power and authority, subject to the terms and limitations of the Power of Attorney issued to them, to execute and deliver on behalf of the Company, bonds and undertakings, recognizances, contracts of indemnity and other writings obligatory in the nature thereof. The corporate seal is not necessary for the validity of any bonds and undertakings, recognizances, contracts of indemnity and other writings obligatory in the nature thereof."

This Power of Attorney is signed and sealed by facsimiles under and by virtue of the following Resolution adopted by the Board of Directors of ERIE INSURANCE COMPANY on the 18th day of September, 2008, at which a quorum was present and said Resolution has not been amended or repealed:

"RESOLVED, that the signature of Terrence W. Cavanaugh, as President and Chief Executive Officer of the Company, and the Seal of the Company may be affixed by the following facsimiles on any Limited Power of Attorney for the execution of bonds, undertakings, recognizances, contracts and other writings in the nature thereof, and the signature of James J. Tanous, as Secretary of the Company, the Seal of the Company, the signature of Sheila M. Hirsch, as Notary Public, and her Notarial Seal, may also be affixed by the following facsimiles to any certificate or acknowledgment of any such Limited Power of Attorney, and only under such circumstances shall said facsimiles be valid and binding on the Company."

IN WITNESS WHEREOF, ERIE INSURANCE COMPANY has caused these presents to be signed by its President and Chief Executive Officer, and its corporate seal to be hereto affixed this 18th day of September, 2008.



Terrence W. Cavanaugh
Terrence W. Cavanaugh
President and Chief Executive Officer

STATE OF PENNSYLVANIA } ss.
COUNTY OF ERIE

On this 18th day of September, 2008, before me personally came Terrence W. Cavanaugh, to me known, who being by me duly sworn, did depose and say: that he is President and Chief Executive Officer of ERIE INSURANCE COMPANY, the corporation described in and which executed the above instrument; that he knows the Seal of said corporation; that the Seal affixed to the said instrument is such corporate Seal; that it was so affixed by order of the Board of Directors of said corporation and that he signed his name thereto by like order.



Sheila M. Hirsch
My commission expires June 27, 2012
Notary Public

CERTIFICATE

I, James J. Tanous, Secretary of ERIE INSURANCE COMPANY, do hereby certify that the original POWER OF ATTORNEY, of which the foregoing is a full, true and correct copy, is still in full force and effect as of the date below.

In witness whereof, I have hereunto subscribed my name and affixed corporate Seal of the Company by facsimiles pursuant to the action of the Board of Directors of the Company,



James J. Tanous
James J. Tanous, Secretary

this 27th day of Sept 2012.
SF57 9/08

Tim Halik

From: ragselectric@aol.com
Sent: Thursday, March 07, 2013 1:25 PM
To: Tim Halik
Subject: Re: Willowbrook Streetlight Maintenance Contract - FY 2013/14

Dear Tim,

Thank you for the compliment on our service; as you know, I have been doing your service work on your public buildings and pump station for about 10 years. I've always wanted to add your street lighting to our scope of work. It took a few years, but I was finally able to be the low bidder on your street light maintenance. We have a great working relationship with the Public Works Department and the village staff. As a small family business, we have to work hard to beat the large contractors (we do that by giving good service and personal attention to every one of our accounts). In regards to extending the current contract, I would like to request a small increase on our bucket truck and service truck, due to the higher cost of fuel. The revised price on the bucket truck will go from \$30.00 to \$35.00 and the service truck from \$5.00 to \$7.50. All other prices, lamps and labor, will remain the same. Original contract based on stated quantities was \$9,395.00. Revised would be \$9,670.00 for an increase of roughly 2.9%. Please advise if this is acceptable as I look forward to working for the village for another year.

Rick Grant

Rag's Electric

630-739-RAGS (7247) = Office
 630-327-6402 = Cell

-----Original Message-----

From: Tim Halik <THalik@willowbrook.il.us>
To: 'ragselectric@aol.com' <ragselectric@aol.com>
Cc: Tony Witt <twitt@willowbrook.il.us>; Pamela Phillips <pphillips@willowbrook.il.us>
Sent: Mon, Mar 4, 2013 9:42 am
Subject: Willowbrook Streetlight Maintenance Contract - FY 2013/14

Dear Rick --

As you know, last year the Village entered into a one-year contract with Rag's Electric to provide streetlight maintenance services. The contract expires on April 30, 2013. The Village is currently satisfied with the service you are providing and would be willing to extend the contract for another year depending on prices. If you are interested, please let me know.

Thank you, and please let me know if you have any questions.

Tim Halik

Village Administrator
 Village of Willowbrook
 7760 Quincy Street
 Willowbrook, IL 60527

630.920.2261 office
 630.920.2427 fax
thalik@willowbrook.il.us

VILLAGE OF WILLOWBROOK

BOARD MEETING AGENDA ITEM - HISTORY/COMMENTARY

ITEM TITLE:

A RESOLUTION AUTHORIZING THE MAYOR AND VILLAGE CLERK TO ACCEPT A PROPOSAL FOR LANDSCAPE MAINTENANCE SERVICES TO PROVIDE MOWING SERVICES ALONG COUNTY ROADS AND RIGHTS-OF-WAYS – FALCO'S LANDSCAPING, INC.

AGENDA NO. 5f

AGENDA DATE: 4/28/14

STAFF REVIEW: Tim Halik, Village Administrator

SIGNATURE: Tim Halik

LEGAL REVIEW: Thomas Bastian, Village Attorney

SIGNATURE: THOMAS BASTIAN TH

RECOMMENDED BY: Tim Halik, Village Administrator

SIGNATURE: Tim Halik

REVIEWED & APPROVED BY COMMITTEE: YES ☒ on March 10, 2014 NO ☐ N/A ☐

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

The Village has, for many years, elected to accept the turf maintenance responsibilities upon the Kingery Highway (Illinois Route 83) right-of-way. The Village awards an annual maintenance contract to a landscaping company to mow and trim the approximate 25 acres of turf throughout the growing season. The Village performs this work without reimbursement from IDOT, in an effort to improve the aesthetics of the corridor.

DuPage County DOT has recently contacted the Village to request our consideration in entering into a similar mowing arrangement to maintain the sections of 75th Street, Plainfield Road, Madison Street, and 63rd Street within the Village corporate limits. In total, approximately 24 acres of turf areas. However, in this case, the County would reimburse the Village for mowing expenses. On March 24, 2014 the Village Board adopted a resolution approving an Intergovernmental Agreement (IGA) with DuPage County which includes the Village arranging for the mowing of these areas throughout the turf growing season, and monetary reimbursement by DuPage County. The County Board executed the IGA on April 22, 2014, which is also the effective date of the agreement. Therefore, at this time, the Village is now responsible for completing the routine mowing of these areas throughout the turf growing season.

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

Staff has requested a proposal from the landscape maintenance contractor, Falco's Landscaping, Inc., that is currently awarded the mowing contract for Route 83, Village parks and other facilities. Falco has agreed to extend the same contract unit price for the mowing of the new DuPage County areas. Based on the proposal price, this arrangement would be cost neutral to the Village and would allow for the Village's oversight of the work to improve the aesthetics of these areas.

The term of the current landscape maintenance contract expires after this fiscal year (April 30, 2015). Therefore, in the spring of 2015 staff will re-bid the mowing contract at which time these additional areas will be added to the scope of the contract.

Funds for this work will be expended from the General Fund (Public Works Street Maintenance, Route 83 Beautification: 01-35-755-281), but will be reimbursed from DuPage County.

ACTION PROPOSED: Adopt the Resolution.

RESOLUTION NO. 14-R-_____

A RESOLUTION AUTHORIZING THE MAYOR AND VILLAGE CLERK TO ACCEPT A
PROPOSAL FOR LANDSCAPE MAINTENANCE SERVICES TO PROVIDE MOWING
SERVICES ALONG COUNTY ROADS AND RIGHTS-OF-WAY –
FALCO’S LANDSCAPING, INC., ADDISON

WHEREAS, the corporate authorities of the Village of Willowbrook (the “Village”) has determined that it is in the best interest of the Village to enter into a professional services agreement to provide for landscape maintenance services related to the mowing of County roads and rights-of-ways in accordance with the terms of the Intergovernmental Agreement by and between the Village and The County of DuPage (Willowbrook Resolution No. 14-R-14, dated March 24, 2014); and

WHEREAS, the Village desires to retain Falco’s Landscaping, Inc. to provide landscape maintenance services to the Village which includes the routine mowing of turf grass upon rights-of-ways and medians on sections of 75th Street, 63rd Street, Madison Street, and Plainfield Road within the corporate limits of the Village of Willowbrook; and

WHEREAS, the Village has previously retained the services of Falco’s Landscaping, Inc. to provide other such landscape maintenance services to the Village, including the routine mowing of adjacent rights-of-ways and medians, and the Village has a satisfactory relationship with Falco’s Landscaping, Inc.

BE IT RESOLVED by the Mayor and Board of Trustees of the Village of Willowbrook, DuPage County, Illinois, that a certain agreement by and between the Village of Willowbrook and Falco’s Landscaping, Inc., be and is hereby approved and that the Mayor

and Village Clerk be and the same are hereby authorized to execute and attest, all on behalf of the Village of Willowbrook, that certain proposal, attached hereto as Exhibit "A" and made a part hereof, to provide routine mowing of turf grass upon rights-of-ways and medians on sections of 75th Street, 63rd Street, Madison Street, and Plainfield Road within the corporate limits of the Village of Willowbrook.

ADOPTED and APPROVED this 28th day of April, 2014.

APPROVED:

Mayor

ATTEST:

Village Clerk

ROLL CALL VOTE:

AYES: _____

NAYS: _____

ABSTENTIONS: _____

ABSENT: _____

FALCO'S LANDSCAPING INC.

4 N 151 5TH AVE. ADDISON IL, 60101
PH (630) 458-0994 FX (630) 458-0996

March 10, 2014

Mr. Timothy Halik
Village of Willowbrook
7760 Quincy Street
Willowbrook, IL 60527-5594

RECEIVED

MAR 10 2014

VILLAGE OF
WILLOWBROOK

I would like to take this time to thank you for allowing Falco's Landscaping Inc, to submit you the following proposal.

RE: Additional Lawn Maintenance Services.

As per your request here are our numbers and prices for the additional new sites for mowing during the new calendar year as shown bellow. Prices are to match the ones with the existing contracts as far prices and specks.

	From:	To:	Area:	
63 rd Street	IL 83	Madison Street (North)	0.809	
63 rd Street	IL 83	Madison Street (South)	0.907	
63 rd Street	IL 83	550 ft East of IL 83 (Median)	1.079	
63 rd Street	Western Ave.	IL 83 (South)	1.079	
63 rd Street	Western Ave.	IL 83 (North)	<u>1.418</u>	Total 4.408
75 th Street	W. of Sheridan Dr.	IL 83 (North)	2.608	
75 th Street	W. of Sheridan Dr.	IL 83 (South)	3.497	
75 th Street	W. of Sheridan Dr.	IL 83 (Median)	<u>2.402</u>	Total 8.507
Madison St.	Plainfield Rd.	Joliet Rd. (West)	1.881	
Madison St.	Plainfield Rd.	Joliet Rd. (East)	2.023	
Madison St.	63 rd Street	Plainfield Rd. (West)	1.728	
Madison St.	63 rd Street	Plainfield Rd. (East)	<u>1.805</u>	Total 7.438
Plainfield Rd.	IL 83	Garfield Ave. (South)	1.585	
Plainfield Rd.	IL 83	Garfield Ave. (North)	<u>1.644</u>	Total 3.230

Grand Total New Mowing Acres: 23.582

May 01, 2014 – April 30, 2015

TOTAL COST \$ 16,324.90

If there are any questions regarding the above, please do not hesitate to contact me at (630) 514-6173.

Sincerely;
Falco Rosas
FALCO'S LANDSCAPING INC.
President

PROPOSAL ACCEPTANCE
as an Agent for:
THE VILLAGE OF WILLOWBROOK

By _____ Date _____

VILLAGE OF WILLOWBROOK

BOARD MEETING AGENDA ITEM - HISTORY/COMMENTARY

ITEM TITLE:

A RESOLUTION AUTHORIZING THE MAYOR AND VILLAGE CLERK TO
ACCEPT TWO (2) PROPOSALS TO CONDUCT THE 2014 SPRING BRUSH
COLLECTION PROGRAM – MARIO'S TREE SERVICE

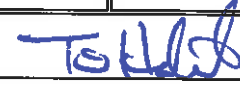
AGENDA NO.

5g

AGENDA DATE: 4/28/14

STAFF REVIEW: Tim Halik, Village Administrator

SIGNATURE:



LEGAL REVIEW: Thomas Bastian, Village Attorney

SIGNATURE:



RECOMMENDED BY: Tim Halik, Village Administrator

SIGNATURE:



REVIEWED & APPROVED BY COMMITTEE:

YES ☒

on 4/14/14

NO ☐

N/A ☐

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

Last year, the Village's regular tree maintenance contractor, Mario's Tree Service, completed both the Village-wide Spring and Fall brush collection programs. The Spring 2013 program included a grinding component so that usable mulch could be provided to residents at no charge for yard beautification purposes. The Fall 2013 program was merely a curb-side brush chipping program. This arrangement worked well, since the ground mulch made available in the Spring was depleted prior to the winter season.

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

Staff has asked our current landscape contractor, Mario's Tree Service, to again provide a proposal to perform the typical curb-side chipping program along with completing the tub grinding process this Spring. Mario has agreed to offer the same rates as they did last year to complete the collection program, and a slight increase (\$550) to complete the grinding program. Collectively, the overall price is still below the cost other vendors offered us last year for the same program

VENDOR	Collection Costs	Grinding Cost
Mario's Tree Service	\$105/hr. per crew (total cost: \$8,400)	\$6,500.00/day (10 hour day)

Staff anticipates that two (2) chipping crews would be required to work approximately 40 hours' time to complete the Spring collection program. Afterwards, the tub grinding is expected to require one 10 hour day's work. Therefore, the estimated cost of the program, including the grinding component, would be \$14,900. The F.Y. 2014/15 Budget includes the following funding to conduct both the Spring and Fall Brush Collection Programs:

FUND	ACCOUNT	DESCRIPTION	BUDGETED
PW – Street Maint.	01-35-755-284	Reimb. Exp. – Brush Pick-Up	\$23,750

ACTION PROPOSED:

Adopt resolution. The Spring Brush Program is scheduled to occur the week of May 13th thru the 17th.

RESOLUTION NO. 14-R-_____

A RESOLUTION AUTHORIZING THE MAYOR AND VILLAGE CLERK TO
ACCEPT TWO (2) PROPOSALS TO CONDUCT THE 2014 SPRING BRUSH
COLLECTION PROGRAM – MARIO’S TREE SERVICE

BE IT RESOLVED by the Mayor and Board of Trustees of the Village of Willowbrook, DuPage County, Illinois, that the Mayor and Village Clerk be and the same are hereby authorized and directed to accept two (2) proposals from Mario’s Tree Service relating to the 2014 Spring Brush Collection Program: First, a labor proposal, conducted on a time and material basis, to complete the brush collection and chipping in an amount set forth in the proposal attached hereto as Exhibit “A” , and, second, a proposal to tub-grind the collected chips in an amount set forth in the proposal attached hereto as Exhibit “B”, both of which, by this reference, are expressly incorporated herein.

ADOPTED and APPROVED this 28th day of April, 2014

APPROVED:

Mayor

ATTEST:

Village Clerk

ROLL CALL VOTE: AYES: _____

NAYS: _____

ABSTENTIONS: _____

ABSENT: _____

Mario's Tree Service

Proposal

P.O. Box 234
Addison IL 60101
(630) 624 – 9894

March 26, 2014

Bill to:

The Village of Willowbrook
7760 Quincy Street
Willowbrook, IL 60527
630-323-8215
Contact: Andrew Passero



Spring Brush Pick Up

Dates of Service 05/12/2014-05/16/2014

2 crews (2 men crew) \$105/hrly / Per Crew

\$8,400.00

Mario's Tree Service

Proposal

P.O. Box 234
Addison IL 60101
(630) 624 - 9894

March 26, 2014

Bill to:

The Village of Willowbrook
7760 Quincy Street
Willowbrook, IL 60527
630-323-8215
Contact: Andrew Passero



Wood Chips and brush will be mulched in a Tub Grinder

Transportation and set up of mobile tub grinder	\$ 1,000.00
Hourly rate 10hrs /550.00	\$5,500.00
Total	\$6,500.00



EST. 1960

Willowbrook

7760 Quincy Street
Willowbrook, IL 60527-5594

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

March 31, 2014

Mayor

Frank A. Trilla

Butynski, Thomas
808 Ridgemoor Dr W
Willowbrook IL 60527

Village Clerk

Leroy R. Hansen

Re: Account No. 250250.001
Delinquent Water Bill

Dear Sir or Madam,

Village Trustees

Dennis Baker

Sue Berglund

Umberto Davi

Terrence Kelly

Michael Mistele

Paul Oggerino

Please be advised that your water bill is now delinquent in the amount of \$201.41. This amount now includes a \$25.00 fee pursuant to Section 6-8-5 of the Village of Willowbrook Code. This \$25.00 is added to all accounts delinquent 45 or more days after the billing date. This amount also includes all other penalties pursuant to Section 6-8-5 of the Village Code. Your failure to satisfy the total amount of this delinquency on or before April 28, 2014 will result in the immediate termination of your water service.

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

If you have any questions concerning your water bill, or if you wish to arrange a hearing before the President and Board of Trustees to contest the termination of your water service, please contact me at the Village of Willowbrook by writing to 7760 Quincy Street, Willowbrook, IL 60527 or call 630-920-2238 not later than five (5) days prior to the scheduled termination date.

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

Village Administrator

Tim Halik

Sincerely,

Timothy J. Halik
Director of Municipal Services

Chief of Police

Mark Shelton



Proud Member of the
Illinois Route 66 Scenic Byway

TJH:vs



EST. 1960

Willowbrook

7760 Quincy Street
Willowbrook, IL 60527-5594

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

March 31, 2014

Mayor

Frank A. Trilla

Guzman, Esperanza
617 68th St
Willowbrook IL 60527

Village Clerk

Leroy R. Hansen

Re: Account No. 213420.000
Delinquent Water Bill

Dear Sir or Madam,

Village Trustees

Dennis Baker

Sue Berglund

Umberto Davi

Terrence Kelly

Michael Mistele

Paul Oggerino

Please be advised that your water bill is now delinquent in the amount of \$263.15. This amount now includes a \$25.00 fee pursuant to Section 6-8-5 of the Village of Willowbrook Code. This \$25.00 is added to all accounts delinquent 45 or more days after the billing date. This amount also includes all other penalties pursuant to Section 6-8-5 of the Village Code. Your failure to satisfy the total amount of this delinquency on or before April 28, 2014 will result in the immediate termination of your water service.

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

Village Administrator

Tim Halik

If you have any questions concerning your water bill, or if you wish to arrange a hearing before the President and Board of Trustees to contest the termination of your water service, please contact me at the Village of Willowbrook by writing to 7760 Quincy Street, Willowbrook, IL 60527 or call 630-920-2238 not later than five (5) days prior to the scheduled termination date.

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

Chief of Police

Mark Shelton

Sincerely,

Timothy J. Halik
Director of Municipal Services

TJH:vs



Proud Member of the
Illinois Route 66 Scenic Byway



EST. 1960

Willowbrook

7760 Quincy Street
Willowbrook, IL 60527-5594

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

March 31, 2014

Mayor

Frank A. Trilla

Hauppa, Paul/Labianco, Diana
528 Ridgemoor Dr
Willowbrook IL 60527

Village Clerk

Leroy R. Hansen

Re: Account No. 253390.006
Delinquent Water Bill

Dear Sir or Madam,

Village Trustees

Dennis Baker

Sue Berglund

Umberto Davi

Terrence Kelly

Michael Mistele

Paul Oggerino

Please be advised that your water bill is now delinquent in the amount of \$145.02. This amount now includes a \$25.00 fee pursuant to Section 6-8-5 of the Village of Willowbrook Code. This \$25.00 is added to all accounts delinquent 45 or more days after the billing date. This amount also includes all other penalties pursuant to Section 6-8-5 of the Village Code. Your failure to satisfy the total amount of this delinquency on or before April 28, 2014 will result in the immediate termination of your water service.

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

Village Administrator

Tim Halik

If you have any questions concerning your water bill, or if you wish to arrange a hearing before the President and Board of Trustees to contest the termination of your water service, please contact me at the Village of Willowbrook by writing to 7760 Quincy Street, Willowbrook, IL 60527 or call 630-920-2238 not later than five (5) days prior to the scheduled termination date.

Chief of Police

Mark Shelton

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

Sincerely,

Timothy J. Halik
Director of Municipal Services

TJH:vs



Proud Member of the
Illinois Route 66 Scenic Byway



EST. 1960

Willowbrook

7760 Quincy Street
Willowbrook, IL 60527-5594

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

March 31, 2014

Mayor

Frank A. Trilla

Haven Nail
834 75th St
Willowbrook IL 60527

Village Clerk

Leroy R. Hansen

Re: Account No. 410735.004
Delinquent Water Bill

Dear Sir or Madam,

Village Trustees

Dennis Baker

Sue Berglund

Umberto Davi

Terrence Kelly

Michael Mistele

Paul Oggerino

Please be advised that your water bill is now delinquent in the amount of \$636.84. This amount now includes a \$25.00 fee pursuant to Section 6-8-5 of the Village of Willowbrook Code. This \$25.00 is added to all accounts delinquent 45 or more days after the billing date. This amount also includes all other penalties pursuant to Section 6-8-5 of the Village Code. Your failure to satisfy the total amount of this delinquency on or before April 28, 2014 will result in the immediate termination of your water service.

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

Village Administrator

Tim Halik

If you have any questions concerning your water bill, or if you wish to arrange a hearing before the President and Board of Trustees to contest the termination of your water service, please contact me at the Village of Willowbrook by writing to 7760 Quincy Street, Willowbrook, IL 60527 or call 630-920-2238 not later than five (5) days prior to the scheduled termination date.

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

Chief of Police

Mark Shelton

Sincerely,

Timothy J. Halik
Director of Municipal Services

TJH:vs



Proud Member of the
Illinois Route 66 Scenic Byway



EST. 1960

Willowbrook

7760 Quincy Street
Willowbrook, IL 60527-5594

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

March 31, 2014

Mayor

Frank A. Trilla

Keogh, Terry
129 Sunset Ridge Rd
Willowbrook IL 60527

Village Clerk

Leroy R. Hansen

Re: Account No. 252170.000
Delinquent Water Bill

Dear Sir or Madam,

Village Trustees

Dennis Baker

Sue Berglund

Umberto Davi

Terrence Kelly

Michael Mistele

Paul Oggerino

Please be advised that your water bill is now delinquent in the amount of \$143.00. This amount now includes a \$25.00 fee pursuant to Section 6-8-5 of the Village of Willowbrook Code. This \$25.00 is added to all accounts delinquent 45 or more days after the billing date. This amount also includes all other penalties pursuant to Section 6-8-5 of the Village Code. Your failure to satisfy the total amount of this delinquency on or before April 28, 2014 will result in the immediate termination of your water service.

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

If you have any questions concerning your water bill, or if you wish to arrange a hearing before the President and Board of Trustees to contest the termination of your water service, please contact me at the Village of Willowbrook by writing to 7760 Quincy Street, Willowbrook, IL 60527 or call 630-920-2238 not later than five (5) days prior to the scheduled termination date.

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

Village Administrator

Tim Halik

Sincerely,

Timothy J. Halik
Director of Municipal Services

Chief of Police

Mark Shelton



Proud Member of the
Illinois Route 66 Scenic Byway

TJH:vs



EST. 1960

Willowbrook

7760 Quincy Street
Willowbrook, IL 60527-5594

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

March 31, 2014

Mayor

Frank A. Trilla

Rudman, Robert
729 73rd Ct
Willowbrook IL 60527

Village Clerk

Leroy R. Hansen

Re: Account No. 211905.006
Delinquent Water Bill

Dear Sir or Madam,

Village Trustees

Dennis Baker

Sue Berglund

Umberto Davi

Terrence Kelly

Michael Mistele

Paul Oggerino

Please be advised that your water bill is now delinquent in the amount of \$327.19. This amount now includes a \$25.00 fee pursuant to Section 6-8-5 of the Village of Willowbrook Code. This \$25.00 is added to all accounts delinquent 45 or more days after the billing date. This amount also includes all other penalties pursuant to Section 6-8-5 of the Village Code. Your failure to satisfy the total amount of this delinquency on or before April 28, 2014 will result in the immediate termination of your water service.

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

If you have any questions concerning your water bill, or if you wish to arrange a hearing before the President and Board of Trustees to contest the termination of your water service, please contact me at the Village of Willowbrook by writing to 7760 Quincy Street, Willowbrook, IL 60527 or call 630-920-2238 not later than five (5) days prior to the scheduled termination date.

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

Village Administrator

Tim Halik

Sincerely,

Timothy J. Halik
Director of Municipal Services

Chief of Police

Mark Shelton



Proud Member of the
Illinois Route 66 Scenic Byway

TJH:vs



EST. 1960

Willowbrook

7760 Quincy Street
Willowbrook, IL 60527-5594

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

March 31, 2014

Mayor

Frank A. Trilla

Schwertfeger, George
6306 Martin Dr
Willowbrook IL 60527

Village Clerk

Leroy R. Hansen

Re: Account No. 250075.000
Delinquent Water Bill

Dear Sir or Madam,

Village Trustees

Dennis Baker

Sue Berglund

Umberto Davi

Terrence Kelly

Michael Mistele

Paul Oggerino

Please be advised that your water bill is now delinquent in the amount of \$147.60. This amount now includes a \$25.00 fee pursuant to Section 6-8-5 of the Village of Willowbrook Code. This \$25.00 is added to all accounts delinquent 45 or more days after the billing date. This amount also includes all other penalties pursuant to Section 6-8-5 of the Village Code. Your failure to satisfy the total amount of this delinquency on or before April 28, 2014 will result in the immediate termination of your water service.

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

If you have any questions concerning your water bill, or if you wish to arrange a hearing before the President and Board of Trustees to contest the termination of your water service, please contact me at the Village of Willowbrook by writing to 7760 Quincy Street, Willowbrook, IL 60527 or call 630-920-2238 not later than five (5) days prior to the scheduled termination date.

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

Village Administrator

Tim Halik

Sincerely,

Timothy J. Halik
Director of Municipal Services

TJH:vs

Chief of Police

Mark Shelton



Proud Member of the
Illinois Route 66 Scenic Byway



EST. 1960

Willowbrook

7760 Quincy Street
Willowbrook, IL 60527-5594

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

March 31, 2014

Mayor

Frank A. Trilla

Village Clerk

Leroy R. Hansen

Village Trustees

Dennis Baker

Sue Berglund

Umberto Davi

Terrence Kelly

Michael Mistele

Paul Oggerino

**Village
Administrator**

Tim Halik

Chief of Police

Mark Shelton



Proud Member of the
Illinois Route 66 Scenic Byway

Walsh, Tracy
133 Chaucer Ct
Willowbrook IL 60527

Re: Account No. 250570.001
Delinquent Water Bill

Dear Sir or Madam,

Please be advised that your water bill is now delinquent in the amount of \$333.72. This amount now includes a \$25.00 fee pursuant to Section 6-8-5 of the Village of Willowbrook Code. This \$25.00 is added to all accounts delinquent 45 or more days after the billing date. This amount also includes all other penalties pursuant to Section 6-8-5 of the Village Code. Your failure to satisfy the total amount of this delinquency on or before April 28, 2014 will result in the immediate termination of your water service.

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

If you have any questions concerning your water bill, or if you wish to arrange a hearing before the President and Board of Trustees to contest the termination of your water service, please contact me at the Village of Willowbrook by writing to 7760 Quincy Street, Willowbrook, IL 60527 or call 630-920-2238 not later than five (5) days prior to the scheduled termination date.

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

Sincerely,

Timothy J. Halik
Director of Municipal Services

TJH:vs



EST. 1960

Willowbrook

7760 Quincy Street
Willowbrook, IL 60527-5594

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

March 31, 2014

Mayor

Frank A. Trilla

Zenner, Richard
125 Waterford Dr
Willowbrook IL 60527

Village Clerk

Leroy R. Hansen

Re: Account No. 250850.001
Delinquent Water Bill

Dear Sir or Madam,

Village Trustees

Dennis Baker

Sue Berglund

Umberto Davi

Terrence Kelly

Michael Mistele

Paul Oggerino

Please be advised that your water bill is now delinquent in the amount of \$924.10. This amount now includes a \$25.00 fee pursuant to Section 6-8-5 of the Village of Willowbrook Code. This \$25.00 is added to all accounts delinquent 45 or more days after the billing date. This amount also includes all other penalties pursuant to Section 6-8-5 of the Village Code. Your failure to satisfy the total amount of this delinquency on or before April 28, 2014 will result in the immediate termination of your water service.

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

If you have any questions concerning your water bill, or if you wish to arrange a hearing before the President and Board of Trustees to contest the termination of your water service, please contact me at the Village of Willowbrook by writing to 7760 Quincy Street, Willowbrook, IL 60527 or call 630-920-2238 not later than five (5) days prior to the scheduled termination date.

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

Village Administrator

Tim Halik

Sincerely,

Timothy J. Halik
Director of Municipal Services

Chief of Police

Mark Shelton



TJH:vs

VILLAGE OF WILLOWBROOK

BOARD MEETING AGENDA ITEM - HISTORY/COMMENTARY

ITEM TITLE:
PRESENTATION AND DISCUSSION – COMMUNITY ELECTRONIC
INFORMATION SIGNAGE (C.E.I.S.)

AGENDA NO. 7
AGENDA DATE: 04/28/14

STAFF REVIEW: Tim Halik, Village Administrator

SIGNATURE:

Tim Halik

LEGAL REVIEW: Thomas Bastian, Village Attorney

SIGNATURE:

Thomas Bastian

RECOMMENDED BY: Frank A. Trilla, Mayor

SIGNATURE:

Frank A. Trilla

REVIEWED BY COMMITTEE: YES ☒ on March 10, 2014 NO ☐ N/A ☐

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

The company Community Electronic Informational Signage (C.E.I.S.), based in Austin Texas, contacted the Village in January 2014 to provide information and request an opportunity to present their municipal gateway sign product. These attractive "Welcome to Willowbrook" monument signs could be placed at prominent locations throughout the community at no expense to the Village. The signs contain an integral L.E.D. screen which would be used to display community messages, weather advisories, amber alerts, and advertisements.

Mayor Trilla subsequently contacted the company and arranged a meeting with a CEIS representative which occurred in February to learn more about the product, view examples and discuss possibilities for Willowbrook. After learning the details of this opportunity, Mayor Trilla presented the item to the Municipal Services Committee on March 10, 2014. At that meeting, the members of the Municipal Services Committee expressed some concerns and recommended that the item be brought before the full Board for further consideration.

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

Mr. John Lockridge from C.E.I.S. will be in attendance at the Board meeting to present this signage opportunity and answer any questions or concerns that the Board may have.

ACTION PROPOSED:

None at this time – presentation and discussion only.

3 January, 2014

City of Willowbrook, Illinois
7760 Quincy St.
Willowbrook, IL 60527

Dear City Officials,

We are pleased to inform you of a great opportunity! Our company develops Community Electronic Information Signage for municipalities. We develop these small modern, aesthetically designed, landscaped monument style signs entirely at our own expense.

These beautiful gateway signs displaying "Welcome to Willowbrook, Illinois" will differentiate your city, implying "we are friendly and open for business" and provide valuable information & emergency alerts. The signs utilize state of the art L.E.D. technology and is connected to cellular wireless network to update information in real time.

By having direct web access to update the sign's content your government can get VITAL information immediately out to the public, including amber alerts with photos, disaster information, events, public service announcements, meetings, and any other content helpful to your citizens and visitors.

We are able to meet setback, vision clearance and any other development regulations. Our company can assist any ordinance modifications that may be necessary to ensure legal deployment of this tremendous asset.

Recently, the advantages of digital signs for police departments were discussed by Retired Chief of Police Neil Mahan in "The Police Chief" magazine. Over 51 criminals have been brought to justice directly from the use of this powerful medium.

Please find the enclosed information packet.

We look forward to discussing this further with you. Please call us at your earliest convenience.

Best Regards,

John W. Lockridge
(727) 415-0225

[send to a friend](#)

Digital Billboards and Law Enforcement Agencies: A New, High-Tech Partnership

By Neil Mahan, Chief of Police (Retired), Janesville, Wisconsin



In Janesville, Wisconsin, police are using digital billboards as the latest high-tech tool to help close cases and assist the department in its outreach efforts. This new way to get a message out to the public is available at no cost to the department and with very little effort. These billboards might also be available in other communities; if so, agencies should not hesitate to take advantage of them.

Janesville is a town of approximately 63,000 in south central Wisconsin, not far from the Wisconsin-Illinois state line. The Janesville Police Department (JPD) consists of 104 sworn officers and 15 civilian employees. Like many departments of its size, the JPD finds itself faced with increasing service demands and decreasing funding sources. Each year the department responds to approximately 68,000 calls for service. A significant number of those calls, including about 350 missing-person calls, are an excellent fit for the use of digital billboards.

Program Origins

Janesville has an active Crime Stoppers program, which has proven invaluable by providing many tips from community members that have led to arrests and the location of missing adults and juveniles. Communicating safety concerns to the public is one of the JPD's most important objectives.

In early 2008, the JPD was approached by Lamar Advertising Company regarding a possible partnership. Lamar had installed a network of digital billboards in Janesville in August 2007. Digital billboards are like conventional billboards except that they rotate static advertisements every 8–10 seconds and can be updated by computer. Those improvements mean the advertising copy can be changed remotely and very quickly.

The service that Lamar provides to the JPD is free; the only condition of use is that the company must have a "flip," or advertisement slot, available for the JPD to use. Thus far, every public safety message the department has asked to be posted on runaways, missing persons, wanted fugitives, or emergency notifications has been posted within hours or even minutes, in some cases. The department provides electronic mail bulletins, or Lamar technicians construct the messages from telephone information the department provides. Lamar has made using the billboards easy and convenient, and it even offers after-business hours access to its technicians.

Sergeant Brian Donohoue and Officer Chad Sullivan of the JPD are the personnel assigned as contacts for the billboard company. Both have remarked about Lamar's helpful personnel and the quick results the billboards generate.

Partnership Results

The partnership with Lamar that allows Janesville public safety messages to be posted on the town's six digital billboards has been an unmitigated success. For example, an elderly female suffering from Alzheimer's disease wandered away from family at a local shopping mall and was found by a citizen using the digital billboard information. In addition, when spring floods along the Rock River posed significant danger to the public, billboards were used to post warnings about the danger.

Since the beginning of the partnership, the JPD has placed 15 wanted individuals on digital billboards and has seen resolution on 13 of the 15. Those resolutions are coming from a variety of sources. In one case, an officer from another jurisdiction saw the face and name on the billboard and informed the department that the wanted individual was already in jail. In another case, a citizen responded that an individual was in prison in Utah, and the department was then able to put a detainer on that suspect.

The embarrassment factor is high for the friends and families of featured suspects. The mother of one individual wanted for drug crimes saw his picture on digital billboards; when she got home, she called the suspect (who was out of state at college) and told him he would be turning himself in when he was home over break. The suspect did as his mother told him, and the case was successfully resolved.

In terms of sheer numbers, calls to Crime Stoppers have tripled since the JPD began using digital billboards to publicize wanted suspects and other types of law enforcement initiatives. Lamar has worked with the department to post an anti-dog fighting message and an antigraffiti message, both of which have been quite successful.

The digital billboards have been used even to promote law enforcement-related public service. During the 2008 National Night Out, digital billboards highlighted demonstrations and other activities the department was conducting. There was a significant increase in the number of participants in Night Out events in 2008.

"For any department where there are digital billboards, if you're not using them, you're missing out on a piece that is invaluable in solving crimes, capturing fugitives, and keeping the community safe," said Officer Sullivan. "Other departments should contact the local billboard company and say they saw a program in other

jurisdictions to partner with the police department and ask if this is something we can do here.”

Use in Other Jurisdictions

Not all communities have digital billboards—the technology is still relatively new—but in jurisdictions that do have access, billboards present a no-cost advantage to law enforcement agencies.

In Janesville, the partnership was actually initiated by Lamar, meaning that the JPD had to do very little to get the system up and running. However, the department has helped other jurisdictions establish their own partnerships and has found, by and large, that outdoor advertising companies have been more than willing to help. Agencies seeking to establish a partnership in their communities should speak to the general manager of a local outdoor advertising company. Most digital billboards have a sign of some kind identifying the company posted directly on the billboard (such as Lamar, Clear Channel Outdoor, CBS Outdoor, or another company). One phone call could lead to having a new, valuable tool to help fight local crime.

To conclude, the JPD has found digital billboards to be a boon to public safety in Janesville, and the department wholeheartedly recommends the program to other jurisdictions with access to digital billboards. This type of partnership can require very little effort on the part of the agency involved and can cost nothing. In these tight budget times, such high-profile, low-cost messaging should appeal to any law enforcement agency.

For more information about establishing a digital billboard partnership, readers can contact Officer Chad Sullivan at 608-755-3100 or the Outdoor Advertising Association of America at 202-833-5566. ■

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515 North Washington St., Alexandria, VA USA 22314 phone: 703.836.6767 or 1.800.THE IACP fax: 703.836.4543
Created by [Matrix Group International, Inc.®](#)



Community Electronic Information Signage

Digital Informational Signs
AT NO COST to your municipality
Alert and inform citizens when needed subsidized by advertising.

c.e.i.s

COMMUNITY ELECTRONIC INFORMATIONAL SIGNAGE

jwlock44@msn.com

727-415-0225

c.e.i.s

COMMUNITY ELECTRONIC INFORMATIONAL SIGNAGE

A Unique Opportunity

Digital signs do more than display advertisements—they provide an array of communication possibilities. From crime fighting alerts to up-to-the-minute weather advisories, or even a last minute fundraiser for a local charity. Digital signs can offer more flexibility than other mediums. Today, experts estimate that 90 percent of adults see an out-of-home sign in their area every month. They reach the public much more reliably than television content.

Technology

These small signs are equipped with ambient light sensors to ensure the least amount of brightness (Nits) needed for existed time of day and weather conditions. We have automatic emergency off switch in case of malfunction. Our displays at night run lower than 500 nits to ensure no significant brightness to impact drivers.

Regulation

Our company adheres to the strict standards put forth by the Outdoor Advertising Association of America including all state requirements that regulate signage.

Pennsylvania Mayor Endorses Digital Billboards as Good for the Community

Mayor Ed Pawlowski of Allentown, Pennsylvania enthusiastically supported the installation of a digital billboard in downtown Allentown because he saw it as a way to revitalize the inner city and promote safety. "Due to the ability to rapidly change and deliver information," Mayor



Pawlowski wrote in a letter explaining his support for digital billboards, "electronic message boards have assisted local law enforcement with AMBER Alerts, emergency information about public safety and traffic information."

Digital Billboards Help Find Missing Children

When four children from Middleton, Wisconsin, went missing digital billboards displayed AMBER Alerts to help find them. Days later the children were found. According to police, they recovered the children thanks to a motorist who recognized them from the AMBER Alert.

Digital Billboards Alert Public of Escaped Convict

While serving a 19.5-year sentence, drug kingpin David Green escaped from prison in Elkton, Ohio. America's Most Wanted teamed up with the Outdoor Advertising Association of America to alert the public. The two organizations broadcasted wanted posters on several billboards through the Cleveland area to alert the public and help catch this criminal.

FREQUENTLY ASKED QUESTIONS:

HOW MANY CEIS SIGNS ARE OFFERED TO EACH COMMUNITY AT NO COST?

We require a minimum of two (2) CEIS signs for each municipality. Suggested placements include municipality or privately owned property located at the major entrances to your community. We can provide additional locations upon review with your authorized agents.

HOW ARE WE ABLE TO OFFER CEIS SIGNS AT NO COST?

The initial cost of building the CEIS sign structure including the electronic components will be at our expense. However, there is ongoing CEIS support, including 24-hour technical support, public service agencies (PSA) and general maintenance. We offset these operating expenses by utilizing local and regional advertising to create income to offset the costs. We anticipate a total of seven (7) announcements per CEIS location. The signs will give the community direct access to community messaging, including amber alerts, municipal concerns, and other PSA's.

HOW ARE PUBLIC SERVICE ANNOUNCEMENT'S DETERMINED?

Public Service Announcements (PSA) are received through national agencies such as The Department of Missing and Exploited Children for Amber Alerts, NOAA and local weather agencies for Severe Weather Alerts and the Department of Homeland Security for National Security Announcements. A vital PSA, which affects your community, will take precedence on all CEIS locations in your community. The length of the initial PSA broadcast is determined by each agency due to the severity of each issue. It is typical for a PSA to rotate with your community and advertising broadcasts for the duration of time necessary.

HOW DO WE BROADCAST OUR COMMUNITY ANNOUNCEMENTS?

Your authorized agent will be provided contact information for CEIS representatives who can provide support with your broadcasts.

HOW SMALL IS A CEIS ELECTRONIC DISPLAY?

CEIS is a monument style structure designed to compliment any community design requirements. The typical LED screen display will be 8' x 12' (96 square feet), allowing clear visibility of each message. Messages are programmed to rotate every 8 seconds providing maximum exposure to consumers. Initial PSA alerts are the exception.



What is CEIS?

CEIS was created to address the needs of communities specifically in the areas of Public Service Announcements (PSA) and community civic messages. CEIS is a monument-style sign, designed to compliment any current surrounding, including historic or themed environments. Vital public service announcements include AMBER Alerts, Severe Weather Warnings, National Security Warnings and Disaster Announcements pertaining to individual communities. Community civic messages may include broadcasts from your community's leaders and authorized representatives. These broadcasts may include welcoming announcements, community sponsored events, and even places of interests to direct tourism.

"Due to the ability to rapidly change and deliver information," Mayor Pawlowski wrote in a letter explaining his support for digital billboards, "electronic message boards have assisted local law enforcement with AMBER Alerts, emergency information about public safety and traffic information."

-Mayor Pawlowski

c.e.i.s

CEIS Monuments in Your Community

Digital signs are the most significant new addition to outdoor sign technology, capable of reaching mass audiences with multiple messages. Every day there is increasing evidence of the benefits of community electronic signage in law enforcement, disaster planning, and weather alerts.

We understand that municipalities may be sensitive to traditional outdoor signage. Our monument signs are beautifully landscaped. We utilized high-quality rock, brick, or stucco facades incorporating wood, metal, water or other features on a site by site basis. The signs include "Welcome to the City of...", the date of incorporation or other details the municipality would like.



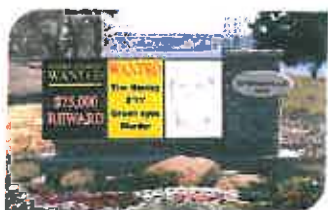
Our legal team can assist your municipality to update your zoning ordinance to enable the use of this technology in your jurisdiction.



Ads rotate every 8 seconds providing the travelling public information. High resolution L.E.D. signage provides easy to read great looking graphics. Cities across the U.S. are excited to partner with us to better inform their citizens.



With more economical rates on advertising, non-profits are able to utilize space on our signs, helping their various missions.



Since 2007 over 34 criminals have been apprehended from using digital billboards across the United States. Many of these are violent criminals including murder, armed robbery, rapists and child predators.



Typical advertisements are directional, informative to current specials, or brand introduction. This is an example how the message on the sign above fades into the next image, showing 7 different slots. No adult-oriented businesses, tobacco products, or alcoholic beverages will ever be advertised on our community signs.



Given the flexibility of our scheduling software, specific community messages can be displayed immediately prior to events.

Digital Signage Saves Lives, Brings Community Together: *Free to Your Community*

EMERGENCY IN YOUR CITY

In the event of an emergency, one of the greatest challenges for a local government is to disseminate important information quickly to a large number of people. Conventional media used in emergency situations requires one to sit in front of a television, radio, or computer with the hope that most people will be on the channel or website containing the relevant information. How many people will that be? One hopes that it will be 30 or 40% of your community, but how do you reach the rest of your constituency? From crime-fighting alerts to timely weather advisories, community information saves lives.

Digital signs are the most recent and reliable solution for quickly disseminating critical information to large numbers of people.

In reviewing your municipality's traffic studies, you were undoubtedly startled by the number of people who travel in one hour on your busiest roads. Imagine the effectiveness of a digital sign with an **AMBER Alert** containing a child's picture, relevant facts, and phone numbers posted on your busiest roads during rush hour **within minutes of the release of the alert**. When one minute can save a life, a digital sign will make a difference to you, the family, and your community.

FIGHTING CRIME IN REAL LIFE

Due to the success of Pennsylvania's use of digital signs, the Federal Bureau of Investigation is seeking a system of digital signs to flash "hot pursuit" and "most wanted" bulletins in communities nationwide. Mayor Ed Pawloski of Allentown, Pennsylvania stated, "Electronic message boards have assisted law enforcement with AMBER Alerts, emergency information about public safety and traffic information."

According to AMBER Alert Wisconsin, their multimedia approach to notifying the public of missing children has resulted in **14 children being found**. The digital signage component of their plan and was recognized by the Wisconsin Attorney General J.B. Van Hollen as being directly related to the success of their AMBER Alert system.

America's Most Wanted announced on May 1, 2008, that the FBI has teamed up with outdoor digital advertisers in the Twin Cities to put Terrence Washington's mug on 16 digital signs. Washington broke out of his Nashville,

Tennessee prison cell and is traveling the country, as will the digital displays in pursuit of him. America's Most Wanted frequently touts the benefits of digital signage in searching for fugitives.

DISASTER ALERTS

"Findings...show that people don't act on one warning.....The challenge of public warning is not going away."

-Art Botterell

***Community Warning System
Manager, Contra Costa County,
California***

During the tragic Minnesota bridge collapse in 2007, digital signs displayed emergency messages within 15 minutes. The following day, when officials converged on Minneapolis to inspect the damage, they noticed the signs. Speaking on national TV on August 2, US Senator Amy Klobuchar (D-MN) cited the emergency messaging on digital signs as a positive community response:

"When Senator Coleman and I landed, we're driving in . . . and there were already billboards at 9:00 in the morning -- actual billboards -- telling people where to go for alternative

routes."

LIFE SAVING SIGNS ARE FREE

The life saving benefit of immediate communication to your municipality is without charge to the city or to taxpayers. The initial cost of building the community electronic informational signage is paid by our company. However, to offset the maintenance of the signage, which includes 24-hour technical support, advertising will be used to offset the cost. There are seven broadcast announcements per sign location. The partnership enables this community service to be a benefit to all and, most of all, helps to keep the public safe and informed.

CITY COMMUNICATION ADVANTAGE

Whether it is to share an upcoming community event or emergency communication, digital signage will provide instant communication to your citizens. In addition, by giving local businesses a venue for advertising, digital signage can contribute to your economic development—a welcome enhancement in any business-friendly municipality.

Digital signage is a versatile communication tool which is free to your taxpayers, yet gives control to your public relations department. This unique opportunity is available to save lives, bring your community together, and enhance the economics of your city.



INFORM

ENSURE YOUR CITIZENS ARE GIVEN INFORMATION QUICKLY, SAFELY, AND MOST OF ALL FREE.

These signs are significantly smaller than traditional advertising signage yet sized to be adequate for vital communication.

Since the inception in 1997 amber alert has been credited for the successful recovery of more than 399 children.

Our experience includes over 42 years in the commercial sign industry throughout the continental United States.



jwlock44@msn.com

727-415-0225

COMMUNITY ELECTRONIC INFORMATION SIGNAGE (C.E.I.S.)

c.e.i.s

COMMUNITY ELECTRONIC INFORMATIONAL SIGNAGE

info@ceisigns.com

(217) 415-0125

C.E.I.S.
2110 Randolph Rd.
F.O. Box 34442
Normal, IL 61754

www.ceisigns.com

Statement of Confidentiality & Non-Disclosure

This document contains proprietary and confidential information. All data submitted to The Town of Vestal is provided in reliance upon its consent not to use or disclose any information contained herein except in the context of its business dealings with C.E.I.S. The recipient of this document agrees to inform present and future employees of Town of Vestal who view or have access to its content of its confidential nature.

The recipient agrees to instruct each employee that they must not disclose any information concerning this document to others except to the extent that such matters are generally known to, and are available for use by, the public. The recipient also agrees not to duplicate or distribute any material contained herein without the express written consent of C.E.I.S.

C.E.I.S. retains all title, ownership and intellectual property rights to the material and trademarks contained herein, including all supporting documentation, files, marketing material, and multimedia.

BY ACCEPTANCE OF THIS DOCUMENT, THE RECIPIENT AGREES TO BE BOUND BY THE AFOREMENTIONED STATEMENT.



EXECUTIVE SUMMARY

C.E.I.S. is pleased to present the Town of Vestal with this business proposal for the C.E.I.S. project. We understand the Digital information sign market and the issues facing the Town of Vestal and recognize the unique opportunity that we can provide.

We believe that the Community Informational Signage market is in the very early stages and that we are uniquely positioned to successfully implement, manage and support the project in the Town of Vestal.

Having duly examined your situation, we are confident that our proposed service will effectively address your needs. Our goal is to provide the Town of Vestal with two (2) digital information signs that can be utilized by the Town to provide up to the minute information to the citizens of the community.

These signs will be erected, built and supported by our company. The construction, support, maintenance along with the **following benefits to the Town of Vestal will be free of charge.**

***Public Service Announcements**

***Amber Alerts from the Department of Missing and Exploited Children**

***Severe Weather Announcements from NOAA and local weather agencies**

***Department of Homeland Security and National Security Announcements**

***Law Enforcement Applications**

Our unique ability to construct, support and maintain these signs is based on our successful track record developing over 2,500 signs in over 15 different states throughout the United States, makes us an invaluable partner in the Community Electronic Information Sign market.

We look forward to forming a mutually rewarding relationship with the Town of Vestal.



\$452,956
RAISED THIS YEAR!

Table of Contents

Statement of Confidentiality & Non-Disclosure

Executive Summary

1. Company Background

2. Identification of Needs & Opportunity

2.1 Needs

2.2 The Opportunity

3. C.E.I.S. Group

3.1 Bios

3.1.1 Tony Lockridge

3.1.2 Bill Lockridge

3.1.3 Marcie Lockridge-Kretzmer

4. Why Choose Us

4.1 Benefits of Our Proposed Plan

This year, Bill was featured in the Outdoor Advertising Magazine.

He is one of only 3 people that have the honor and distinction to grace the front cover.



**1. C.E.I.S. a DBA subsidiary of LOCKRIDGE OUTDOOR
ADVERTISING COMPANY BACKGROUND**

Lockridge Outdoor (www.lockridgeoutdoor.com) is an industry leader in the permitting, building, development, advertising sales and operations in both the digital billboard and static billboard markets.

Lockridge Outdoor Advertising has developed and placed billboards in Utah, Indiana, Illinois, Idaho, Ohio, Kentucky, Iowa, Alabama, Georgia, New Mexico, California, Pennsylvania, Oregon, Washington, Texas and Florida along with digital billboards in Pennsylvania and Washington State.

Mission Statement:

To serve both the interests of public and private groups, C.E.I.S achieves both governmental desires of sign requirements and restrictions, while provided much need information to citizens. This is accomplished by having multiple advertisers with affordable rates to increase success of any size business.

*Digital Signs- design, construction, site procurement, development advertising sales

*C.E.I.S Systems- Sign design, site procurement, legal and code issues, development, updating community messages, amber alerts and PSA'S as well as advertising sales.

2. IDENTIFICATION OF NEEDS & OPPORTUNITY

2.1 Town of Vestal Needs

C.E.I.S. understands the needs of Town of Vestal to be such:

General requirements:

- 2.1.0 Timeline
- 2.1.1 Safety
- 2.1.2 Dimensions and specifications of structure
- 2.1.3 Legal Team
- 2.1.4 Zoning Ordinance Addition: Gateway Signs
- 2.1.5 Understanding Digital Technology
- 2.1.6 C.E.I.S. Information Brochure
- 2.1.7 Operating Agreement
- 2.1.8 Proposed Locations

Technical Requirements:

- 2.1.9 Power systems and backup systems
- 2.1.10 Diagnostic Performance
- 2.1.11 Electrical Plan

LED Hardware and Software

- 2.1.12 Formetco

Letters of Recommendation

- 2.1.13 Local business owners/residence letters of support

Police Chief

- 2.1.14 Law Enforcement testimonial

See attached documentation for descriptions of above information.

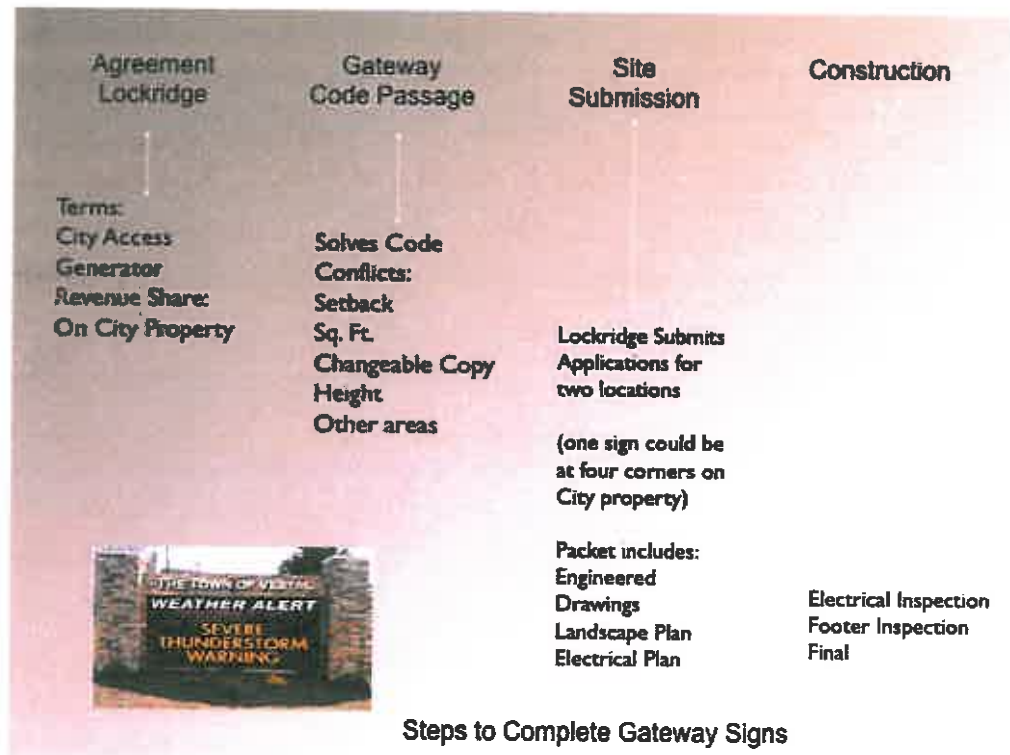


TABLE OF CONTENTS

Message Points.....	2
Favorable Traffic Safety Research & Analysis.....	3
Billboards Don't Cause Traffic Accidents.....	4
Traffic Safety Reports and Expert Witness Letters.....	5

TRAFFIC SAFETY: AN OAAA ISSUE BRIEF

Background

Motorists can be distracted by a variety of factors -- in and out of vehicles. Critics of outdoor advertising -- without providing supportive data -- claim that billboards cause traffic accidents.

Position

Years of studies, expert testimony, as well as state and federal court decisions, point to no correlation between outdoor advertising and traffic accidents. Common sense also leads to this conclusion.

Meaningful improvements to traffic safety are derived from proper road design and repair, and removal of hazards from the road.

MESSAGE POINTS

☐ **No evidence exists that billboards cause traffic accidents.**

*Traffic safety experts have studied the relationship between outdoor advertising and traffic accidents since the 1950's, finding no scientific or authoritative evidence that billboards are linked to traffic accidents.

A 2004 study conducted by the Center for Crash Causation and Human Factors at Virginia Tech's Transportation Institute (VTTI) found billboards do not measurably affect driving performance. The study concluded that a driver's performance, speed maintenance, and lane keeping were not measurably impaired in any way along highways and other roads with billboards.

Another major independent study commissioned by the American Automobile Association (AAA) Foundation for Traffic Safety (Phase I, released in 2001) concluded that "some items -- such as CB radios, billboards, and temperature controls -- are not significant distractions."

In Phase II of the study (released in 2003), billboards were not mentioned at all as a distraction. Phase I and II of the study were based on monitoring eye movements along with selected "contextual" and "outcome" variables, including: presence of passengers in the vehicle, light conditions, weather conditions, roadway type, traffic level, vehicle position, hand position, and driver performance. Phase I and II of the study were based on monitoring eye movements.

* With advances in technology, billboard messages can move. These signs are known as tri-visions. The Federal Highway Administration says changeable message billboards are safe. On April 2, 2002, the Federal Highway Administration published its' decision in the Federal Register to amend the Oregon Federal/State Agreement allowing tri-vision signs adjacent to controlled routes. This decision culminates three years of bureaucratic gamesmanship and resolves a long-sought advance for the outdoor advertising industry. The FHWA states that even though the agency is concerned with the safety of the motoring public, that "Tri-vision signs do not appear to compromise the safety of the motoring public," (Federal Register, April 2, 2002, Volume 67, Number 63, pages 15661-15662; U.S. DOT/FHWA Notice of Amended Federal/State agreement, FHWA Docket No. FHWA - 2001 - 9706).

* The U.S. Department of Transportation, state transportation agencies and property/casualty insurance statistics indicate no correlation between billboards and traffic accidents.

* A sampling of local law enforcement agencies has found no evidence that drivers' accidents were caused by billboards.

* Government -- via state transportation agencies -- routinely uses roadside signs and

TRAFFIC SAFETY: AN OAAA ISSUE BRIEF

message boards to provide information to motorists, including information intended to enhance safety.

- ☐ **Real gains in traffic safety come from proper design and maintenance of roads, and reduction of roadway hazards.**

A comprehensive study released in December 2001 by The Road Information Program (TRIP) said urban fatalities are typically caused by poor road conditions and mistakes by drivers.

The TRIP report identified these steps to improve safety:

- Provide medians or median barriers to separate traffic, when practical.
- Build or widen lanes on major routes to 12 feet.
- Repair potholes and improve pavement conditions to reduce sudden swerving.
- Improve intersection safety by building turn lanes, clearly marking lanes, improving signalization, improving lighting and using larger lettering on street signs and directional signs.
- Reduce road-side hazards such as trees and utility poles.
- De-ice roads in bad weather.

- ☐ **Studies show that billboards can improve safety conditions along highways.**

*Safety experts indicate that advertising signs in rural areas can reduce driver boredom, which many believe contributes to highway safety.

*Surveys of drivers and road users show that the lighting provided by billboards provide security and visibility to many motorists.

TRAFFIC SAFETY RESEARCH & ANALYSIS

Citations:

* Virginia Tech Transportation Institute, Center for Crash Causation and Human Factors, "Driving Performance in the Presence and Absences of Billboards," prepared by Suzanne E. Lee, Erik C.B. Olsen, and Maryanne C. DeHart, (2004); prepared for the Foundation for Outdoor Advertising Research and Education.

* AAA Foundation for Traffic Safety, "The Role of Driver Distraction in Traffic Crashes," prepared by Jane C. Stutts, Ph.D., Donald W. Reinfurt, Ph.D., Loren Staplin, Ph.D., and Eric A. Rodgman, B.S., University of North Carolina Highway Safety Research Center, Chapel Hill, NC., 2003 (Phase II).

(Available by visiting the OAAA website, Members only section, click Research and Studies link/Traffic Safety)

* AAA Foundation for Traffic Safety, "The Role of Driver Distraction in Traffic Crashes," prepared by Jane C. Stutts, Ph.D., Donald W. Reinfurt, Ph.D., Loren Staplin, Ph.D., and Eric A. Rodgman, B.S., University of North Carolina Highway Safety Research Center, Chapel Hill, NC., 2001 (Phase I).

(Available by visiting the AAA Foundation website, <http://aaafoundation.org>)

* Anderson, Pamela K., "An Independent Analysis of the Impact of Outdoor Advertising (Billboards) Upon Traffic Safety," December 12, 2001.

TRAFFIC SAFETY: AN OAAA ISSUE BRIEF

* Andreassend D.C., "Traffic Accidents and Advertising Signs," Australian Research Board, Report No. AIR 000-213, July, 1984.

* Blanche, E.E. "The Roadside Distraction," Traffic Safety 65(11), pp. 24-25, 36-37; 1965.

* Burbaris Traffic Associates letter to Barrett Outdoor: A traffic engineer review stating that there is no substantial evidence of a correlation between billboards and traffic accidents, April 13, 1993.

* Getting Home Safely: Strategies to make our communities safer for motorists, pedestrians and bicyclists," prepared by The Road Information Program (TRIP is a non-profit that researches transportation, sponsored by insurance companies, the transportation industry and labor unions), Washington, D.C., December 2001.

* Hollahan, C.J., Relationship between roadside signs and traffic accidents: a field investigation. Council for Advanced Transportation Studies: University of Texas, Research Report 54, 1977.

* Hulbert, Slade. "Urban Billboards and Traffic Safety,"

* Lauer, A. and McMonagle, C., "Do Roadside Signs Affect Accidents?" Traffic Quarterly 9(3), pp. 322-329, 1955.

* Market Feedback Analytics, "Study Into Relationship Between Motor Vehicle Accident Rate and Outdoor Advertising." Perth, Australia, October 1979

* Minnesota DOT, Research approves a 5 year experimental program for changeable message signs, 1994.

* Morrison, Bruce J. and Dainoff, Marvin J. "Factors Determining Selective Attention Among Competing Stimuli During Varying

Workload, Research Proposal," Miami University Psychology Department.

* New South Wales Planning and Environment Commission, Report of the Outdoor Advertising Policy Committee, New South Wales, Australia, October 1977.

* North Carolina Highway Safety Research Center, "Do Billboards Cause Accidents?" The Accident Reporter, February 1974.

* United States Congress, Outdoor Advertising and Traffic Safety, Congressional Record, 88th Congress; 9 May 1963, 109, Part 6-House. Washington D.C. (Comments on Madigan-Hyland Report by Blanche, E.E.)

BILLBOARDS DON'T CAUSE TRAFFIC ACCIDENTS

Statistics from the Department of Transportation indicate no correlation between billboards and traffic accidents.

Two separate DOT/FHWA research studies over twenty years apart (1980 and 2001) performed literature reviews of the safety

impacts of electronic billboards and variable message signs. Neither research report offered any conclusion that billboards are linked to traffic accidents. Likewise, both reports recommended that more research is needed.

Further, an article in "Policy Watch," published in the *Journal of Public Policy and Marketing* concluded that because there are no credible studies demonstrating that changeable message technology poses a threat to motorist safety, that attempts to consider new regulations on billboards is unnecessary.

Fatality Statistics

Consider the four states that have banned billboards altogether: Alaska, Hawaii,

TRAFFIC SAFETY: AN OAAA ISSUE BRIEF

Maine, and Vermont. The automobile fatality rate in these states is higher than other more populous states.

California had virtually the same number of fatalities per 100,000 drivers in 1987 as Vermont, and that rate is greater than Massachusetts. Alaska's fatality rate was greater than New York's, and Maine's greater than Pennsylvania. Hawaii had a fatal accident rate higher than Connecticut, Rhode Island, or New Jersey.

This information, provided by DOT's Fatal Accident Reporting System 1987, reinforces an earlier study conducted in California. The Dr. Slade Hulbert Report, researched in conjunction with UCLA, determined that

there is no "evidence that urban billboards are distracting motorists and thereby creating a traffic hazard."

Most fatal crashes (77 percent) occur on two-lane roads, while only 14 percent of fatal crashes occur on roads with four or more lanes, according to analysis published in 2002 by the American Association of State Highway Transportation Officials (AASHTO).

TRAFFIC SAFETY REPORTS AND EXPERT WITNESS LETTERS

A compendium of traffic safety reports and expert witness letters is noted below:

* "Safety and Environmental Design Considerations in the Use of Commercial

Electronic Variable-Message Signage," June, 1980, Federal Highway Administration, Report No. FHWA/RD-80/51, 96 pages.

* "Electronic Advertising Along Highways- Concern for Traffic Safety," by Jerry Wachtel, FHWA, Public Roads, Vol. 45, No. 1 June 1981.

* "Traffic Accidents and Advertising Signs," Australian Road Research Board, Report No. AIR 000-213, by D. C. Andreassend, July, 1984.

* "The Highway Safety Issue Revisited," Outdoor Advertising Association of America, June, 1970.

* "The Motorist and Outdoor Advertising," and "How Standardized Poster Panels and Painted Bulletins Help the Driver," by Dr. A.R. Lauer, September, 1954.

* Review of U.S. Department of Transportation Fatality Rates per Licensed

Drivers by State, 1987 statistics, by OAAA, 1990.

* Letter summarizing the "Relationship Between Roadside Signs and Traffic Accidents: A Field Investigation," January, 1978, by Charles Holahan, Univ. of Texas, Council for Advanced Transportation Studies.

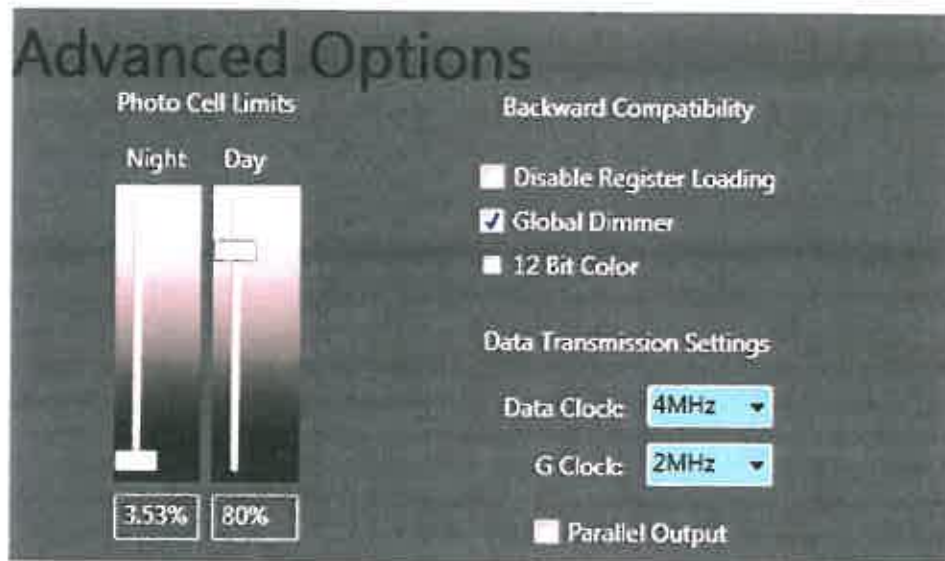
* Minnesota DOT research approving a 5-year experimental program for changeable-message signs, 1994.

October 22, 2013

Optical Measurement Analysis

Formetco has been providing billboard components for over 40 years and supply digital signage for 8 years.

Each Formetco digital signage contains a photodiode that regulates brightness based on the ambient light conditions at the sign. The minimum and maximum brightness range is adjustable to meet the specific requirements for the sign location. The brightness range can be adjusted remotely.



The brightness maximum daytime and minimum nighttime range setting is set during the initial sign setup. The photodiode then regulates brightness between the upper and lower limits based on ambient light conditions local to the sign. The billboard face will not exceed .3fc above ambient light as measured at 350 feet based on a 672 square foot sign.

The brightness of a LED sign is typically measured in NIT's. NIT's is a measurement based upon the illumine value over a specific area, in this case, *Candela* per sq/meter. There is no direct conversion from Foot Candles to NIT's. A close formula is Nits's = FC x 10.76. This conversion is made available for reference to compare different units of measure to existing code units of measure.

Traffic Safety

- ☐ No evidence exists that billboards cause traffic accidents
- ☐ Traffic safety experts say that digital billboards are not linked with accidents
- ☐ FHWA agrees with the Nevada DOT that billboards do not compromise traffic safety
- ☐ Statistics from the Department of Transportation indicate no correlation between billboards and traffic accidents

Background: Motorists can be distracted by a variety of factors -- in and out of vehicles. Critics of outdoor advertising -- without providing supportive data -- claim that billboards cause traffic accidents.

Position: Years of studies, expert testimony, as well as state and federal court decisions, point to no correlation between outdoor advertising and traffic accidents. Common sense also leads to this conclusion.

Meaningful improvements to traffic safety are derived from proper road design and repair, and removal of hazards from the road.

Message Points: Traffic safety experts have studied the relationship between outdoor advertising and traffic accidents since the 1950's, finding no scientific or authoritative evidence that billboards are linked to traffic accidents.

- A study from South Carolina shows that digital billboards are not associated with traffic accidents. The South Carolina Department of Transportation reviewed accident data for six months after installation of three digital billboards in 2006 compared to the same timeframe during the prior year.

"The study based on the period of review does not highlight a problem with the digital billboards. Also, as of August 28, 2007, the South Carolina Department of Transportation (SCDOT) has not received any complaints in regard to the digital billboards," said Deputy State Highway Engineer Dipak M. Patel, on September 6, 2007.

- The Foundation for Outdoor Advertising Research & Education (FOARE)* sponsored these studies because of the need for an empirical assessment of digital billboards and traffic safety. The test market was Cleveland, OH. Award winning researchers with decades of experience working for government and private sector clients conducted this comprehensive research.
- The first study was conducted by one of the nation's leading research institutes on transportation and driving performance: the Virginia Tech Transportation Institute (VTTI).
- The VTTI study found that digital billboards were considered safety-neutral in design and operations from a human factors perspective.
- The driver's mean glance in the direction of a digital billboard is less than one second.
- The VTTI study pointed to the need for analysis of accident data.
- To complement VTTI's human factors research, FOARE commissioned Tantara Associates, consulting engineers based in Philadelphia. These engineers conducted both a temporal and spatial analysis of the traffic and accident data near seven digital billboards on Interstate routes in

Safety and Environmental Design Considerations in the Use of Commercial Electronic Variable-Message Signage," June, 1980, Federal Highway Administration, Report No., FHWA/RD-80/51, 96 pages

Lighting of Digital Billboards:

To control brightness levels on digital billboards, the signs are equipped with light sensors, which measure the amount of light available in the surrounding environment. In the brightest sun, the billboard is at its brightest to provide the necessary contrast to let the billboard be legible. At night, the billboard is much dimmer to adjust to surrounding light conditions. The billboards use the minimum amount of light necessary to provide legible copy, a practice which meets federal criteria and the lighting industry's standards.

<http://www.oaaa.org/legislativeandregulatory/digital/aboutdigitalbillboardtechnology.aspx>)

Our Approach in working with the Town of Vestal

- Assist with Ordinance for Gateway Signs
 - Prohibition of animation – digital copy would have to remain static
 - No increase or permitting of any billboards
 - Provisions for public/community benefit messaging, including coordination with Office of Emergency Services (OES)
 - State permit requirement – when applicable
 - Restriction of digital copy change to 8 seconds
 - Addressing lighting time limitations and maximum permitted light emissions
 - Propose small signs that are aesthetically pleasing
 - Conformance to adopted Community Plans and Community Design Guidelines
 - Prohibition of digital signs within sensitive areas with proper spacing from other LED signs and Residential Use Zones

2.1.2 Dimensions and Specifications of Structure



2.1.3

Legal Team

E. Adam Webb

Adam is the managing partner at Webb, Klase & Lemond and works as a litigator in the state and federal courts of Georgia and numerous other states. He has been admitted to practice before all Georgia trial and appellate courts, the United States District Courts for the Middle and Northern Districts of Georgia and the Northern District of Illinois, the Circuit Courts of Appeal for the Second, Fourth, Sixth, Seventh, Eighth, Ninth, and Eleventh Circuits, and the United States Supreme Court. Adam is an experienced litigator who has handled a large variety of commercial litigation. Adam has become known as one of the nation's foremost First Amendment litigators, with a specialization in representing those seeking to challenge government restrictions on signs. More recently, Adam has developed an expertise in litigating against major corporations on behalf of consumers. Adam has a passion for excellence and believes in total dedication to serving clients. This attitude has led to extraordinary results for many of the firm's clients.

Adam completed his undergraduate degree at Harvard University in Cambridge, Massachusetts and graduated cum laude in 1993 with a specialty in Government. At Harvard, Adam was a leader in a number of student organizations, including the Undergraduate Council, Model United Nations, and various political organizations.

Adam then attended the University of Georgia School of Law in Athens, Georgia and graduated cum laude in 1996. While at the Law School, Adam received a number of honors. For example, he was named an Editor of the Georgia Law Review.

After graduation from law school, Adam worked as a commercial litigator with one of the nation's foremost First Amendment law firms, Dow, Lohnes & Albertson, PLLC. He represented numerous media entities, including newspapers, television and radio stations, and outdoor advertising companies. He left the firm in 2002 to start his own firm. In 2008, Webb, Klase & Lemond was founded bringing together the resources and personnel to provide the highest caliber of legal representation.

WEBB, KLAKE & LEMOND, LLC

ATTORNEYS AT LAW

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Email Address:
Adam@WebbLLC.com

October 8, 2013

Re: Vestal Sign Code – Proposed Amendment

To Whom It May Concern:

The following language has been developed for insertion in the Vestal code:

Gateway Signs – The Board recognizes the need for limited additional signage at the gateways to the Town. Such signage is needed to present public announcements, emergency messages (such as Amber Alerts and road closures), and messages for the Town. Based on this need, two such gateway signs shall be allowed along Vestal Parkway (Hwy 434) between the Town limits and downtown, one on each side of downtown. Such signs must meet the following conditions:

- the base or columns must be of a stone or masonry design;
- height shall not exceed 9 feet;
- the signs shall include the message "Welcome to the Town of Vestal" or similar gateway message approved by the Board for traffic entering the Town;
- an electronic display measuring no more than 7 feet by 15 feet may be included and such display may face one or both directions of traffic, so long as a portion of the messages appearing on such displays are dedicated to public and/or emergency messages pursuant to written agreement with the Town.

If you have any questions or require additional information, please do not hesitate to contact me.

Sincerely,

E. Adam Webb

E. Adam Webb

EAW/ss

About Digital Billboard Technology

High-tech

Digital technology is changing the delivery of information

Facts vs. Myths

On billboards, digital technology produces static images which are changed via computer (typically every six or eight seconds), providing a non-manual way to change billboard "copy." Digital billboards do not scroll, flash, or feature motion pictures.

Nationwide, there are an estimated 450,000 billboard faces. A tiny fraction of the overall total is digital. Yet this small subset of billboard inventory offers new advantages, giving advertisers and communities unmatched versatility and flexibility in reaching wide audiences.

Advertisers can change their messages quickly, including multiple times in one day. For example, a restaurant can feature breakfast specials in the morning and dinner specials in the evening. A Realtor can feature individual houses for sale and change the creative content when the house sells. Print and broadcast news media use digital billboards to deliver headlines, weather updates, and programming information.

Law enforcement and other public safety officials use digital billboards to reach mass audiences quickly. The image of a missing person or emergency information can be displayed in minutes.

To control digital billboards, brightness levels on signs are equipped with light sensors, which measure the amount of light available in the surrounding environment. In the brightest sun, the billboard is at its brightest to provide the necessary contrast to let the billboard be legible. At night, the billboard is much dimmer to adjust to surrounding light conditions. The billboards use the minimum amount of light necessary to provide legible copy, a practice which meets federal criteria and the lighting industry's standards.



Regulated

Billboards – digital and conventional – are heavily regulated. To keep pace with technology, the federal government has said that roadside billboards (off-premise signs) could use “changeable-message” technologies as long as these signs don’t scroll or flash.

On September 25, 2007, the [Federal Highway Administration](#) (FHWA) issued clear guidance, affirming that states could continue to authorize digital billboards:

“Proposed laws, regulations, and procedures that would allow permitting CEVMS (changeable electronic variable message signs) subject to acceptable criteria ... do not violate a prohibition against ‘intermittent’ or ‘flashing’ or ‘moving’ lights as those terms are used in the various FSAs (federal state agreements) that have been entered into during the 1960s and 1970s.”

Industry practices conform to federal guidance, such as display times and lighting. FHWA recommends an eight-second display time. Federal guidelines say digital billboards should “adjust brightness in response to changes in light levels so that the signs are not unreasonably bright for the safety of the motoring public.”

Most states allow digital billboards — along with a growing number of cities and towns from Los Angeles to Roanoke — with regulations on size, lighting, and spacing.

As a form of self-regulation, the OAAA Code of Industry Principles includes clauses against animation and excess lighting.

A Sample of State and Local Ordinance Language for Digital Billboards

Florida

Section 14-10.0009 F.A.C., Chapter 479

The FL DOT interprets the lighting provisions of the State/Federal Agreement (as enunciated in Section 14-10.0009 F.A.C.) and Chapter 479, F.S. to allow the permitting of off-premise, changeable message signs under the following conditions: 1) Changeable message signs will be permitted regardless of the technology that is used, except, if such signs contain, include or are illuminated by any flashing, intermittent, or moving light or lights (other than signs giving public service information such as time, date, temperature, weather, or similar information), they are prohibited;

Allentown, PA

1319.04C

Flashing, blinking, mechanically moving, twinkling or animated signs of any type are prohibited. This provision shall not restrict signs with **electronically changing messages that do not flash**. This prohibition is not intended to include off-premise signs which are commonly referred to as “tri-vision” signs that are located within 200 feet of the right of way of, and intended or designed to be viewed from Interstate Route 78 or US Route 22.

OAAA Code of Principles on Digital Billboards

- We are committed to ensuring that the commercial and noncommercial messages disseminated on standard-size digital billboards will be static messages and the content shall not include animated, flashing, scrolling, intermittent or full-motion video elements (outside established entertainment areas).
- We are committed to ensuring that the ambient light conditions associated with standard-size digital billboards are monitored by a light sensing device at all times and that display brightness will be appropriately adjusted as ambient light levels change.

Appropriate Lighting

The outdoor advertising industry has established guidelines after commissioning research by Dr. Ian Lewin, a former chairman of the Illuminating Engineering Society of North America (IESNA). Digital billboards, according to the standards, should have lighting levels no more than 0.3 foot candles above the level of surrounding ambient light conditions.

Accepted

In 2008, Arbitron, the media research firm, set out to answer a relatively simple question: what does the public think of digital billboards. In the first study of its kind, the Arbitron researchers found people are aware of and positively inclined toward this new technology.

The Arbitron study focused on the metro area of Cleveland, OH, where digital billboards have been operating since 2005. Through telephone surveys, researchers found "the vast majority of commuters (more than four out of five) feel the digital signs provide an important community Service."

More than half of the commuters polled had noticed digital billboards in the past month. The vast majority of those commuters remembered at least one ad running on the boards. More than eight out of ten people said digital billboards help the community with emergency information, while the majority said they were attractive. Meanwhile Cleveland City Councilman Joe Cimperman described digital billboards as modern and tech-savvy:

"Digital billboards are right in line with the whole cityscape. They communicate that we are a city that embraces technology. We actually have some of the newest state-of-the-art, cutting edge advertising," Cimperman said.

Among younger demographics, digital billboards are an even bigger hit. The Arbitron study found 60 percent of those 18-34 found digital billboards to be attractive, while 86 percent agreed digital billboards help the community with emergency information. And perhaps most tellingly of all, 77 percent of 18-34 year olds said digital billboards are a cool way to advertise, according to the study.

Digital billboards are a step up for communities looking to modernize their outdoor advertising. The public finds them useful, attractive, and "cool."



Traffic Safety

New technologies prompt questions about safety. Studies of contemporary digital billboards have found them to be safety neutral and not correlated with traffic accidents.

Specifically, two studies funded by the Foundation for Outdoor Advertising Research and Education looked at digital billboards and driver distraction from two different angles. The first was performed by the Virginia Tech Transportation Institute (VTTI), an academic traffic safety research institute used by government agencies and the private sector. Researchers analyzed the eye glances of drivers along with driving factors such as lane changes and speed. Randomly selected people drove specially equipped cars which monitored when their eyes glanced toward digital billboards, conventional billboards and other objects. The study found the average glance toward a digital billboard was less than a second.

This finding is important, because a separate study released in 2006 by VTTI identified a two-second threshold for increased risk due to distraction: "Glances totaling more than two seconds for any purpose increase near-crash/crash risk by at least two times that of normal, baseline driving." Therefore, the typical glance toward a digital billboard is under the threshold.

The study identifying a two-second threshold has a long name: "The Impact of Driver Inattention on Near-Crash/Crash Risk: an Analysis Using the 100-Car Naturalistic Driving Study Data." Virginia Tech performed this study for the National Highway Traffic Safety Administration. This exhaustive study also said: "Short, brief glances away from the forward roadway for the purpose of scanning the driving environment are safe and actually

decrease near-crash/crash risk."

Accident records also say digital billboards are not a traffic safety risk. A comprehensive study was performed by Tantala and Associates, a consulting engineering firm based in Philadelphia which has performed analytical research for government. Researchers examined three years of accident data for highways in the Cleveland, OH, metro area. This area is a good test site because seven digital billboards have been operating since 2005, and because accident data is available from the state Department of Transportation. An analysis of accident records from 18 months before the digital billboards were installed and 18 months afterwards showed "digital billboards have no statistical relationship with the occurrence of Accidents."

This analysis looked at various view zones, or distances, from the digital billboards. Likewise, this study accounted for other factors such as deer hits and weather conditions (known as "bias factors?"). No matter how the accident data were analyzed, the conclusion was the same: digital billboards are not related to accidents.

Several states have also performed their own studies on digital billboards, looking at accident data near digital billboards. Transportation officials in Virginia, [South Carolina](#), and West Virginia reported digital billboards have not caused traffic safety problems. Local officials also have reviewed accident records:

"The electronic billboards have gone up on city streets, eight of them, and since they've been up over the last several months, we have had no instances that they have contributed to any driver inattention that has resulted in a collision. So I don't believe that that's an issue."

—[RICHARD WILES, CHIEF OF POLICE OF EL PASO, TX](#), IN TESTIMONY BEFORE THE TEXAS TRANSPORTATION COMMISSION (DECEMBER 6, 2007)

The Federal Highway Administration notes there was "no scientific evidence" causing the government to believe digital billboards are unsafe. Other changeable message signs, such as tri-action billboards, have been in operation for decades. Likewise, FHWA said there is no evidence these changeable message signs represent a safety hazard to drivers.

Effective

Digital billboards are proving to be a boon for advertisers, particularly local advertisers. The vast majority of all advertisers on billboards (77.1%) are locally owned businesses, marketing to their friends and neighbors within a community. Because they can be updated instantaneously via computer, digital billboards give advertisers an unparalleled ability in media to reach a mass audience quickly and cost effectively.

In a recent study conducted by respected research firm Arbitron, more than half of the respondents said they found digital billboards attractive. Likewise, 64 percent of all people polled said that digital billboards are "a cool way" to advertise. When young adults 18 to 34 years old were asked the same question, favorable reaction rose to 77 percent among the respondents. Nearly 70 percent of the young adults also believed that digital billboards provide useful information.

Nearly one in five viewers discussed an ad seen on a digital billboard with other people. The study found that 83 percent of all respondents can recall at least one advertisement on a digital billboard and 65 percent of viewers can recall at least two ads. Over a third of all travelers who noticed digital billboards noted a radio station message while nearly as many people noticed a television program advertised.

Across the country, media outlets are heavy users of digital billboards as a way to increase brand recognition for newspapers and television stations. In addition to the traditional branding forms such as highlighting anchor teams, digital billboards give media outlets a new kind of flexibility. Many television stations and newspapers choose to use the billboards to highlight news stories. In Toledo, OH, the daily newspaper announced a major local court decision via digital billboards – within minutes. Broadcasters also use digital billboards to draw attention to programming, with advertisements changing to highlight different shows.

"The ability to tap into the marketplace at such incredible exposure levels no doubt contributed to our ratings victory." Shelia Obermeyer, WCPO Channel 9, Cincinnati, OH

"They gave us the ability to keep our message fresh with a rotation of layouts on the same design. They also gave us the opportunity to keep our message timely." Scott Hunsicker, Reading Phillies, Reading, PA

"When we run the boards, we see the sales. It has been very effective. Finally, advertising that works." Chip White, The Works, Wyomissing, PA



Public Service

On August 1, 2007, at 6:19 pm, a downtown bridge for I-35W in Minneapolis collapsed, killing almost a dozen people and creating a dangerous situation for drivers. Within minutes, a digital billboard network in the area had switched from showing advertising copy to informing drivers about the collapse. Later that evening, the digital billboards advised motorists to take alternate routes.

Indeed, digital billboards represent such a potential boost to public safety, Homeland Security Secretary Michael Chertoff has instructed FEMA to "Explore other ways digital billboards might be employed as an effective enhancement to our Nation's disaster response efforts."

Law enforcement officials across the United States also recognize the unique abilities of digital billboards to inform citizens about dangers to the community, and to seek information. Digital billboards are used to display AMBER Alerts to help find missing children. Time is critical in resolving child abductions; digital billboards can deliver quick information to motorists.

Additionally, federal, state, and local law enforcement officials have entered into partnerships with outdoor advertising companies to show the images of wanted fugitives and other suspected criminals on digital billboards. The FBI is using digital billboards across the country, with dramatic results that started with a pilot project in Philadelphia.

"When Senator Coleman and I landed, we're driving in . . . and there were already billboards at 9:00 in the morning -- actual billboards -- telling people where to go for alternative routes." -- Senator Amy Klobuchar (D-MN)

"Digital billboards have been effective in supplementing existing emergency-information systems and ... have the potential to further improve our ability to inform our citizens in times of disaster." - Secretary Michael Chertoff, Department of Homeland Security

"You can place them near the scene of the crime. You can place them near the scene of the problem. And as a result, the people seeing the billboard are going to be people who should have some familiarity with the Problem." -- Michael Mason, FBI

"The posting on the boards contribute to an environment where the criminal feels pressure that they have no where to go." -- Sheriff Michael Haley, Washoe County, NV.



Source: <https://www.oaaa.org/legislativeandregulatory/digital/aboutdigitalbillboardtechnology.aspx>



Community Electronic Information Signage

Digital Informational Signs
AT NO COST to your municipality
Alert and inform citizens when needed subsidized by advertising.

c.e.i.s

COMMUNITY ELECTRONIC INFORMATIONAL SIGNAGE

jwlock44@msn.com

727-415-0225

c.e.i.s

COMMUNITY ELECTRONIC INFORMATIONAL SIGNS CO.

A Unique Opportunity

Digital signs do more than display advertisements—they provide an array of communication possibilities. From crime fighting alerts to up-to-the-minute weather advisories, or even a last minute fundraiser for a local charity. Digital signs can offer more flexibility than other mediums. Today, experts estimate that 90 percent of adults see an out-of-home sign in their area every month. They reach the public much more reliably than television content.

Technology

These small signs are equipped with ambient light sensors to ensure the least amount of brightness (Nits) needed for existed time of day and weather conditions. We have automatic emergency off switch in case of malfunction. Our displays at night run lower than 500 nits to ensure no significant brightness to impact drivers.

Regulation

Our company adheres to the strict standards put forth by the Outdoor Advertising Association of America including all state requirements that regulate signage.

Pennsylvania Mayor Endorses Digital Billboards as Good for the Community

Mayor Ed Pawlowski of Allentown, Pennsylvania enthusiastically supported the installation of a digital billboard in downtown Allentown because he saw it as a way to revitalize the inner city and promote safety. "Due to the ability to rapidly change and deliver information," Mayor



Pawlowski wrote in a letter explaining his support for digital billboards, "electronic message boards have assisted local law enforcement with AMBER Alerts, emergency information about public safety and traffic information."

Digital Billboards Help Find Missing Children

When four children from Middleton, Wisconsin, went missing digital billboards displayed AMBER Alerts to help find them. Days later the children were found. According to police, they recovered the children thanks to a motorist who recognized them from the AMBER Alert.

Digital Billboards Alert Public of Escaped Convict

While serving a 19.5-year sentence, drug kingpin David Green escaped from prison in Elkton, Ohio. America's Most Wanted teamed up with the Outdoor Advertising Association of America to alert the public. The two organizations broadcasted wanted posters on several billboards through the Cleveland area to alert the public and help catch this criminal.

FREQUENTLY ASKED QUESTIONS:

HOW MANY CEIS SIGNS ARE OFFERED TO EACH COMMUNITY AT NO COST?

We require a minimum of two (2) CEIS signs for each municipality. Suggested placements include municipality or privately owned property located at the major entrances to your community. We can provide additional locations upon review with your authorized agents.

HOW ARE WE ABLE TO OFFER CEIS SIGNS AT NO COST?

The initial cost of building the CEIS sign structure including the electronic components will be at our expense. However, there is ongoing CEIS support, including 24-hour technical support, public service agencies (PSA) and general maintenance. We offset these operating expenses by utilizing local and regional advertising to create income to offset the costs. We anticipate a total of seven (7) announcements per CEIS location. The signs will give the community direct access to community messaging, including amber alerts, municipal concerns, and other PSA's.

HOW ARE PUBLIC SERVICE ANNOUNCEMENTS DETERMINED?

Public Service Announcements (PSA) are received through national agencies such as The Department of Missing and Exploited Children for Amber Alerts, NOAA and local weather agencies for Severe Weather Alerts and the Department of Homeland Security for National Security Announcements. A vital PSA, which affects your community, will take precedence on all CEIS locations in your community. The length of the initial PSA broadcast is determined by each agency due to the severity of each issue. It is typical for a PSA to rotate with your community and advertising broadcasts for the duration of time necessary.

HOW DO WE BROADCAST OUR COMMUNITY ANNOUNCEMENTS?

Your authorized agent will be provided contact information for CEIS representatives who can provide support with your broadcasts.

HOW SMALL IS A CEIS ELECTRONIC DISPLAY?

CEIS is a monument style structure designed to compliment any community design requirements. The typical LED screen display will be 8' x 12' (96 square feet), allowing clear visibility of each message. Messages are programmed to rotate every 8 seconds providing maximum exposure to consumers. Initial PSA alerts are the exception.



What is CEIS?

CEIS was created to address the needs of communities specifically in the areas of Public Service Announcements (PSA) and community civic messages. CEIS is a monument-style sign, designed to compliment any current surrounding, including historic or themed environments. Vital public service announcements include AMBER Alerts, Severe Weather Warnings, National Security Warnings and Disaster Announcements pertaining to individual communities. Community civic messages may include broadcasts from your community's leaders and authorized representatives. These broadcasts may include welcoming announcements, community sponsored events, and even places of interests to direct tourism.

"Due to the ability to rapidly change and deliver information," Mayor Pawlowski wrote in a letter explaining his support for digital billboards, "electronic message boards have assisted local law enforcement with AMBER Alerts, emergency information about public safety and traffic information."

-Mayor Pawlowski

c.e.i.s

CEIS Monuments in Your Community

Digital signs are the most significant new addition to outdoor sign technology, capable of reaching mass audiences with multiple messages. Every day there is increasing evidence of the benefits of community electronic signage in law enforcement, disaster planning, and weather alerts.

We understand that municipalities may be sensitive to traditional outdoor signage. Our monument signs are beautifully landscaped. We utilized high-quality rock, brick, or stucco facades incorporating wood, metal, water or other features on a site by site basis. The signs include "Welcome to the City of...", the date of incorporation or other details the municipality would like.



Our legal team can assist your municipality to update your zoning ordinance to enable the use of this technology in your jurisdiction.



Ads rotate every 8 seconds providing the travelling public information. High resolution L.E.D. signage provides easy to read great looking graphics. Cities across the U.S. are excited to partner with us to better inform their citizens.



With more economical rates on advertising, non-profits are able to utilize space on our signs, helping their various missions.



Since 2007 over 34 criminals have been apprehended from using digital billboards across the United States. Many of these are violent criminals including murder, armed robbery, rapists and child predators.



Typical advertisements are directional, informative to current specials, or brand introduction. This is an example how the message on the sign above fades into the next image, showing 7 different slots. No adult-oriented businesses, tobacco products, or alcoholic beverages will ever be advertised on our community signs.



Given the flexibility of our scheduling software, specific community messages can be displayed immediately prior to events.

Digital Signage Saves Lives, Brings Community Together: *Free to Your Community*

EMERGENCY IN YOUR CITY

In the event of an emergency, one of the greatest challenges for a local government is to disseminate important information quickly to a large number of people. Conventional media used in emergency situations requires one to sit in front of a television, radio, or computer with the hope that most people will be on the channel or website containing the relevant information. How many people will that be? One hopes that it will be 30 or 40% of your community, but how do you reach the rest of your constituency? From crime-fighting alerts to timely weather advisories, community information saves lives.

Digital signs are the most recent and reliable solution for quickly disseminating critical information to large numbers of people.

In reviewing your municipality's traffic studies, you were undoubtedly startled by the number of people who travel in one hour on your busiest roads. Imagine the effectiveness of a digital sign with an **AMBER Alert** containing a child's picture, relevant facts, and phone numbers posted on your busiest roads during rush hour **within minutes of the release of the alert**. When one minute can save a life, a digital sign will make a difference to you, the family, and your community.

FIGHTING CRIME IN REAL LIFE

Due to the success of Pennsylvania's use of digital signs, the Federal Bureau of Investigation is seeking a system of digital signs to flash "hot pursuit" and "most wanted" bulletins in communities nationwide. Mayor Ed Pawloski of Allentown, Pennsylvania stated, "Electronic message boards have assisted law enforcement with AMBER Alerts, emergency information about public safety and traffic information."

According to AMBER Alert Wisconsin, their multimedia approach to notifying the public of missing children has resulted in **14 children being found**. The digital signage component of their plan and was recognized by the Wisconsin Attorney General J.B. Van Hollen as being directly related to the success of their AMBER Alert system.

America's Most Wanted announced on May 1, 2008, that the FBI has teamed up with outdoor digital advertisers in the Twin Cities to put Terrence Washington's mug on 16 digital signs. Washington broke out of his Nashville,

Tennessee prison cell and is traveling the country, as will the digital displays in pursuit of him. America's Most Wanted frequently touts the benefits of digital signage in searching for fugitives.

DISASTER ALERTS

"Findings...show that people don't act on one warning....The challenge of public warning is not going away."

-Art Botterell

*Community Warning System
Manager, Contra Costa County,
California*

During the tragic Minnesota bridge collapse in 2007, digital signs displayed emergency messages within 15 minutes. The following day, when officials converged on Minneapolis to inspect the damage, they noticed the signs. Speaking on national TV on August 2, US Senator Amy Klobuchar (D-MN) cited the emergency messaging on digital signs as a positive community response:

"When Senator Coleman and I landed, we're driving in . . . and there were already billboards at 9:00 in the morning -- actual billboards -- telling people where to go for alternative

routes."

LIFE SAVING SIGNS ARE FREE

The life saving benefit of immediate communication to your municipality is without charge to the city or to taxpayers. The initial cost of building the community electronic informational signage is paid by our company. However, to offset the maintenance of the signage, which includes 24-hour technical support, advertising will be used to offset the cost. There are seven broadcast announcements per sign location. The partnership enables this community service to be a benefit to all and, most of all, helps to keep the public safe and informed.

CITY COMMUNICATION ADVANTAGE

Whether it is to share an upcoming community event or emergency communication, digital signage will provide instant communication to your citizens. In addition, by giving local businesses a venue for advertising, digital signage can contribute to your economic development—a welcome enhancement in any business-friendly municipality.

Digital signage is a versatile communication tool which is free to your taxpayers, yet gives control to your public relations department. This unique opportunity is available to save lives, bring your community together, and enhance the economics of your city.



INFORM

ENSURE YOUR CITIZENS ARE GIVEN INFORMATION QUICKLY, SAFELY, AS ESTECIALLY, AND MOST OF ALL FREE.

These signs are significantly smaller than traditional advertising signage yet sized to be adequate for vital communication.

Since the inception in 1997 amber alert has been credited for the successful recovery of more than 399 children.

Our experience includes over 42 years in the commercial sign industry throughout the continental United States.

c.e.i.s

COMMERCIAL ELECTRONIC INFORMATION SERVICES

jwlock44@nisi.com

727-415-0225

OPERATING AGREEMENT

THIS OPERATING AGREEMENT ("Agreement") is entered into by and between the Town of Vestal, New York ("Town") and CEIS, LLC ("CEIS").

RECITALS

WHEREAS the Town recognizes the need for gateway signage and the benefits of using such signage to communicate information of interest to the general public, including Amber Alerts and other emergency public safety messages;

WHEREAS CEIS desires to operate signs in the Town;

WHEREAS the Parties desire to enter into this Agreement to leverage their strengths and meet their goals.

Therefore, in light of the foregoing and based upon the exchange of valuable consideration by and between the Parties to this Agreement, the Parties hereby agree as follows:

At its own expense, CEIS will construct two gateway signs along Vestal Parkway (Hwy 434) between the Town limits and downtown, one on each side of downtown.

The signs shall possess the following characteristics:

- Each sign shall include a static portion displaying the message "Welcome to the Town of Vestal."
- The signs shall also include separate portions with one or more sign faces each measuring no more than 105 square feet in area. Such faces may utilize electronic LED-type technology at the discretion of CEIS and at CEIS' expense; and
- The signs will each stand no more than 10 feet in height, as measured from grade or road grade, whichever is greater.

All costs, expenses, and liabilities incurred in conjunction with the construction of the signs, including the installation of mutually agreeable landscaping surrounding the signs, shall be paid by CEIS and, at all times, CEIS shall be the owner of the signs.

The Town grants to CEIS the exclusive right for a term of 20 years to operate the signs. During this 20-year term, CEIS shall be responsible for operating and maintaining the signs. All costs associated with the operation of the signs during the 20-year term shall be paid by CEIS. This Agreement shall automatically renew for successive 20-year renewal terms unless written notice is submitted by either party to the other party at least 90 days prior to expiration of the initial term or any renewal term hereof.

CEIS agrees to operate the signs in accordance with the following conditions:

- All portions of the signs shall be kept in an attractive and well-maintained state; however, all landscaping surrounding any sign on Town property shall be maintained by the Town;
- Any electronic messages on the sign shall change no more frequently than every eight seconds, with message changes being accomplished in two seconds or less;
- Any electronic faces shall be equipped with the appropriate technology to handle power outages;
- Every month, CEIS shall donate, at no cost to the Town, at least 14% of the available space in the signs' advertising rotation for messages of the Town's choosing. The Town shall be allowed this free advertising for the entire tenure of CEIS' operation of the signs but the Town can never sell the space for financial payments or other commercial gain;
- At no cost to the Town, CEIS will reasonably assist the Town in designing up to six digital images in each calendar year for the messages that the Town wishes to display;
- The signs shall be made available as soon as possible after receiving notice from any Town law enforcement agency for display of emergency public safety messages, to include Amber Alerts for missing children or persons, disaster evacuation guidance, or other emergency situations. Such messages shall be promptly included in the advertising rotation and shall remain in effect for 24 hours or such lesser time as requested by law enforcement; and
- The signs shall never contain obscene material nor advertise any adult matter, tobacco products, or casinos. The Town shall not otherwise restrict the content of the signs, which may advertise nonprofit/charitable causes, commercial messages, governmental and noncommercial messages, and other copy of CEIS' choosing.

The Town agrees not to erect or allow any signs, buildings, structures, or blockages of any kind which will obstruct or hinder the signs to motorists on Hwy 434, or obstruct CEIS' ingress or egress to the signs. In the event that Town-controlled trees or vegetation grow to visually obscure or obstruct access to the signs, CEIS is authorized to trim or remove such new growth at its own expense.

CEIS shall obtain, and keep in full force and effect at all times during the term of this agreement, a policy of liability insurance, with an insurer satisfactory to the Town, for the protection of the Parties against liability arising out of the signs or their operations. The liability limits of the policy shall be a general liability insurance policy in the amount of at least \$3,000,000. This policy shall name the Town as an additional insured.

If the area of either or both signs is taken by eminent domain, the affected sign may be relocated. Moreover, if either or both signs are damaged by an act of God or otherwise, CEIS shall be permitted to repair the damage.

If at any point the electronic faces wear out or become outdated, CEIS shall be entitled to replace them with newer technology so long as the height and size of the signs' faces are not increased.

During the term of this Agreement, should the use of the signs be prohibited, limited or restricted by the terms of any regulation, ordinance or zoning resolution, or blocked by a new building, CEIS, at CEIS' option, may terminate this Agreement by giving the Town 60 days' notice in writing of its election to do so.

These terms shall be binding on all successors or assigns of CEIS and the benefits of this Agreement shall be freely assignable by CEIS.

The Parties further agree that: (i) this instrument may be executed in separate counterparts and shall become effective when such separate counterparts have been exchanged among the parties; (ii) no presumption against or in favor of any person or party shall apply due to the drafting of this document; (iii) this Agreement constitutes the entire agreement between the Parties and this Agreement shall not be modified by either party by oral representation made before or after the execution of this Agreement; and (iv) all modifications of this Agreement must be in writing and signed by the Parties.

The Parties acknowledge that the terms of this Agreement have been read, that its provisions are fully understood, that it has been approved by each of them, and that same has been fully signed by them as their free act, by individuals who have the requisite authority to do so, and shall be binding upon all Parties upon execution.

REVIEWED, APPROVED, AND ACCEPTED BY:

DATED: _____, 2013.

By: _____
On Behalf of Town

Its: _____

REVIEWED, APPROVED, AND ACCEPTED BY:

DATED: _____, 2013.

By: _____
On Behalf of CEIS

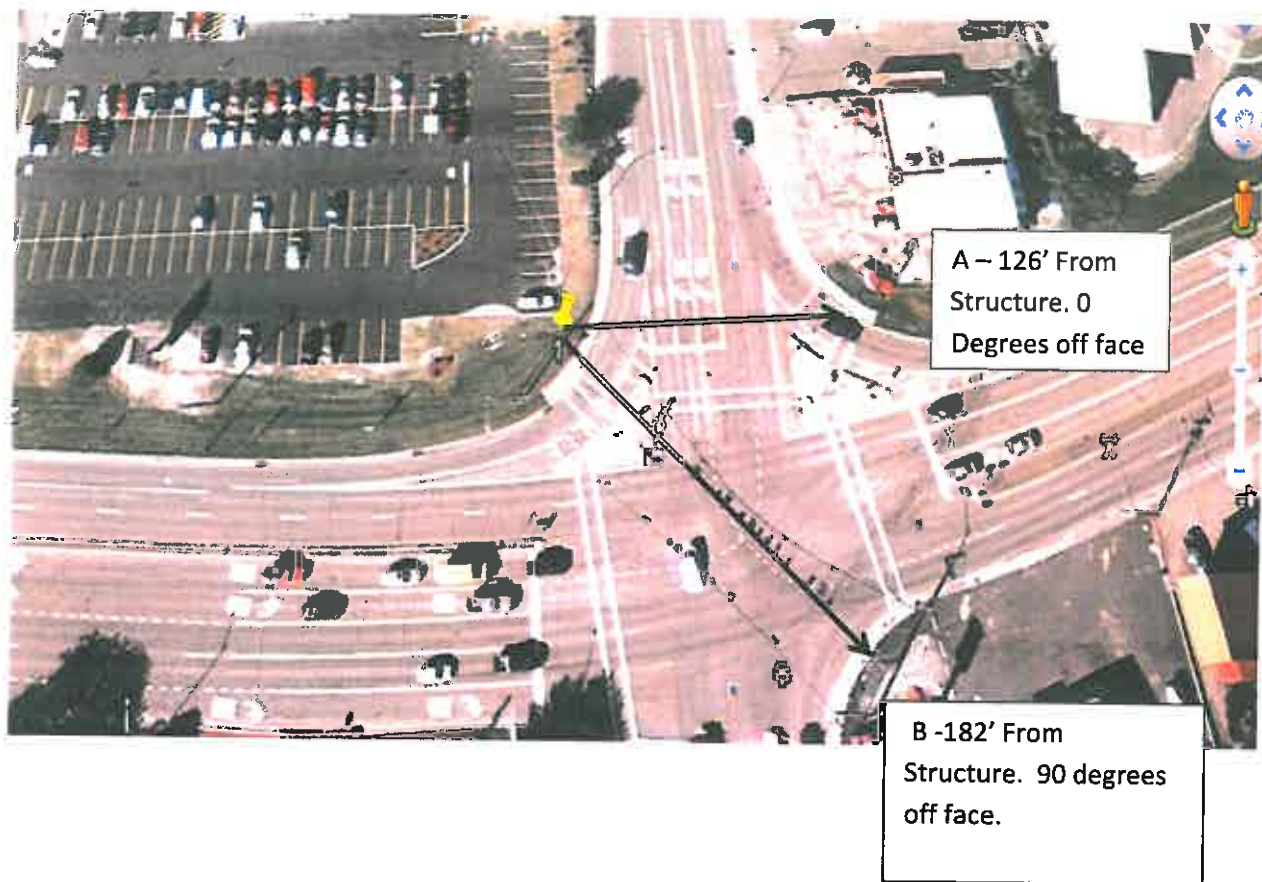
Its: _____

2.1.8 Proposed Locations



We are proposing one Gateway sign, out the five possible locations above, on private property and one location located at city property, either at 4 corners on the Park property or the Museum. These two signs would be the only 2 Gateway signs existing in the Town.





Location	Distance	Degrees off face	Foot Candles @ Relative 3% Night Brightness – White Content, Above Ambient
A	126	0	Less than .2
B	182	90	Less than .1

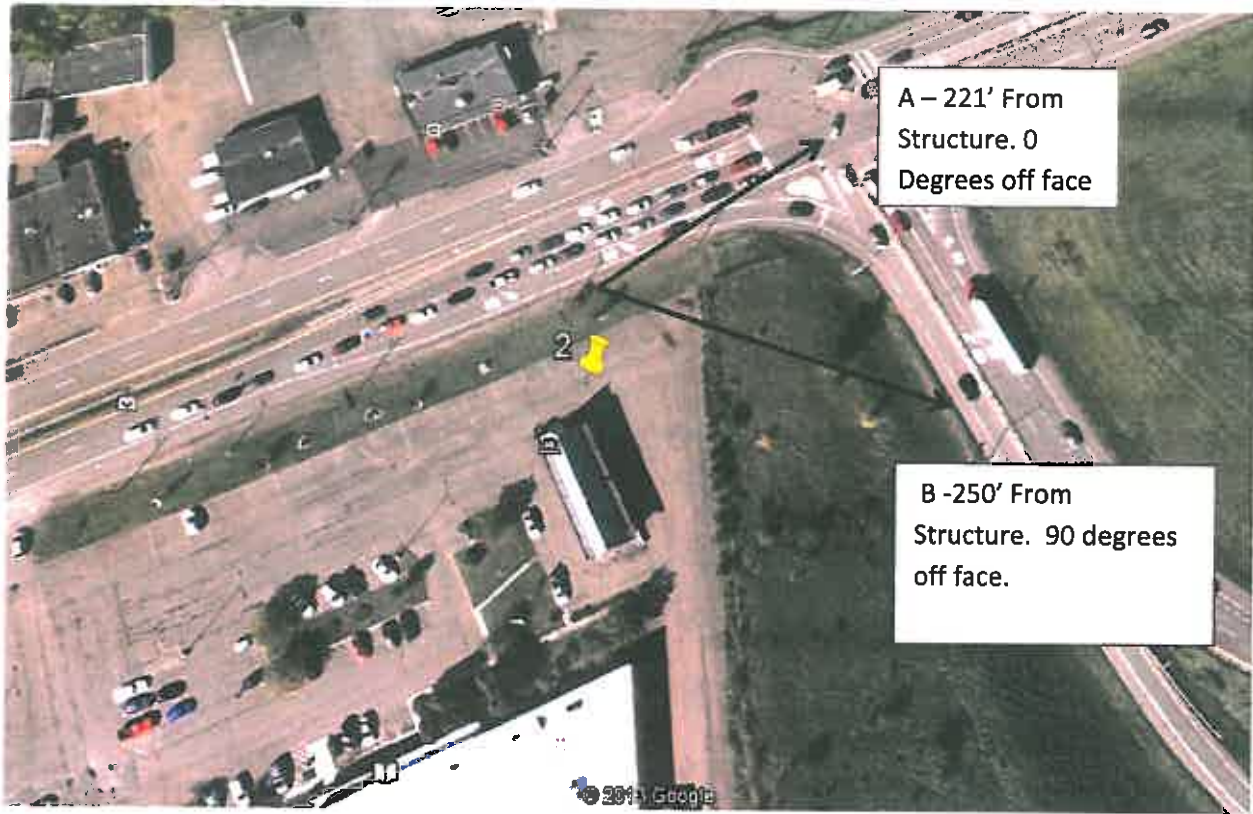
Standard Operating Parameters –

Formetco F4X Digital Boards

Maximum Daytime NIT's (as measured 1 foot from the face) – 7500 NIT's

Typical Nighttime Output (as measured 1 foot from the face) - 225 NIT's

Ambient Light Required for full brightness as measured at the photocell – 1800 Foot Candles.



Location	Distance	Degrees off face	Foot Candles @ Relative 3% Night Brightness – White Content, Above Ambient
A	221	0	Less than .2
B	259	90	Less than .1

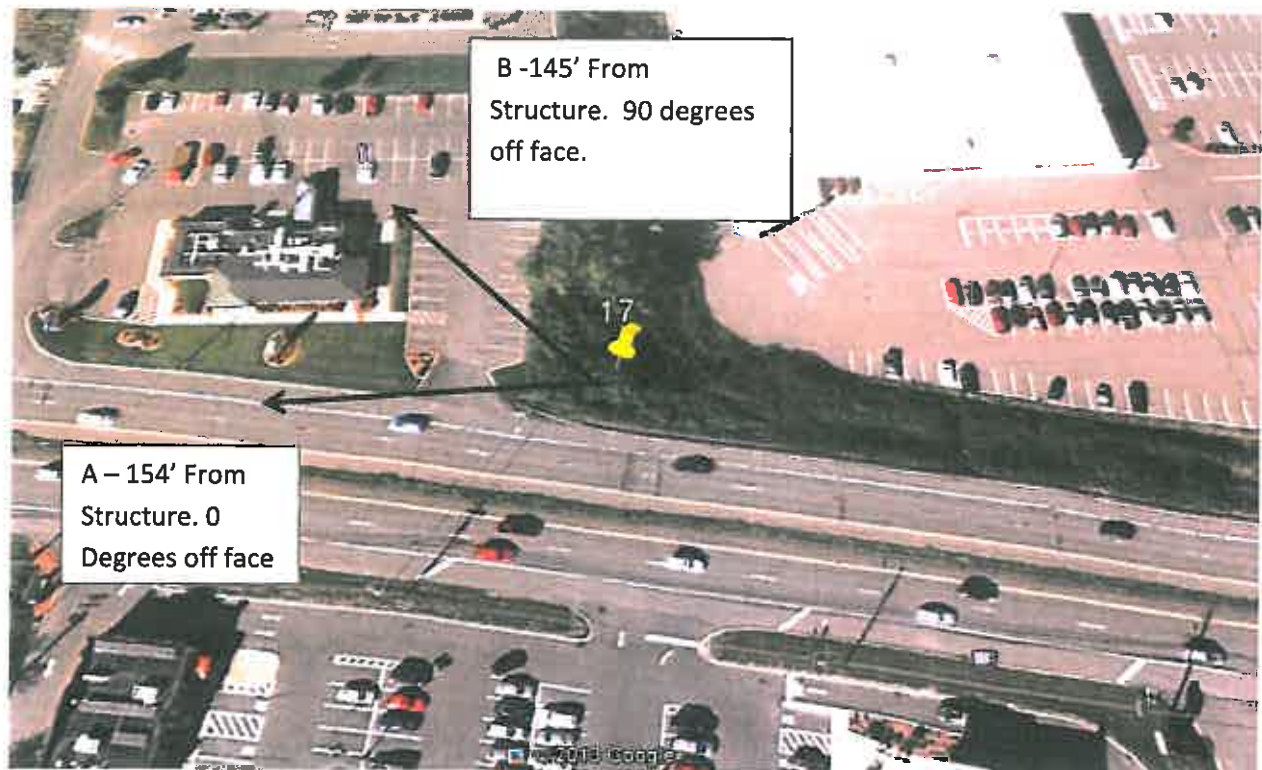
Standard Operating Parameters –

Formetco F4X Digital Boards

Maximum Daytime NIT's (as measured 1 foot from the face) – 7500 NIT's

Typical Nighttime Output (as measured 1 foot from the face) - 225 NIT's

Ambient Light Required for full brightness as measured at the photocell – 1800 Foot Candles.



Location	Distance	Degrees off face	Foot Candles @ Relative 3% Night Brightness – White Content, Above Ambient
A	154	0	Less than .2
B	145	90	Less than .1

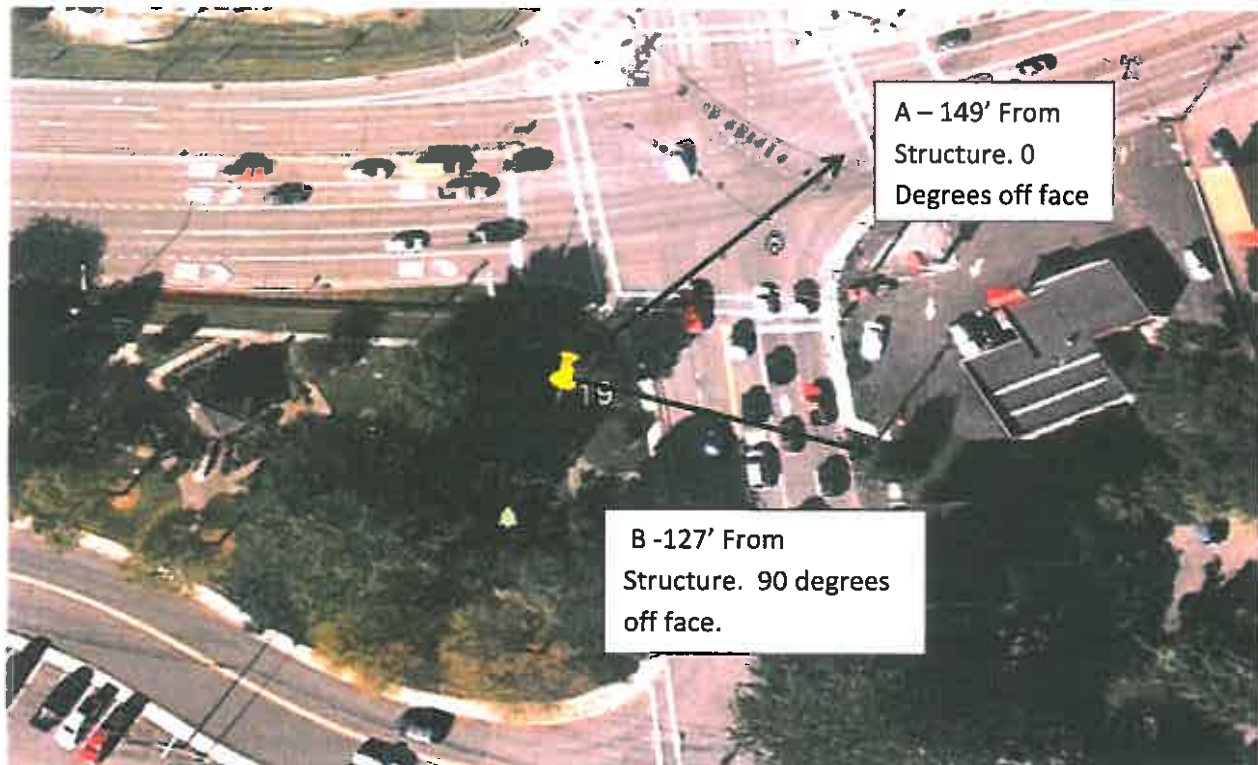
Standard Operating Parameters –

Formetco F4X Digital Boards

Maximum Daytime NIT's (as measured 1 foot from the face) – 7500 NIT's

Typical Nighttime Output (as measured 1 foot from the face) - 225 NIT's

Ambient Light Required for full brightness as measured at the photocell – 1800 Foot Candles.



Location	Distance	Degrees off face	Foot Candles @ Relative 3% Night Brightness – White Content, Above Ambient
A	149	0	Less than .2
B	127	90	Less than .1

Standard Operating Parameters –

Formetco F4X Digital Boards

Maximum Daytime NIT's (as measured 1 foot from the face) – 7500 NIT's

Typical Nighttime Output (as measured 1 foot from the face) - 225 NIT's

Ambient Light Required for full brightness as measured at the photocell – 1800 Foot Candles.

Models: **8.5/12RES**

KOHLER POWER SYSTEMS

Multi-Fuel
LP Vapor/Natural Gas

ISO 9001
KOHLER POWER SYSTEMS
NATIONALLY REGISTERED



The Kohler® Advantage

- **The Smart Choice**
Known for its reliability, the Kohler 12 kW generator set was named a "Best Buy" as well as the highest-rated generator in a leading consumer magazine in October, 2006
- **Powerful**
Exclusive Powerboost™ technology allows the Kohler 12 kW generator to start and run a typical 4 ton (48,000 BTU) central air conditioner, while still running other home appliances and electronics *
- **Cleaner Power for Sensitive Electronics**
Protects sophisticated electronics with clean, stable power that exceeds strict utility requirements and IEEE standards for total harmonic distortion (THD)
- **Faster Response**
Kohler generator sets restore power in as little as 10 seconds
- **Quiet**
Quiet operation: 65 dB(A) at 7 m maintains neighborhood solitude
- **Premium Five-Year Limited Warranty**

Standard Features

- **ADC-RES Advanced Digital Control**
 - Designed for today's most sophisticated electronics
 - Electronic speed control responds quickly to varying household demand
 - Digital voltage regulation protects your sensitive electronics from harmonic distortion and unstable power quality
 - LED display shows system status and setup information
- **Engine Features**
 - Kohler Command PRO® OHV engine with hydraulic valve lifters for reliable performance without routine valve adjustment or lengthy break-in requirements
 - Digital Spark Advance Module (DSAM) optimizes engine performance for natural gas and LP vapor fuels (12RES only)
 - Simple field conversion between natural gas and LP vapor fuels while maintaining emission certification
- **Designed for Easy Installation**
 - Polymer base eliminates the need for a concrete mounting pad, reducing installation time and cost
 - Fuel and electrical connections through the enclosure wall eliminate the need for stub-ups through the bottom
 - Load connection terminal block allows easy field wiring
 - Designed for outdoor installation only
- **Certifications**
 - California Air Resources Board (CARB)-certified for both LP vapor and natural gas (60 Hz models)
 - Meets Environmental Protection Agency (EPA) nonstationary unit requirements (60 Hz models)
 - UL 2200 listed (60 Hz models)
 - Approved for stationary standby applications in locations served by a reliable utility source

Generator Ratings

Model	Voltage	Phase	Hz	Alternator	Standby Ratings			
					Natural Gas		LP Gas	
					kW/kVA	Amps	kW/kVA	Amps
8.5RES	120/240	1	60	2F4	7.0/7.0	29	8.5/8.5	35
8.5RES	115/230	1	50	2F4	6.3/6.3	27	7.5/7.5	33
12RES	120/240	1	60	2F4	10.4/10.4	43	12.0/12.0	50
12RES	115/230	1	50	2F4	9.3/9.3	40	10.5/10.5	46

RATINGS: Standby ratings apply to installations served by a reliable utility source. All single-phase units are rated at 1.0 power factor. The standby rating is applicable to variable loads with an average load factor of 80% for the duration of the power outage. No overload capacity is specified at this rating. Ratings are in accordance with ISO-3046/1, BS5514, AS2789, and DIN 6271. GENERAL GUIDELINES FOR DERATING: ALTITUDE: Derate 4% per 305 m (1000 ft.) elevation above 153 m (500 ft.). TEMPERATURE: Derate 1.5% per 5.5°C (10°F) temperature increase above 16°C (60°F). Availability is subject to change without notice. The generator set manufacturer reserves the right to change the design or specifications without notice and without any obligation or liability whatsoever. Contact your local Kohler Co. generator distributor for availability.

* Due to the cycling operation of many electrical appliances, the generator set may not run all appliances simultaneously. Check the appliance manufacturer's specifications for actual power requirements. Consult a Kohler® Power Systems professional for your exact residential power system requirements.

Application Data

Engine

Engine Specifications	60 Hz	50 Hz
Manufacturer	Kohler	
Engine: model, type		
8.5RES	CH20 4-Cycle	
12RES	CH740 4-Cycle	
Cylinder arrangement	V-2	
Displacement, L (cu. in.)		
8.5RES	0.624 (38)	
12RES	0.725 (44)	
Bore and stroke, mm (in.)		
8.5RES	77 x 67 (3.03 x 2.64)	
12RES	83 x 67 (3.27 x 2.64)	
Compression ratio		
8.5RES	8.5:1	
12RES	9.0:1	
Main bearings: quantity, type	2, Parent Material	
Rated rpm	3600	3000
Max. engine power at rated rpm, kW (HP)		
CH20, LP vapor	11.5 (15.4)	10 (14.0)
CH20, natural gas	10.0 (13.4)	9.1 (12.2)
CH740, LP vapor	17.6 (23.6)	15.8 (21.2)
CH740, natural gas	15.3 (20.5)	13.8 (18.5)
Cylinder head material	Aluminum	
Valve material	Steel/Stellite®	
Piston type and material	Aluminum Alloy	
Crankshaft material	Heat Treated, Ductile Iron	
Governor: type	Electronic	
Frequency regulation, no load to full load	Isochronous	
Frequency regulation, steady state	±0.5%	
Air cleaner type	Dry	

Engine Electrical

Engine Electrical System		
Ignition system	Electronic, DSAM	
Starter motor rated voltage (DC)	12	
Battery charger, ampere rating	6	
Battery (purchased separately):		
Ground	Negative	
Volts (DC)	12	
Battery quantity	1	
Recommended cold cranking amps (CCA) rating for -18°C (0°F)	525	

Exhaust

Exhaust System	60 Hz	50 Hz
Exhaust flow at rated kW, m³/min. (cfm)		
8.5RES	3.3 (115)	2.7 (96)
12RES	3.8 (135)	3.2 (113)
Exhaust temperature at rated kW, dry exhaust, °C (°F)	760 (1400)	

Lubrication

Lubricating System	
Type	Full Pressure
Oil capacity (with filter), L (qt.)	1.9 (2.0)
Oil filter: quantity, type	1, Cartridge
Oil cooler	Integral

Operation Requirements

Cooling Air	8.5RES		12RES	
	60 Hz	50 Hz	60 Hz	50 Hz
Total inlet air, m³/min. (cfm)	27.8 (980)	23.2 (820)	28.0 (990)	23.4 (825)
Cooling air, m³/min. (cfm)	26.9 (950)	22.4 (790)	26.9 (950)	22.4 (790)
Combustion air, m³/min. (cfm)	0.9 (33.4)	0.8 (28.0)	1.1 (39.2)	0.9 (32.6)

Fuel Requirements

Fuel System	
Fuel types	Natural Gas or LP Vapor
Fuel supply inlet	1/2 NPT
Fuel supply pressure, kPa (in. H ₂ O):	
Natural gas	1.2-2.7 (5-11)
LP	1.7-2.7 (7-11)

Minimum Gas Pipe Size Recommendation, in. NPT

Pipe Length, m (ft.)	8.5RES		12RES	
	Natural Gas (132,000 Btu/hr.)	LP Vapor (180,000 Btu/hr.)	Natural Gas (193,000 Btu/hr.)	LP Vapor (203,000 Btu/hr.)
8 (25)	3/4	1/2	3/4	3/4
15 (50)	3/4	3/4	1	3/4
30(100)	1	1	1	1
46(150)	1	1	1 1/4	1
61(200)	1	1	1 1/4	1

Fuel Consumption at % rated load

% Load	8.5RES		12RES	
	60 Hz	50 Hz	60 Hz	50 Hz
Natural Gas, m³/hr. (cfh)				
100%	3.7 (132)	3.3 (118)	5.4 (193)	4.8 (173)
75%	3.2 (113)	2.9 (101)	4.7 (163)	4.2 (148)
50%	2.6 (93)	2.3 (83)	3.5 (124)	3.1 (108)
25%	2.2 (77)	1.9 (69)	2.6 (93)	2.4 (84)
LP Vapor, m³/hr. (cfh)				
100%	2.0 (72)	1.7 (61)	2.3 (81)	2.1 (74)
75%	1.3 (45)	1.1 (38)	2.1 (75)	1.9 (68)
50%	1.0 (36)	0.9 (31)	1.8 (60)	1.5 (53)
25%	0.8 (29)	0.7 (25)	1.2 (45)	1.1 (40)
LP Vapor, kg/hr. (lb./hr.)				
100%	3.7 (8.4)	3.2 (7.1)	4.3 (9.4)	3.9 (8.6)
75%	2.4 (5.2)	2.1 (4.4)	3.9 (8.7)	3.6 (7.9)
50%	1.9 (4.2)	1.7 (3.6)	3.4 (7.0)	2.8 (6.2)
25%	1.5 (3.4)	1.3 (2.9)	2.2 (5.2)	2.1 (4.7)

LP vapor conversion factors:

8.58 ft.³ = 1 lb.
0.535 m³ = 1 kg
36.39 ft.³ = 1 gal.

Nominal fuel rating:

Natural gas: 37 MJ/m³ (1000 Btu/ft.³)
LP vapor: 93 MJ/m³ (2500 Btu/ft.³)

Alternator

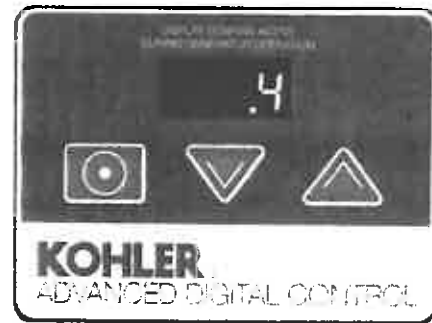
Alternator Features

- Compliance with NEMA, IEEE, and ANSI standards for temperature rise
- Self-ventilated and dripproof construction
- Vacuum-impregnated windings with fungus-resistant epoxy varnish for dependability and long life
- Superior voltage waveform and minimum harmonic distortion from skewed alternator construction
- Digital voltage regulator with $\pm 1.5\%$ no-load to full-load RMS regulation
- Rotating-field alternator with static exciter for excellent load response
- Skewed generator construction produces a smooth AC waveform

Alternator Specifications

Specifications	PowerBoost™ Generator 1-Phase
Manufacturer	Kohler
Output reconnectable	120/240
Type	2-Pole, Rotating Field
Leads, quantity	4
Voltage regulator	Digital
Insulation:	NEMA MG1-1.66
Material	Class H
Temperature rise	Class H
Bearing: quantity, type	1, Sealed Ball
Coupling	Direct
Amortisseur windings	Full
Voltage regulation, no-load to full-load RMS	$\pm 1.5\%$
One-step load acceptance	100% of Rating
Peak motor starting kVA @ 240 V:	
8.5RES	23
12RES	32

ADC-RES Controller



Controller Features

- Membrane keypad:
 - Arrow keys step through generator set status displays
 - Password-protected access to system configuration and adjustment menus
 - System voltage/frequency selection and engine configuration
 - Voltage, gain, and engine speed adjustment
- LED display:
 - Engine runtime, hours
 - Output voltage, VAC
 - Output frequency, Hz
 - Battery voltage, VDC
 - Crank cycle status
 - Setup information
 - Software version
 - Faults
- Faults displayed:
 - High battery voltage
 - High engine temperature
 - Low battery voltage
 - Low oil pressure
 - Overcrank
 - Overfrequency
 - Overspeed
 - Overvoltage
 - Underfrequency
 - Undervoltage
- Compact controller integrally mounted to the generator set
- Remote two-wire start/stop capability
- Digital isochronous governor to maintain steady-state speed at all loads
- Digital voltage regulation: $\pm 1.5\%$ RMS no-load to full-load
- Automatic start with programmed cranking cycle
- Field-upgradeable application software
- Front-access DB9 connector for software upgrade on the junction box
- Generator set master switch (Run/Off-Reset/Auto) on the junction box

Standard Features

- ADC-RES Advanced Digital Control
- Battery cables
- 6-amp battery charger
- CARB- and EPA-certified fuel system
- Critical silencer
- Designed for outdoor installation only
- Five-year limited warranty
- Fuel solenoid valve and secondary regulator
- Integral vibration isolation
- Line circuit breaker
- Multi-fuel system, LP vapor/natural gas, field-convertible
- Oil drain extension with shutoff valve
- Polymer base
- Rodent-resistant construction
- Sound-deadening, flame-retardant foam per UL 94, class HF-1
- Sound enclosure, quiet 65 dB(A) operation

Available Accessories

Electrical System

- ☐ Battery
- ☐ Battery heater
- ☐ Field-connection terminal block
- ☐ Relay kit: auxiliary run relay and common fault relay

Fuel System

- ☐ Gas strainer
- ☐ Braided stainless steel flexible fuel line

Maintenance

- ☐ Maintenance kit (air and oil filters)
- ☐ General maintenance literature kit
- ☐ Overhaul literature kit
- ☐ Production literature kit

Starting Aids

- ☐ Carburetor heater, 120 VAC (recommended for reliable starting at temperatures below 0°C [32°F])

Transfer Switch

- ☐ Kohler automatic transfer switch

Miscellaneous Accessories

- ☐ _____
- ☐ _____
- ☐ _____
- ☐ _____
- ☐ _____

Available Accessories

Model RDT Automatic Transfer Switch



- UL listed
- 100, 200, or 400 amps
- 200 amp service entrance-rated model also available
- 240 VAC/60 Hz or 220 VAC/50 Hz
- Available with or without built-in load center
- Equipped with MPAC™ 500 microprocessor-based controls
- User-friendly controller interface with easy-to-read international symbols
- See specification sheet G11-98 for more information

Dimensions and Weights

Overall Size, L x W x H:

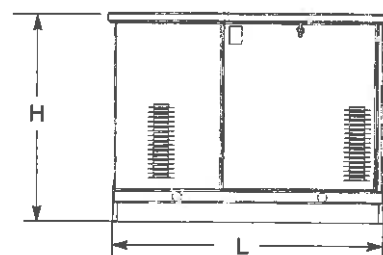
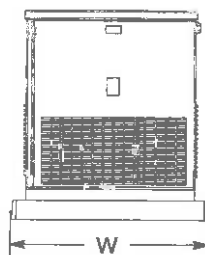
1123 x 726 x 804 mm
(44.2 x 28.6 x 31.6 in.)

Weight:

182 kg (400 lb.)

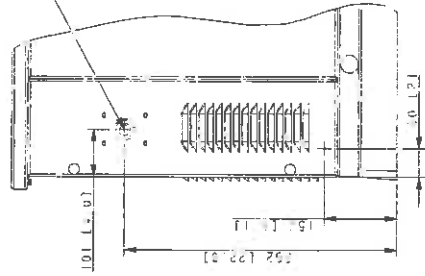
Shipping weight:

195 kg (430 lb.)

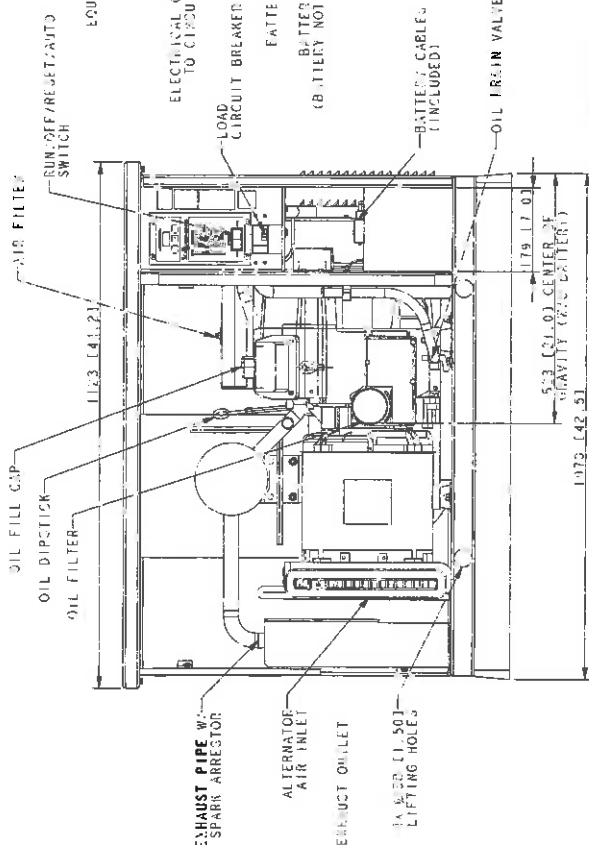


NOTE: This drawing is provided for reference only and should not be used for planning installation. Contact your local distributor for more detailed information.

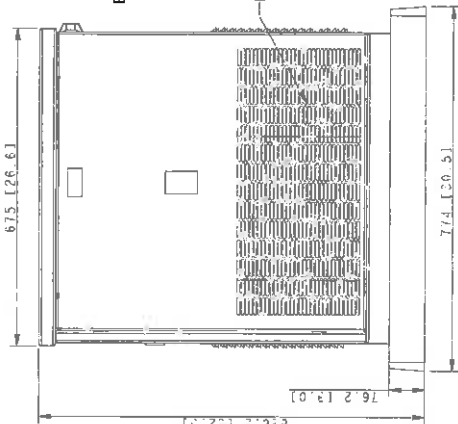
DISTRIBUTED BY:



VIEW A-A

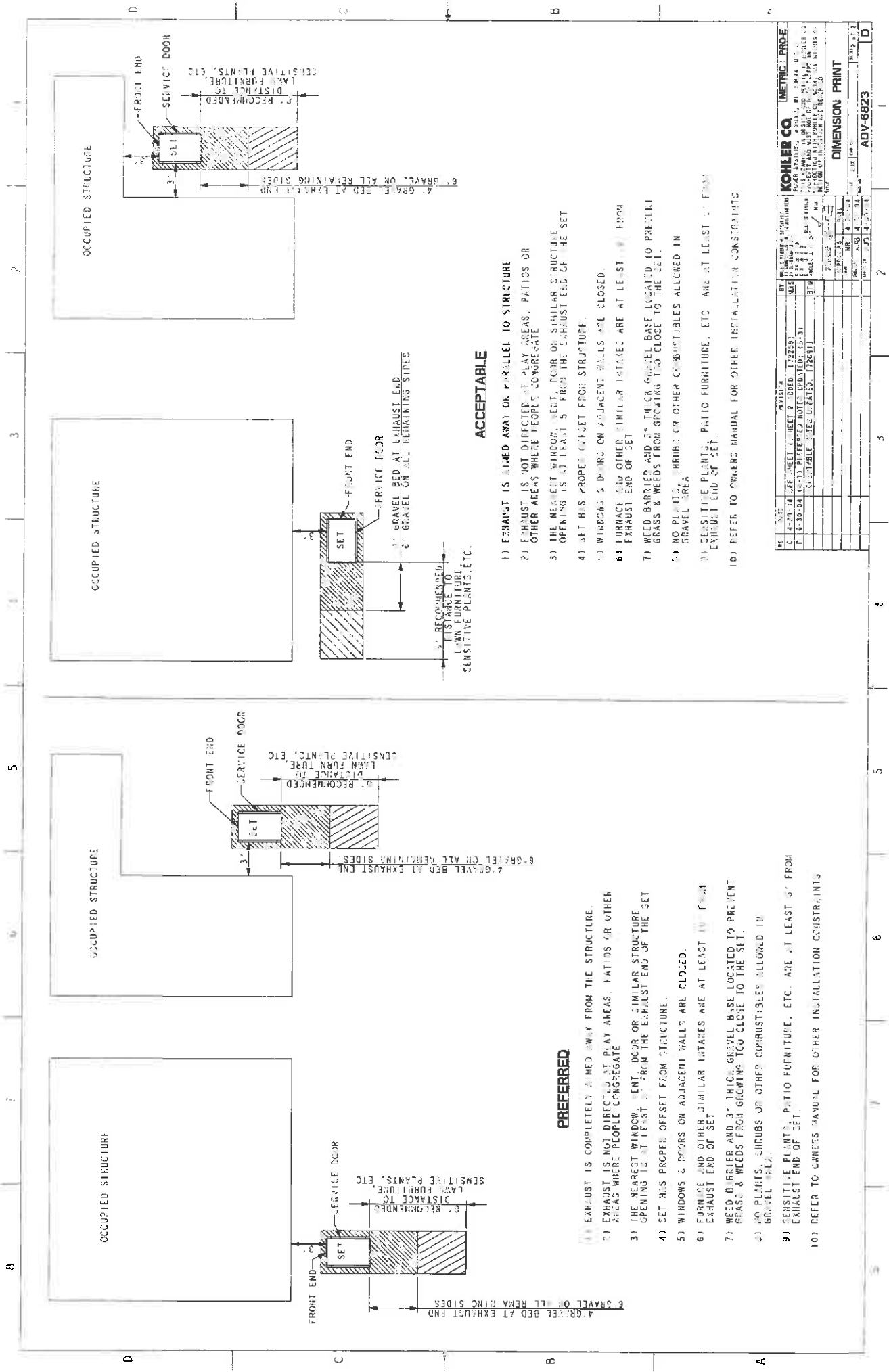


FRONT VIEW
(EDGE & SIDE PANEL
REMOVED TO SHOW DETAIL)



RS VIEW
(END PAGE) REMOVED
TO SHOW OF FILE

[illegible]



ACCEPTABLE

- 1) EXHAUST IS AIMED AWAY ON PARALLEL TO STRUCTURE
- 2) EXHAUST IS NOT DIRECTED AT PLAY AREAS, PATIOS OR OTHER AREAS WHERE PEOPLE CONGREGATE
- 3) THE NEAREST WINDOW, GENT. DOOR OR SIMILAR STRUCTURE OPENING IS AT LEAST 5' FROM THE EXHAUST END OF THE SET
- 4) SET HAS PROPER OFFSET FROM STRUCTURE
- 5) WINDOWS & DOORS ON ADJACENT WALLS ARE CLOSED
- 6) FURNACE AND OTHER SIMILAR INTAKES ARE AT LEAST 10' FROM EXHAUST END OF SET
- 7) WEED BARRIER AND 3" THICK GRAVEL BASE LOCATED TO PREVENT GRASS & WEEDS FROM GROWING TOO CLOSE TO THE SET.
- 8) NO PLANTS, SHRUBS OR OTHER COMBUSTIBLES ALLOWED IN GRAVEL AREA
- 9) SENSITIVE PLANTS, PATIO FURNITURE, ETC. ARE AT LEAST 3' FROM EXHAUST END OF SET.
- 10) REFER TO OWNER'S MANUAL FOR OTHER INSTALLATION CONSTRAINTS

PREFERRED

- 1) EXHAUST IS COMPLETELY AIMED AWAY FROM THE STRUCTURE.
- 2) EXHAUST IS NOT DIRECTED AT PLAY AREAS, PATIOS OR OTHER AREAS WHERE PEOPLE CONGREGATE
- 3) THE NEAREST WINDOW, GENT. DOOR OR SIMILAR STRUCTURE OPENING IS AT LEAST 5' FROM THE EXHAUST END OF THE SET
- 4) SET HAS PROPER OFFSET FROM STRUCTURE
- 5) WINDOWS & DOORS ON ADJACENT WALLS ARE CLOSED
- 6) FURNACE AND OTHER SIMILAR INTAKES ARE AT LEAST 10' FROM EXHAUST END OF SET
- 7) WEED BARRIER AND 3" THICK GRAVEL BASE LOCATED TO PREVENT GRASS & WEEDS FROM GROWING TOO CLOSE TO THE SET.
- 8) NO PLANTS, SHRUBS OR OTHER COMBUSTIBLES ALLOWED IN GRAVEL AREA
- 9) SENSITIVE PLANTS, PATIO FURNITURE, ETC. ARE AT LEAST 3' FROM EXHAUST END OF SET.
- 10) REFER TO OWNER'S MANUAL FOR OTHER INSTALLATION CONSTRAINTS

KOHLER CO. METRIC PRINT	
REV. NO.	1
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BY	12/25/93
CHKD.	12/25/93
APP'D.	12/25/93
DESCRIPTION	12/25/93
PROJECT NO.	12/25/93
PROJECT NAME	12/25/93
PROJECT ADDRESS	12/25/93
PROJECT CITY	12/25/93
PROJECT STATE	12/25/93
PROJECT ZIP	12/25/93
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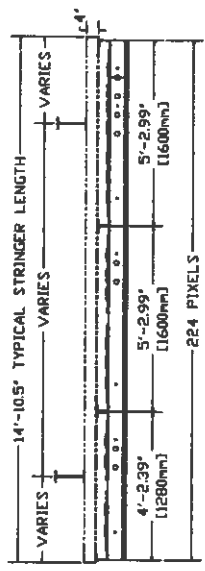


2.1.10 Diagnostic Performance

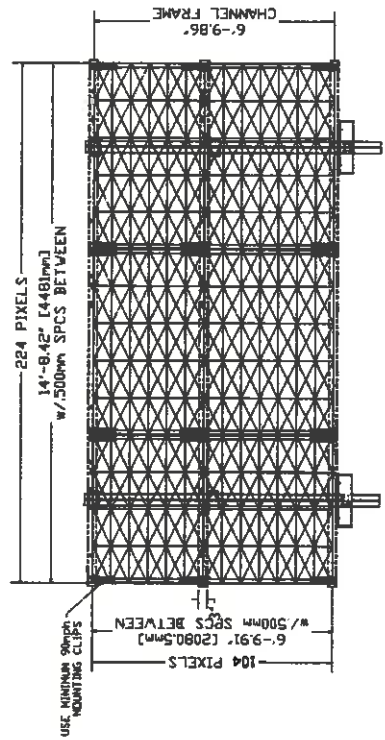
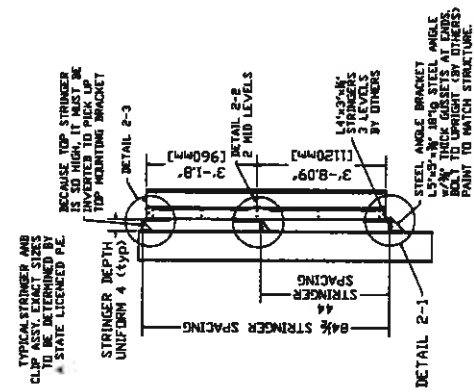
1. Continuous Tile Scan
2. Continuous scanning of power supplies
3. Scanning the LED screen for any noise on the screen, self-correcting software
4. Monitors the operation of the Internet connection. Has the ability to automatically power cycle the modem and router in the control box to reset the internet connection.
5. Monitors and report internet connection problems.
6. Monitors the operation of the computer, has the ability to remotely power cycle the computer.
7. Monitors if data is being sent out from the computer to the LED Digital Billboard.
8. Has the ability to power cycle the web cam.
9. Monitors the temp in the sign and the temp in the control box in comparison to ambient temp.
10. Monitors electrical service, will send an alert if power is lost to the sign.
11. Monitors voltage, will send alerts if voltage is high or low, records power surges.
12. Provide a web cam for remote visual inspection of the LED Digital Billboard

NOTICE: UNLESS OTHERWISE NOTED AND STAMPED, THIS DESIGN HAS NOT BEEN REVIEWED NOR APPROVED BY A STATE LICENSED P.E.

- PRODUCTION NOTES:
- 1) CABINET POWER PRE-WIRED BY COLUMN
 - 2) TRIM COLOR - NO TRIM
 - 3) SECTIONED MOUNTING CHANNELS
 - 4) USE 1/2"-13 GRADE 5 SERRATED FLANGE BOLTS AND NUTS UNLESS OTHERWISE NOTED
 - 5) ALL FABRICATED ALUMINUM AND STEEL PARTS TO BE PAINTED SATIN BLACK.



NO TRIM REQUIRED
PAINT SIDES OF END CABINETS
AND MOUNTING CHANNELS BLACK



APPROXIMATE SIGN WEIGHT without TRIM

MOUNTING, CHNLS, STRINGERS	210#
MISC. BRACKETS	150#
ELECT SYSTEM	910#
CABLING	24#
TOTAL	1,294#

SEE B-205B FOR POWER RISER AND DATA LAYOUT
S.D.# CUSTOMER NAME QTY = -
SIGN LOCATION: CITY, STATE

FORMETCO		2963 Pleasant Hill Rd. Duluth, GA 30096-3808	
CUSTOM 20mm 7' x 15' COPY DBB		THREE STRINGER MTG @ 90 MPH	
REV	DESCRIPTION	DATE	APPD
1	ISSUED	10/2/13	
2	REVISED	10-26-13	
PART NUMBER		SCALE 1/4\"/>	

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US



OUR MISSION IS TO PROVIDE
THE HIGHEST QUALITY
SERVICE TO OUR INDUSTRY
WHILE CONTINUING TO
DEVELOP THE MOST
INNOVATIVE PRODUCTS

OUR 44 YEAR HISTORY IN OUTDOOR INNOVATION

At Formetco, each aspect of developing, making, distributing, marketing and selling a product is connected and collaborative. Formetco's approach to innovation "Innovation Intersection" connects employees with inventors, engineers, creatives, suppliers, entrepreneurs and customers throughout the innovation process. To use outdoor advertising goes beyond new product development; It's our history.

Formetco was founded in 1968 as a metal billboard poster panel supplier. By listening to the needs of the industry, Formetco's product line grew to include bulletin faces, safety equipment, posting supplies, scaffold, lighting, timers and nearly 1,500 other specialty Outdoor Advertising Products. Formetco created a legacy of quality and innovation on every product that has been designed and built over the last 44 years.

In 1997 AdTech was founded and rapidly became the world's leading supplier of TriFace signage. By 2002 AdTech had captured nearly 85% of all US Sporting Facility Tri-Face business. AdTech manufactured the industry's first LED billboard lighting system and the first wireless Internet based control system for Tri-Faces. AdTech then partnered with Formetco to market their products to The Outdoor Advertising Industry and quickly became the number one supplier of Tri-Face Billboards globally.

In 2006 Formetco purchased AdTech and its Research and Development operation in Minnesota to focus on both companies' growing digital signage divisions. Formetco's engineering team has designed both the operating platform and scheduling system for EMC's and The F4X Digital Billboard.

The company now has 110 employees with offices in Atlanta, Minneapolis and Youngstown. Formetco has over 250,000 square feet of manufacturing under roof in Atlanta along with its 24/7 365 day a year service team.

ARE AND WHERE WE WANT TO BE

OUR MISSION

It is this passion and commitment that propels us to continuously strive to do better for our customers by exceeding all requirements and expectations. We are Solution-Minded, Performance-Driven, and Customer-Focused. We are committed to continually improve the effectiveness and enhance our business, products, solutions, customer relationships, and industry recognition.

OUR VALUES

Our values are simple. We are driven to deliver the highest quality products and the most superior service to our industry that we can. We create ongoing win-win partnerships with our customers and our suppliers. We educate our customers and help build small business.

OUR RESPONSABILITIES

It is our responsibility to ensure that the Outdoor Industry is looked upon as an asset. Delivering products which are unobtrusive and reliable ensure that our industry continues to thrive. We wish to better the future of our employees and our industry and set yearly goals to continue this movement.

OUR CUSTOMERS

Formetco structures are the first choice for Outdoor Industry Leaders. Our products have a reputation in the industry of being highly reliable and durable through years of service. Our customer's are the largest outdoor advertising companies in the world. These Fortune 500 companies have come to expect nothing but the best from Formetco. We continue this trend as we expand our international market share.

GREEN INITIATIVE

Formetco has began to start utilizing materials and resources to help reduce the overall environmental impact of our outdoor products. Recycle programs are one of the first steps to ensure this initiative is successful. Most of our products are made of easily recyclable steel components. Formetco is even working with several organizations on integrating a recycling program for our LED digital signs. We have taken it a step further during a renovation to our building to use eco-friendly materials, lights, and other improvements to help not only reduce operating costs and improve employee health but contribute to the overall initiative we have set.

WE PRIDE OURSELVE'S ON OUR BRANDS AND WHAT THEY REPRESENT

For nearly half a century Formetco has been bringing new products to our industry. The reputation of each one of these products stands on its own. We take every measure to ensure that our product does not only meet a need that the outdoor industry has but also has unique properties which can break through the norm, and exceed the original expectations.

Formetco's Tri-Face unit became the best selling system in the world. Formetco's QuickFlex system has been recognized as the fastest means of installing a poster. The F4X digital sign is quickly gaining ground as becoming the highest image quality digital sign available.

But we take it further than product development. Each brand contains service that is unmatched in its class. Formetco's foundation was built upon service and quality and all of brands continue to reflect that message.

Schaffer Darpino Rugs
114 Vestal Pkwy E.
Vestal, NY 13850
(607) 785-1114

October 1, 2013

Town of Vestal
605 Vestal Pkwy W
Vestal, NY 13850

Re: C.E.I.S. Digital Signs

Our business has been a part of the Vestal community since 1969. We currently use TV, Radio and print advertising. We are excited to hear that we may have the opportunity to advertise on an affordable and versatile digital gateway sign.

Marcie Kretzmer owned and operated a local business for many years and I have found her to be a highly effective and competent businessperson.

I have seen the design of the monument, along with the landscaping, I have also seen digital signs in other communities, and after reviewing the traffic safety reports, I think these monuments and signs would be a safe, attractive and informative asset to the Town of Vestal.

Very Truly Yours,

Mike Darpino

Mrs. Betty Engle
217 Brooks Avenue
Vestal, NY 13850

October 11, 2013

Mr. John Schaffer
Town of Vestal Supervisor
605 Vestal Parkway West
Vestal, NY 13850

Dear Mr. Schaffer,

I am writing to you to support Mrs. Marcie Kretzmer and CEIS (Community Electronic Information Signs) to be allowed to proceed with plans for gateway signs at the entrances to Vestal on the Vestal Parkway.

I have known Mrs. Kretzmer for ten years as a very involved parent and former PTO officer at Clayton Avenue Elementary School. Mrs. Kretzmer is known for her enthusiasm and organizational skills. As an organizer of the Vestal volunteer group named Vestal Beautification, I have spoken with her many times regarding our desire to make Vestal a welcoming and attractive community. I believe the tasteful signs by CEIS would benefit our town's appearance as well as be informative.

During the summer, my husband and I have travelled through Amsterdam NY many times and always noted how inviting their gateway sign was. The designation of a new town with community information and attractive landscaping such as CEIS proposes would add to the value of our Vestal community. If you would like to contact me I can be reached at 748-6808. Thank you.

Sincerely,

Mrs. Betty Engle

C.E.I.S.
 Marcie Kretzmer
 Sales and Marketing Director
 824 E. Circle Dr.
 Vestal, NY 13850
 (607)759-7560

October 23, 2013

To the officials of the Town of Vestal,

As a business operator in the Town of Vestal, I totally agree to the C.E.I.S. program (Community Electronic Information Signage) with all of its advantages and is a great idea for the town and business owners. Most importantly, the advantage for community awareness and imperative information in a real time format, including Amber Alerts, Police, FBI notifications, Severe weather announcements and community agenda formats.

Sincerely,



SCHULTZ'S VESTAL SERVICE CENTER, INC.
 320 Front Street
 Vestal, New York 13850
 (607) 785-7510



C.E.I.S.
 Marcie Kretzmer
 Sales and Marketing Director
 824 E. Circle Dr.
 Vestal, NY 13850
 (607)759-7560

October 23, 2013

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Sincerely,

Joe Hess
 Joe Hess



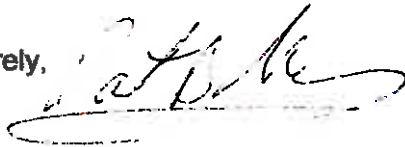
C.E.I.S.
Marcie Kretzmer
Sales and Marketing Director
824 E. Circle Dr.
Vestal, NY 13850
(607)759-7560

October 23, 2013

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Sincerely,



BAKER'S PLUMBING & HEATING
1140 Front Street
Vestal, NY 13850
(607) 754 - 6376



C.E.I.S.
Marcie Kretzmer
Sales and Marketing Director
824 E. Circle Dr.
Vestal, NY 13850
(607)759-7560

October 23, 2013

To the officials of the Town of Vestal,

As a business operator in the Town of Vestal, I totally agree to the C.E.I.S. program (Community Electronic Information Signage) with all of its advantages and is a great idea for the town and business owners. Most importantly, the advantage for community awareness and imperative information in a real time format, including Amber Alerts, Police, FBI notifications, Severe weather announcements and community agenda formats.

Sincerely,

Anthony Scaroni



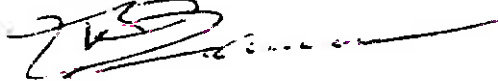
C.E.I.S.
 Marcie Kretzmer
 Sales and Marketing Director
 824 E. Circle Dr.
 Vestal, NY 13850
 (607)759-7560

October 23, 2013

To the officials of the Town of Vestal,

As a business operator in the Town of Vestal, I totally agree to the C.E.I.S. program (Community Electronic Information Signage) with all of its advantages and is a great idea for the town and business owners. Most importantly, the advantage for community awareness and imperative information in a real time format, including Amber Alerts, Police, FBI notifications, Severe weather announcements and community agenda formats.

Sincerely,



Barbella of Binghamton
 245 Vestal Pwy. E.
 Vestal, NY 13850
 607-786-5115



C.E.I.S.
 Marcie Kretzmer
 Sales and Marketing Director
 824 E. Circle Dr.
 Vestal, NY 13850
 (607)759-7560

October 23, 2013

To the officials of the Town of Vestal,

As a business operator in the Town of Vestal, I totally agree to the C.E.I.S. program (Community Electronic Information Signage) with all of its advantages and is a great idea for the town and business owners. Most importantly, the advantage for community awareness and imperative information in a real time format, including Amber Alerts, Police, FBI notifications, Severe weather announcements and community agenda formats.

Sincerely,



Comerion J. [Signature]

BC BICYCLES INC.

C.E.I.S.
 Marcie Kretzmer
 Sales and Marketing Director
 824 E. Circle Dr.
 Vestal, NY 13850
 (607)759-7560

October 23, 2013

To the officials of the Town of Vestal,

As a business operator in the Town of Vestal, I totally agree to the C.E.I.S. program (Community Electronic Information Signage) with all of its advantages and is a great idea for the town and business owners. Most importantly, the advantage for community awareness and imperative information in a real time format, including Amber Alerts, Police, FBI notifications, Severe weather announcements and community agenda formats.

Sincerely,

Scott Phillips, Jr.
Red Lobster, Vestal Parkway



October 11, 2013

Greg Winsor
California Grill, LLC.
912 Vestal Parkway East
Vestal, NY 13850

Re: Reference for Marcie Kretzmer

To Whom It May Concern:

It is my understanding that a project for sharing information and informing the local community of critical information via an electronic medium is being considered.

I fully support such a project and have discussions with a multitude of people within our Vestal community who share similar support for this idea.

We have specifically interfaced with the Kretzmer family on a variety of projects supporting the local community. Most of these projects were "not for profit" activities and there was no compensation of any kind.

Our interaction with Marcie Kretzmer has been nothing other than positive and outstanding. She is recognized in the community as a local proponent of community enhancing ideas and conducts herself with the fullest integrity.

Marcie is a source of positive energy that creates or draws out the positive energy of others. She is an asset to any team or project as she is a strong leader and team builder.

Marcie comes with our strongest support and recommendation due to her proven track record in the effort to help make Vestal a better place to live.

Sincerely,

Greg Winsor
California Grill, LLC. Owner



[send to a friend](#) 

Digital Billboards and Law Enforcement Agencies: A New, High-Tech Partnership

By Neil Mahan, Chief of Police (Retired), Janesville, Wisconsin



In Janesville, Wisconsin, police are using digital billboards as the latest high-tech tool to help close cases and assist the department in its outreach efforts. This new way to get a message out to the public is available at no cost to the department and with very little effort. These billboards might also be available in other communities; if so, agencies should not hesitate to take advantage of them.

Janesville is a town of approximately 63,000 in south central Wisconsin, not far from the Wisconsin-Illinois state line. The Janesville Police Department (JPD) consists of 104 sworn officers and 15 civilian employees. Like many departments of its size, the JPD finds itself faced with increasing service demands and decreasing funding sources. Each year the department responds to approximately 68,000 calls for service. A significant number of those calls, including about 350 missing-person calls, are an excellent fit for the use of digital billboards.

Program Origins

Janesville has an active Crime Stoppers program, which has proven invaluable by providing many tips from community members that have led to arrests and the location of missing adults and juveniles. Communicating safety concerns to the public is one of the JPD's most important objectives.

In early 2008, the JPD was approached by Lamar Advertising Company regarding a possible partnership. Lamar had installed a network of digital billboards in Janesville in August 2007. Digital billboards are like conventional billboards except that they rotate static advertisements every 8–10 seconds and can be updated by computer. Those improvements mean the advertising copy can be changed remotely and very quickly.

The service that Lamar provides to the JPD is free; the only condition of use is that the company must have a "flip," or advertisement slot, available for the JPD to use. Thus far, every public safety message the department has asked to be posted on runaways, missing persons, wanted fugitives, or emergency notifications has been posted within hours or even minutes, in some cases. The department provides electronic mail bulletins, or Lamar technicians construct the messages from telephone information the department provides. Lamar has made using the billboards easy and convenient, and it even offers after-business hours access to its technicians.

Sergeant Brian Donohoue and Officer Chad Sullivan of the JPD are the personnel assigned as contacts for the billboard company. Both have remarked about Lamar's helpful personnel and the quick results the billboards generate.

Partnership Results

The partnership with Lamar that allows Janesville public safety messages to be posted on the town's six digital billboards has been an unmitigated success. For example, an elderly female suffering from Alzheimer's disease wandered away from family at a local shopping mall and was found by a citizen using the digital billboard information. In addition, when spring floods along the Rock River posed significant danger to the public, billboards were used to post warnings about the danger.

Since the beginning of the partnership, the JPD has placed 15 wanted individuals on digital billboards and has seen resolution on 13 of the 15. Those resolutions are coming from a variety of sources. In one case, an officer from another jurisdiction saw the face and name on the billboard and informed the department that the wanted individual was already in jail. In another case, a citizen responded that an individual was in prison in Utah, and the department was then able to put a detainer on that suspect.

The embarrassment factor is high for the friends and families of featured suspects. The mother of one individual wanted for drug crimes saw his picture on digital billboards; when she got home, she called the suspect (who was out of state at college) and told him he would be turning himself in when he was home over break. The suspect did as his mother told him, and the case was successfully resolved.

In terms of sheer numbers, calls to Crime Stoppers have tripled since the JPD began using digital billboards to publicize wanted suspects and other types of law enforcement initiatives. Lamar has worked with the department to post an anti-dog fighting message and an antigraffiti message, both of which have been quite successful.

The digital billboards have been used even to promote law enforcement-related public service. During the 2008 National Night Out, digital billboards highlighted demonstrations and other activities the department was conducting. There was a significant increase in the number of participants in Night Out events in 2008.

"For any department where there are digital billboards, if you're not using them, you're missing out on a piece that is invaluable in solving crimes, capturing fugitives, and keeping the community safe," said Officer Sullivan. "Other departments should contact the local billboard company and say they saw a program in other

jurisdictions to partner with the police department and ask if this is something we can do here."

Use in Other Jurisdictions

Not all communities have digital billboards—the technology is still relatively new—but in jurisdictions that do have access, billboards present a no-cost advantage to law enforcement agencies.

In Janesville, the partnership was actually initiated by Lamar, meaning that the JPD had to do very little to get the system up and running. However, the department has helped other jurisdictions establish their own partnerships and has found, by and large, that outdoor advertising companies have been more than willing to help. Agencies seeking to establish a partnership in their communities should speak to the general manager of a local outdoor advertising company. Most digital billboards have a sign of some kind identifying the company posted directly on the billboard (such as Lamar, Clear Channel Outdoor, CBS Outdoor, or another company). One phone call could lead to having a new, valuable tool to help fight local crime.

To conclude, the JPD has found digital billboards to be a boon to public safety in Janesville, and the department wholeheartedly recommends the program to other jurisdictions with access to digital billboards. This type of partnership can require very little effort on the part of the agency involved and can cost nothing. In these tight budget times, such high-profile, low-cost messaging should appeal to any law enforcement agency.

For more information about establishing a digital billboard partnership, readers can contact Officer Chad Sullivan at 608-755-3100 or the Outdoor Advertising Association of America at 202-833-5566. ■

[Top](#)

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515 North Washington St., Alexandria, VA USA 22314 phone: 703.836.6767 or 1.800.THE IACP fax: 703.836.4543
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2.2 The Opportunity

The Town of Vestal has the opportunity to provide, **FOR NO COST**, the community with a method to keep people informed with current and vital information.

1. Emergency information

- a. Flood

Location of supplies, clothing, furniture, food
Safety information (e.g. Power Lines)

- b. Town Hall Meeting times and locations

- c. Road Closings

2. Amber Alerts and Silver Alerts

3. Public Service Announcements

4. Community Events

5. Inexpensive and flexible, high-tech vehicle for local Small Business owners to reach Vestal customers

6. Postings to assist Police Department

- a. Missing persons, fugitives or emergency notifications.
(See back up documentation 2.1.14)

The C.E.I.S. Team



John W. (Bill) Lockridge

Bill started the Lockridge Sign Company in 1970 in a small town in Northern Indiana. Mr. Lockridge started as a sign painter and gradually manufactured all types of commercial signs. In 1974 he started to paint large billboard signs in four bordering States for Whiteco as a sub-contractor. In 1978 The Lockridge Sign Company became the Lockridge Outdoor Advertising Company and built over 110 billboard signs throughout the entire Northern and Central part of Indiana. The Company was sold in 1983.

Mr. Lockridge moved to the State of Florida and became a billboard development company. During this time, Bill helped Young Outdoor, Rite Media, Headrick, Perma, DeLite, Lamar, Hudgens, Webb, RTM, Marathon, and Del Outdoor all expand their outdoor markets.

The Lockridge Company has complete knowledge of Industry regulations, leasing, permitting and overseeing complete construction aspects of all types of advertising structures.

In 2001 he added his son into the business and eventually Jon A. (Tony) Lockridge started his own outdoor company, Lockridge Outdoor Advertising, LLC. The Lockridge Company and Lockridge Outdoor Advertising, LLC combined have developed over 2,400 billboard locations including several modern LED digital signs throughout the United States. Bill Lockridge was honored with being on the front cover of the industries Outdoor Advertising Magazine with a story about his beginnings in the industry, history, and his *Grit* that always got the job done.

Bill's most recent focus is his C.E.I.S. PROGRAM (Community Electronic Informational Signage), which was developed to help communities in many aspects of Informational Signage via Digital Gateway Signs for the Municipality.



Marcie Lockridge-Kretzmer

Marcie joined Bill and Tony in 2012. Her passion for creativity led her to pursue graphic design and Photoshop.

Marcie has owned and operated her own business with over 6 years of experience. She has extensive experience in sales. Marcie spends considerable time and effort in supporting local needs and charitable functions.

With her strong involvement in the community, assisting local merchants, many of whom Marcie knows personally, with creating memorable messages for small businesses to grow their business.

Her volunteer work includes:

Relay for Life: Raising over \$45,000 in three years.

Clayton Avenue Elementary as Co-President for 3 years.

Marcie serves the Building & Planning team. In addition, she was directly involved in the implementation of the Do Right Program.

Marcie is currently serving as District Council Representative for Clayton Avenue Elementary.

Marcie currently serves on the board for VRYSA.

Finally, Marcie is on the Vestal School Foundation Boards.



Tony Lockridge- Owner Lockridge Outdoor Advertising

For over 11 years, Tony has owned and operated Lockridge Outdoor Advertising. Lockridge Outdoor has developed projects throughout the U.S. Tony has significant experience navigating difficult legal environments in order to be successful in creating new business opportunities. Tony's core functions included development and management of teams during projects, legal review, permitting, leasing and purchasing commercial and industrial property, negotiating with municipalities and state government authorities, and managing large construction operations. During this time, Tony helped develop over \$22 million dollars of outdoor advertising assets. In 2007 Lockridge Outdoor broke industry records by successfully creating a new advertising plant of 117 structures in less than 8 months. Tony aggressively engages information technology in order to lead sign development in the U.S. Lockridge has key industry relationships with the best of breed in all relevant areas, including law, digital manufactures, structures/fabrication and installation professionals.

Prior to this, Tony served 7 years in the U.S. Army. Coming from a family of Veterans, Tony specifically holds dear the United States Constitution and all rights contained. These include our Freedom of Speech and the Constitutions strict restriction on land taking without just compensation. Congress should treat property taken through Regulation the same as property taken through physical seizure. As American's we should be allowed to use our land to create value for ourselves and express our ideas freely without limitation.

Tony's education includes an Executive MBA Cum Laude from the "David Eccles School of Business" at the University of Utah. George Washington University, in Medical Laboratory Science, and Bachelors in Science from the University of Maryland University College in Business Management.



4.1 Advantages to doing business with our company

- 1) We offer Smaller Signs than traditional advertising companies
- 2) Aesthetically superior
- 3) Investment by Lockridge in excess of 180,000 for (2) Gateway Signs
 - 1) Dedicated space to municipality for local announcements, police, school, fire department, town information
- 4) Competitive pricing for local business ads.
 - 1) Currently only one billboard advertising company available to local businesses.
 - 2) With an additional company selling digital billboard advertising would promote healthy competition that will benefit your local business owners.
- 5) Local sales and support provided by a Vestal resident, Marcie Kretzmer.
- 6) C.E.I.S. provided:
 - 1) The Concept - No charge to municipality
 - 2) The design - exceeding all national requirements for sizing and safety along with an aesthetically pleasing landscaped monumental sign.
 - 3) Locations - Researched many possible locations, have leases pending board approval
 - 4) Legal work necessary to amend the ordinance to protect the town from being inundated with billboards

Our Community



info@ceisigns.com

C.E.I.S.
2110 Ranch Rd. 620 S.
P.O. Box 341432
Austin, TX 78734
(727)415-4332

www.ceisigns.com

c.e.i.s

COMMUNITY EDUCATIONAL INFORMATIONAL & SERVICE

VILLAGE OF WILLOWBROOK

BOARD MEETING AGENDA ITEM - HISTORY/COMMENTARY

ITEM TITLE:

A RESOLUTION AUTHORIZING THE MAYOR AND VILLAGE CLERK TO ENTER INTO AN AGREEMENT WITH WOLF & COMPANY LLP FOR AUDIT SERVICES FOR FISCAL YEAR 2013/14

AGENDA NO. 8

AGENDA DATE: 4/28/14

STAFF REVIEW: Carrie Dittman,
Interim Finance Director

SIGNATURE: Carrie Dittman

LEGAL REVIEW: Thomas Bastian, Village Attorney

SIGNATURE: THOMAS BASTIAN TH.

RECOMMENDED BY: Tim Halik,
Village Administrator

SIGNATURE: Tim Halik

REVIEWED & APPROVED BY COMMITTEE: YES ☒ on April 22, 2014 NO ☐ N/A ☐

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

In 2010, the Village approved a three year contract with the accounting firm of Wolf & Company LLP to provide audit services for the Village and its TIF fund. At the time, this change in auditors was needed as the prior audit firm of Sikich LLP was also being used to provide interim Village Administrator services. Sikich could not provide both management services and accounting services to the Village within the same audit period. In 2013, the Village entered into a one-year agreement with Wolf & Company LLP to provide audit services for the Village's 2012/13 Fiscal Year.

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

FY 2010: \$23,200
FY 2011: \$23,600
FY 2012: \$24,100
FY 2013: \$24,800

Upon our request, Wolf & Company has submitted an engagement letter to perform the Village and TIF audits for the year ended April 30, 2014 at a fee of \$25,300 (\$24,100 for the Village funds and \$1,200 for the TIF Fund). This represents a 2.0% increase over last year's costs and is in-line with market rates.

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

The Village has continued to receive a Certificate of Achievement for Excellence in Financial Reporting from the GFOA each year Wolf has been the auditor. In addition, Village staff has not encountered any issues with Wolf or their employees assigned to the audit engagement. Therefore, staff would recommend that the Village accept the attached engagement letter with Wolf & Company for a one-year auditing services agreement for Fiscal Year 2013/14.

ACTION PROPOSED:

Adopt Resolution

RESOLUTION NO. 14-R-_____

A RESOLUTION AUTHORIZING THE MAYOR AND VILLAGE CLERK
TO ENTER INTO AN AGREEMENT WITH WOLF & COMPANY LLP
FOR AUDIT SERVICES FOR FISCAL YEAR 2013/14

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

ADOPTED and APPROVED this 28th day of April, 2014.

APPROVED:

Mayor

ATTEST:

Village Clerk

ROLL CALL VOTE: AYES: _____

NAYS: _____

ABSTENTIONS: _____

ABSENT: _____

April 8, 2014

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



Dear Mr. Halik:

We are pleased to confirm our understanding of the services we are to provide Village of Willowbrook (the Village) for the year ended April 30, 2014. We will audit the financial statements of the governmental activities, the business-type activities, each major fund, and the aggregate remaining fund information, which collectively comprise the basic financial statements of the Village as of and for the year ended April 30, 2014. Accounting standards generally accepted in the United States provide for certain required supplementary information (RSI), such as management's discussion and analysis (MD&A), to accompany the Village's basic financial statements. Such information, although not a part of the basic financial statements, is required by the Governmental Accounting Standards Board who considers it to be an essential part of financial reporting for placing the basic financial statements in an appropriate operational, economic, or historical context. As part of our engagement, we will apply certain limited procedures to the Village's RSI in accordance with auditing standards generally accepted in the United States of America. These limited procedures will consist principally of inquiries of management regarding the methods of preparing the information and comparing the information for consistency with management's responses to our inquiries, the basic financial statements, and other knowledge we obtained during our audit of the basic financial statements. We will not express an opinion or provide any assurance on the information because the limited procedures do not provide us with sufficient evidence to express an opinion or provide any assurance. The following RSI is required by generally accepted accounting principles and will be subjected to certain limited procedures, but will not be audited:

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

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

1. Combining and Individual Governmental Fund Statements and Schedules
2. Proprietary Fund Schedules – by Subfund__
3. Fiduciary Fund Statements
4. Schedules of Capital Assets and Long-term Debt

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

1. Introductory Section
2. Statistical Section

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

Audit Objective

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

Management Responsibilities

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

Management is responsible for establishing and maintaining effective internal controls, including monitoring ongoing activities; for the selection and application of accounting principles; and for the fair presentation of the financial statements in conformity with U.S. generally accepted accounting principles.

Management is also responsible for making all financial records and related information available to us and for the accuracy and completeness of that information. You are also responsible for providing us with (1) access to all information of which you are aware that is relevant to the preparation and fair presentation of the financial statements, (2) additional information that we may request for the purpose of the audit, and (3) unrestricted access to persons within the government from whom we determine it necessary to obtain audit evidence.

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

You are responsible for the design and implementation of programs and controls to prevent and detect fraud, and for informing us about all known or suspected fraud or illegal acts affecting the government involving (1) management, (2) employees who have significant roles in internal control, and (3) others where the fraud or illegal acts could have a material effect on the financial statements. Your responsibilities include informing us of



your knowledge of any allegations of fraud or suspected fraud affecting the government received in communications from employees, former employees, regulators, or others. In addition, you are responsible for identifying and ensuring that the entity complies with applicable laws and regulations.

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

Audit Procedures—General

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

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

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

Audit Procedures—Internal Control

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



Audit Procedures—Compliance

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

Engagement Administration, Fees, and Other

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

Scott C. Termine is the engagement partner and is responsible for supervising the engagement and signing the report or authorizing another individual to sign it. Our fee for these services will be at our standard hourly rates plus out-of-pocket costs (such as report reproduction, word processing, postage, travel, copies, telephone, etc.) except that we agree that our gross fee, including expenses will not exceed \$25,300 (includes \$1,200 for TIF audit).

Optional services for 2014:

Single Audit (if needed)	\$ 2,400
Illinois Comptroller AFR	600
IDOI Pension Report	2,300

Our standard hourly rates vary according to the degree of responsibility involved and the experience level of the personnel assigned to your audit. Our invoices for these fees will be rendered each month as work progresses and are payable on presentation. In accordance with our firm policies, work may be suspended if your account becomes 60 days or more overdue and may not be resumed until your account is paid in full.

If we elect to terminate our services for nonpayment, our engagement will be deemed to have been completed upon written notification of termination, even if we have not completed our report. You will be obligated to compensate us for all time expended and to reimburse us for all out-of-pocket costs through the date of termination. The above fee is based on anticipated cooperation from your personnel and the assumption that unexpected circumstances will not be encountered during the audit. If significant additional time is necessary, we will discuss it with you and arrive at a new fee estimate before we incur the additional costs.

Circumstances which may arise that would require additional work and billings for our services include, but are not limited to the following:

- Changes in audit or accounting standards, or regulatory requirements
- Identification of inappropriate application of accounting standards
- Erroneous or incomplete accounting records, or numerous revisions to information supplied
- Significant changes in size or scope of Village operations, organizational structure, or controls
- New or unusual transactions
- Village failure to provide required information in a timely manner



Additionally, requests to reschedule work without sufficient notice could impact our assigned staffing, fees and/or ability to meet agreed-upon deadlines.

In the event we are requested or authorized by the Village or are required by government regulation, subpoena, or other legal process to produce our documents or our personnel as witnesses with respect to services rendered pursuant to this agreement, the Village will, so long as we are not a party to the proceeding in which the information is sought, reimburse us for our professional time and expenses, as well as the fees and expenses of our counsel, incurred in responding to such requests.

The Village and Wolf & Company LLP agree that no claim arising out of services rendered pursuant to this agreement shall be filed more than two years after the date of the return issued by Wolf & Company LLP pursuant to this agreement or the date of this engagement letter if no return has been issued. Wolf & Company LLP's liability for all claims, damages and costs of the Village arising from this engagement is limited to three times the total amount of fees paid by the Village to Wolf & Company LLP for services rendered under this engagement letter. The Village waives any claim for additional punitive damages.

The Village agrees to indemnify, defend and hold Wolf & Company LLP and any of its partners, principals, shareholders, officers, directors, members, employees, agents or assigns harmless with respect to any and all claims arising from this engagement, regardless of the nature of the claim, and including the negligence of any party, but not to the extent caused by the gross negligence or intentional acts by the firm.

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

Very truly yours,



Scott C. Termine
Partner

RESPONSE:

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

By: _____

Title: _____

Date: _____



VILLAGE OF WILLOWBROOK

BOARD MEETING AGENDA ITEM - HISTORY/COMMENTARY

ITEM TITLE:

MOTION – BOARD ADVICE AND CONSENT TO MAYOR'S APPOINTMENTS
TO FILL VACANCIES IN THE PLAN COMMISSION, PARK & RECREATION
COMMISSION, BOARD OF POLICE COMMISSIONERS, AND POLICE PENSION
FUND BOARD

AGENDA NO.

9

AGENDA DATE: 4/28/14

STAFF REVIEW: Tim Halik, Village Administrator

SIGNATURE: Tim Halik

LEGAL REVIEW: Thomas Bastian, Village Attorney

SIGNATURE: THOMAS BASTIAN

RECOMMENDED BY: Frank A. Trilla, Mayor

SIGNATURE: Frank A. Trilla

REVIEWED & APPROVED BY COMMITTEE:

YES ☐

NO ☐

N/A ☒

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

Mayor Trilla has received resignations from two (2) members of the Village Plan Commission (see attached). Mayor Trilla has discussed these resignations with either the members themselves and/or their respective family members, and has accepted each. The Village greatly appreciates the commitment these individuals have made to serve the community through representation on the Village Plan Commission. It is now necessary to appoint two (2) replacements on the Plan Commission, to fill the vacancies created by these resignations, and one (1) replacement on the Park & Recreation Commission, created by that member moving to the Plan Commission. In addition, there are five (5) re-appointments of existing commission members.

Appointments to Village Commissions are made by the Mayor with the advice and consent of the Board of Trustees. Letters of Intent along with resumes and biographical information of proposed new appointments are attached. The following appointments are hereby made:

Plan Commission (4 Year Term, Total 7 members)		
Name	Appointment Status	Unexpired Term
Leonard R. Kaucky	Filling Vacancy Created by the Resignation of Dr. James Baker	4/30/16
Gregory M. Ruffolo	Filling Vacancy Created by the Resignation of Mr. William Buckley	4/30/16

Park & Recreation Commission (2 Year Term, Total 9 members)		
Name	Appointment Status:	Term Expires:
Lorraine Grimsby	New Appointment	4/30/16
Richard Cobb	Re-Appointment	4/30/16
Laurie Landsman	Re-Appointment	4/30/16
Jo Bice	Re-Appointment	4/30/16

Board of Police Commissioners (3 Year Term, Total 3 members)		
	Appointment Status:	Term Expires:
William Schuler	Re-Appointment	4/30/17

Police Pension Fund Board (2 Year Term, 1 member)		
	Appointment Status:	Term Expires:
Carrie Dittman	Re-Appointment	4/30/16

ACTION PROPOSED: Approve a Motion confirming the above appointments.



April 10, 2014

Mayor Frank Trilla
7760 Quincy Street
Willowbrook, IL 60527

Dear Mayor Trilla

Please accept this letter as my formal resignation from the Willowbrook Plan Commission effective immediately. While my current term runs through April 30, 2016, I feel it is necessary to step down at this time in order to make sure the business of the Village is not impeded in the coming months by my possible absences due to my health.

I have truly enjoyed the opportunity to serve on the Willowbrook Plan Commission and look forward to staying in touch with planning and development issues as my health permits.

Sincerely,

Kim M. Kotsaki, POA for

James Baker

James Baker



April 10, 2014

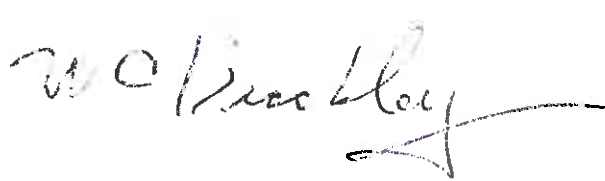
Mayor Frank Trilla
7760 Quincy Street
Willowbrook, IL 60527

Dear Mayor Trilla

Please accept this letter as my formal resignation from the Willowbrook Plan Commission effective immediately. While my current term runs through April 30, 2016, I feel it is necessary to step down at this time in order to make sure the business of the Village is not impeded in the coming months by my possible absences due to my health.

I have truly enjoyed the opportunity to serve on the Willowbrook Plan Commission and look forward to staying in touch with planning and development issues as my health permits.

Sincerely,

 Bill 4/11/14

Bill Buckley

Tim Halik

From: Len Kaucky <len_kaucky@hotmail.com>
Sent: Thursday, April 17, 2014 11:26 PM
To: Frank Trilla
Cc: Tim Halik
Subject: Village Plan Commission - Statement of Interest
Attachments: REVISED RESUME 123009-2whole foods.docx

Importance: High

Categories: Red Category

Dear Mayor Frank Trilla,

I am interested in serving on the Village of Willowbrook Plan Commission. Currently, I am serving as a Park and Recreation Commissioner for the Village of Willowbrook.

I have been a resident of Willowbrook for approximately 25 years. For me, Willowbrook is a special place and I very much appreciate living here along with my family. It is a peaceful, quiet and safe community thanks to great village management along with a dedicated police force. Over the past 25 years, I have witnessed many changes and I think they have all been improvements designed to make Willowbrook a better place to live.

Serving on the Village of Willowbrook Plan Commission would enable me to participate both in current and future improvements within the village. I have always been an organized, detail-oriented person. I always have been inquisitive about how things work, why things are done and make an evaluation if the outcome was good or bad. My formal education was in business administration. I attended Morton College (Cicero, IL), Elmhurst College (Elmhurst, IL) and Loyola University of Chicago (MBA, 1985). I worked for General Motors for 35 years and retired from there in 2009. Shortly after, I began working for Whole Foods here in Willowbrook for 4 years. In May, 2014, I will begin a new job working for a law office and building management business in Berwyn, performing administrative work in both areas.

I enjoy working with people and listening to different points of view. Over the course of my working career, I have always understood the importance of teamwork, commitment and performance. I look forward to serving on the Village of Willowbrook Plan Commission should the village decide to accept my application to serve.

Sincerely,

Leonard R. Kaucky
233 W. 75th St.
Willowbrook, IL 60527
708-638-2258

LEONARD R. KAUCKY
233 W. 75th St. Willowbrook, IL.
len_kaucky@hotmail.com
Cell: 708-638-2258

SUMMARY

A Business Management Professional with experience in team building and organizing effective departments within a business unit. Demonstrated ability in planning and implementing programs within a union environment. Background includes general management in shipping, receiving and inventory control. A hands-on management approach leading through expertise and accountability of results.

PROFESSIONAL EXPERIENCE

Whole Foods, Willowbrook, IL (April, 2010 – Present)
Meat Department Counter Help.

General Motors Service Parts Operations, Detroit, MI

The recognized distributor of genuine General Motors automobile and truck service parts and accessories nationally and internationally.

Area manager of Inventory Control, Bolingbrook, IL (2002-2009)

Directed the hourly and salaried workforce charged with maintaining an inventory of automotive parts and accessories valued over \$45 million.

- Reduced labor costs by 25% during workforce downsizing in 2009 by reducing labor hours used in Inventory Control.
- Reduced operating costs by 10% per year by improving productivity and holding employees accountable for the performance during a downturn in business.

- Skilled in development and implementation of business improvement plans which enabled the business unit to achieve departmental performance improvement by 7% per quarter in 2008.

- Improved customer satisfaction by 15% over previous year by achieving targets set forth in business plan.

- Reviewed, revised and enhanced Standard Operating Procedures (SOP's) used by hourly employees to reduce costs by 12% over a two year period (2008-2009).

- During a salaried workforce reduction in 2008-2009, trained, coached and counseled replacement employees within a three month time frame which enabled the employees to be job functional.

- Recognized for strong organizational skills during project management of plant reconfiguration project in 2008-2009.

- Strengthened labor relations within the business unit through proper and consistent administration of the labor agreement.

- Coordinated Supply Chain Management, Inventory Control, and Material Returns by allocation of key employees during workforce reduction.

- Achieved lowest replenishment rate compared to all GM SPO facilities (< 2 per 1,000 lines shipped).

- Improved operations productivity by 22% over previous year and Quality Metrics by 5%.

- Achieved lowest cycle count adjustment rate compared to all GM SPO facilities in West Region.

- Compliant with all Sarbanes/Oxley Audit requirements as required by GM.

Business Office Manager, Broadview, IL (1999-2001)

Accountable for the performance of 12 salaried office employees involved in direct customer contact via computer, mail correspondence and phone network activity.

Performed SOP reviews of each job function in order to learn the job of each salaried employee.
Maintained 98% route delivery times by interfacing with logistics for variations in load plans and route reconfigurations.
Increased office efficiency by 32% through planning, execution, and continuous improvements. Significantly improved office operations by using LEAN principles and eliminated forms of waste. Improved customer satisfaction index (CSI) by 10% by visiting local dealers to assist in problem resolution.

Area Manager of Receiving, Shipping and Material Returns, Broadview, IL 1985-1998

Directed every area of the business unit including shipping, receiving, material returns, inventory control and plant maintenance.

Achieved 15% improvement in shift productivity by holding low performing employees accountable for their performance in shipping and receiving.

Reorganized Material Return department to maximize efficiency and reduce costs of excess inventory.

Served as Hazardous Materials Training Coordinator for 10 years providing expert knowledge to both hourly and salaried employees as required by DOT/IATA guidelines.

Served as Junior Achievement Coordinator for three consecutive years providing new skills to area grammar school students in accounting and finance.

EDUCATION

Loyola University of Chicago, Chicago, IL (1984-1985)
MBA Operations Management

Elmhurst College, Elmhurst, IL (1983 - 1984)
BS Business Administration

PROFESSIONAL DEVELOPMENT / TRAINING

LEAN principles
Crosby Quality Management
WMS (Warehouse Management System) certified trainer
IATA/DOT Hazardous Certification Training
APICS Principles Overview

Effective presentation skills

Public speaking

Managing change

Supervising Salaried Employees

Knowledge of work standards / expectations, and Standard Operating Procedures (SOP-Common Process)

Computer Experience: MS-Works, Microsoft Office, Lotus Notes, Lean Professional Certification – Bronze

COMMUNITY SERVICES

March of Dimes Coordinator 2006

Junior Achievement 1991-1993

10 years of volunteer work in Panama for a local community

Gregory M. Ruffolo



April 16, 2014

Mayor Frank A. Trilla
Village of Willowbrook
7760 Quincy St.
Willowbrook, IL 60527

Honorable Mayor Trilla,

As we discussed I have an interest in being considered to fill a vacancy on the Village Plan Commission. I have been a resident of the Village of Willowbrook since 2008 and have also lived in the Darien and Burr Ridge communities since 1975. I have been a community banker since 1977 and understand the interaction between local government, business and its citizens. I have served in numerous leadership positions within my communities and also have a background in residential construction and property brokerage. I have attached my resume which outlines my professional and community activities.

I believe I can be a productive member of the Willowbrook Plan Commission and look forward to an opportunity to serve my community. Thank you for your consideration.

Sincerely,

A handwritten signature in black ink that appears to read "Gregory M. Ruffolo".

Gregory M. Ruffolo

GREGORY M. RUFFOLO

EDUCATION

2010 Midwest Realty Professionals, Inc. Darien, IL
Licensed Real Estate Broker

1986 Benedictine University Lisle, IL
Bachelor of Arts/Business Economics
■ Graduate with Honors

1986 College of Financial Planning Denver, CO
Certified Financial Para-Planner

1984 University of Oklahoma Norman, OK
Commercial Lending Certification

PROFESSIONAL EXPERIENCE

Heritage Bank of Schaumburg Schaumburg, IL
2008-Present *Executive Vice President and Senior Lender*
Responsible for daily management of \$80 million loan department

Lemont National Bank Lemont, IL
2003-2008 *Executive Vice President and Chief Credit Officer*
Responsible for daily operations of \$60 million bank including 5 branches
Serve as Secretary to the Board of Directors as well as the Loan,
Compliance and Regulatory, ALCO and Executive Board Committees

West Suburban Bank Lombard, IL
1997-2003 *Vice President Commercial Lending Division*
Developed and managed \$50 million commercial portfolio
Consistently achieved superior ratings for portfolio growth, credit quality
and relationship management

West Suburban Bank of Darien Darien, IL
1986-1997 *Executive Vice President*
Senior Credit Officer-Loan Portfolio grew from \$90 million to \$200 million
Bank Assets grew from \$125 million to \$275 million
Responsible for daily operations of the bank
1992-1997 *Served as Director-Bank Board of Directors*

Naperville National Bank & Trust Company Naperville, IL
1986 *Vice President-Commercial Loan Officer*

West Suburban Bank of Darien Darien, IL
1977 *Teller and Personal Banking Representative*
1979 *Asst. Cashier-Teller Supervisor*
1980 *Asst. Vice President-Teller & Personal Banking Supervisor*
1981 *Asst. Vice President-Consumer Loan Officer*
1982-1985 *Vice President-Commercial Loan Officer*

GREGORY M. RUFFOLO

COMMUNITY ACTIVITIES

2014	Member	Knights of Columbus
2011	Member	Darien Citizens Police Academy
2006	Chairman	Darien Lions Foundation Advisory Board
2005	Director	Quinlan & Fabish Music Company
2000	Trustee	VanderCook College
2000	Director	Hinsdale South High School Booster Club
1997	President	Darien Lions Club
1992	President	Bridlewood Estates Homeowners Assoc.
1991	Delegate	DuPage County Crime Stoppers
1990	Delegate	DuPage County Chamber of Commerce
1989	Director	Wellness Community
1988	Commissioner	Darien Economic Development Committee
1988	President	Darien Chamber of Commerce

ACKNOWLEDGEMENTS

2006 Awarded Lifetime Achievement Melvin Jones Fellow for Exemplary Character and Enduring Commitment to Community Service

2000 Awarded Lion of the Year for Extraordinary Service to Community

INTERESTS AND ACTIVITIES

Not-For Profit Community Service Organizations

Golf and Music

RECEIVED

APR 24 2014

VILLAGE OF
WILLOWBROOK

April 24, 2014

Mayor Frank Trilla
Village of Willowbrook
7760 Quincy Street
Willowbrook, IL 60527

Dear Mayor Trilla:

I am submitting my resume for the vacancy as a member of the Village Park Commission.
Please let me know if there is any other information I can provide.

Thank you for your time and consideration.

Sincerely,


Lorraine Grimsby

EMPLOYMENT

ADMINISTRATIVE ASSISTANT II to Chair <i>Loyola University Medical Center</i> <i>Department of Molecular Pharmacology & Therapeutics</i>	1994 to present
LAN ADMINISTRATOR/TECHNICAL SUPPORT <i>Loyola University Medical Center</i> <i>Department of Pharmacology</i>	1994 TO PRESENT <i>Maywood, Illinois</i>
WEBMASTER <i>Loyola University Medical Center</i> <i>Department of Pharmacology</i>	1994 TO PRESENT
DOWNERS GROVE TOWNSHIP TRUSTEE	MAY 2013 - PRESENT
PATIENT SECRETARY <i>Department of Cardiology – Loyola</i>	1991 -1994 <i>Maywood, Illinois</i>
CONTRACTS ASSISTANT <i>Kimberly Quality Care</i>	1990 -1991 <i>Lake Bluff, Illinois</i>
ADMINISTRATIVE ASSISTANT <i>Marquette General Hospital</i> <i>CFO Accounting</i>	1988 - 1990 <i>Marquette, Michigan</i>
PART TIME AND EXTRACURRICULAR ACTIVITIES	
WEST BRANCH TOWNSHIP CLERK <i>West Branch Township</i>	1987 -1990 <i>Skandia, Michigan</i>
WEST BRANCH TOWNSHIP DEPUTY CLERK	1981 -1987

EDUCATION

NORTHERN MICHIGAN UNIVERSITY - ACCOUNTING	MARQUETTE, MICHIGAN
LOYOLA UNIVERSITY - TAX COURSE	CHICAGO, ILLINOIS
H & R BLOCK TAX COURSE	CHICAGO, ILLINOIS
MORTON COLLEGE - COMPUTER COURSES	CICERO, ILLINOIS
COLLEGE OF DUPAGE - 1999 - 2005	GLEN ELYN, ILLINOIS
(A+ Certification - PC Maintenance and Repair) 2000-2001	

EXTRACURRICULAR

Committeeman Precinct #81, Willowbrook	2003 – present
South DuPage Women's Republican Organization – Secretary	2005 – present
South DuPage Women's Republican Organization – Treasurer	2012 – Present
Darien Chamber of Commerce – member	July 2011 – present
Darien Women in Business (DWIB) – Co-Chair	Aug 2012 – Jan 2013
Lemont Chamber of Commerce – member	Jan 2014 – present
Lemont Women in Business – Co-Chair	Jan 2014-present

VILLAGE OF WILLOWBROOK

BOARD MEETING AGENDA ITEM - HISTORY/COMMENTARY

ITEM TITLE:

MOTION TO APPROVE – FISCAL YEAR 2014/15 BUDGET

AGENDA NO.

10

AGENDA DATE: 04/28/14**STAFF REVIEW:** Carrie Dittman,
Interim Director of Finance**SIGNATURE:****LEGAL REVIEW:** Thomas Bastian, Village Attorney**SIGNATURE:****RECOMMENDED BY:** Tim Halik,
Village Administrator**SIGNATURE:****REVIEWED & APPROVED BY COMMITTEE:**YES ☐NO ☐N/A ☒**ITEM HISTORY (PREVIOUS VILLAGE BOARD REVIEWS, ACTIONS RELATED TO THIS ITEM, OTHER PERTINENT HISTORY)**

Included with the Board agenda packet is the final bound copy of the FY 2014/15 Budget document. The final budget incorporates all items discussed during the Board Budget Workshop held on March 17, 2014, along with subsequent budget related discussions.

The Village is required to comply with the State Appropriation Act and each year must adopt an appropriation ordinance. The appropriation ordinance provides the Village the legal authority to expend funds. The annual budget represents the Village's spending plan for the year. The appropriation ordinance must be passed within the first quarter of the fiscal year and a copy must be filed with the DuPage County Clerk within thirty (30) days of passage of the ordinance. The FY 2014/15 Appropriation Ordinance will be placed on the Board's agenda in June for consideration.

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

Staff also plans on submitting the Village's FY 2014/15 Budget to the Government Finance Officers Association (GFOA) as part of our application for the Distinguished Budget Presentation Award.

ACTION PROPOSED:

Approve the motion.

MINUTES OF THE SPECIAL JOINT MEETING OF THE MUNICIPAL SERVICES COMMITTEE, THE FINANCE & ADMINISTRATION COMMITTEE AND THE PUBLIC SAFETY COMMITTEE OF THE VILLAGE OF WILLOWBROOK HELD ON WEDNESDAY, FEBRUARY 12, 2014 AT 5:30 P.M. IN THE VILLAGE HALL, 7760 QUINCY STREET, WILLOWBROOK, ILLINOIS.

1. CALL TO ORDER

The meeting was called to order by Administrator Halik at 5:35 p.m.

2. ROLL CALL

Those present at roll call were Mayor Frank Trilla, Trustees Sue Berglund, Umberto Davi, Terry Kelly, Mike Mistele, Village Administrator Tim Halik, Chief of Police Mark Shelton, Interim Finance Director Carrie Dittman, and Management Analyst Garrett Hummel.

3. REVIEW - Fiscal Year 2014/15 Budget

Administrator Halik began by explaining the purpose of this meeting is to give all Board members a general overview of budget highlights, including revenue assumptions for the coming year, the proposed FY 2014/15 budget, and the proposed five-year plan for each fund. Administrator Halik stated staff prepared the proposed budget with the understanding that we need to continue to closely scrutinize our short and long-term revenue assumptions and to be diligent in managing our expenses, while still working toward our goals. With this in mind, when preparing the individual department budgets, staff assumed no automatic escalation in spending but rather adjusted line-item expenditures as needed to maintain the status quo with regard to programs. Salary increases for non-union employees have not been included in the budget while a 2.5% increase has been included for patrol officers and sergeants.

Administrator Halik continued by explaining that the FY 2014/15 proposed budget includes a General Fund drawdown of reserves of approximately \$317,652 which equates to roughly 21 days of operating expense. Even with the drawdown of reserves, the Village is looking at a projected fund balance of 202 operating days (\$4,267,771) as of April 30, 2015. Administrator Halik indicated that the fund balance does not include the discretionary items which will be discussed during the Board Budget Workshop on March 17th.

The next meeting on the budget schedule will be the Board Budget Workshop I scheduled for March 17, 2014.

Next, Administrator Halik explained that the proposed budget maintains all existing services and programs. Administrator Halik reiterated the General Fund will have 202 days (\$4,267,771) of operating expense in reserves. An operating day for the FY 2014/15 budget equates to roughly \$21,138. Finally, Administrator Halik explained the Five Year Plan used to develop the budget projections include conservative spending on known projects and programs.

An increase of 3% was included in the budget with respect to health

insurance costs although the IPBC has not finalized their numbers for the upcoming year. Administrator Halik commented that the nationwide health care costs have increased roughly 9.4%. Administrator Halik acknowledged that IPBC increase may be a little over 4% as opposed to the 3% that was used for budgeting purposes.

Administrator Halik briefly touched on the Village's two main pension programs (Police Pension & IMRF). He stated the police pension contribution decreased by 0.97% while the IMRF pension contribution decreased by 1.19%. Interim Finance Director Dittman added that the police pension numbers do not include the two new officers.

Interim Finance Director Dittman next took over with a breakdown of the reserve drawdown. Director Dittman stated the Parks & Recreation budget includes \$400,000 for the Willow Pond Park improvement project. The Village is currently under consideration for an OSLAD grant which would require the Village to spend that \$400,000 as a funding match if the Village's grant application is approved.

Director Dittman continued with the General Fund highlights stating staff is projecting an overall revenue increase of 5%, which equates to roughly \$636,802 over the previous fiscal year. Director Dittman continued by examining each individual revenue source. She began with Sales Tax which is projected to have no substantial changes when compared to the prior year. Next was Places of Eating Tax which projected no change from the prior year. Utility Tax is expected to be down about 8% or around \$85,000. Income Tax is expected to increase by about \$61,240 based upon Illinois Municipal League (IML) projections. Amusement Tax is projected to increase by \$57,500. Permit Fees are expected to increase by \$26,000. Administrator Halik commented that the permit fee revenue is already over budget for the current fiscal year. There is no expected change to the level of Red Light Camera Fines. Director Dittman explained the Village will receive \$82,500 in rental income from the tenant at the 825 Midway building. The lease with the tenant expires June 2016. Director Dittman stated video gaming revenue was not included in the budget.

Director Dittman returned to the topic of Village pensions by first elaborating on both the Police and IMRF pensions. The 0.97% decrease in Police Pension contribution translated into \$5,101. The rate of payroll for the Police Pension fund went from 30.1% to 29.28%. With respect to the IMRF pension, the 1.19% decrease equated to approximately \$13,485 while the rate of payroll went from 20.07% to 18.88%. Finally, Director Dittman provided an update on the Sherriff's Law Enforcement Pension (SLEP) program, which the Village is obligated to pay related to a settlement associated with a former Village Police Chief. Director Dittman stated the outstanding balance for the SLEP program was paid in full during FY 2013/14. Fund investment returns exceeded expectations, so no payment is due with respect to the SLEP program.

Administrator Halik next provided an update on the Water Fund. Administrator Halik began by providing a history of the City of

Chicago and the DuPage Water Commission's (DWC) recent water rate increases and the subsequent water rate increases by the Village. As of January 1, 2014, the DWC raised water rates 18% in part due to the City of Chicago's 15% increase on the same date. The Village last increased its local water rates 20% on January 1, 2014. This increase included the continuation of the 6% discount program for residents, including seniors, who pay the minimum water bill (9,000 gallons per quarter). Administrator Halik continued by stating the Village's recent rate increase is intended to cover the 18% DWC rate increase, along with funding three Water Fund capital projects that have been identified for FY 2014/15. These projects include the replacement of approximately 1,700 MTU's due to dead or dying batteries. Administrator Halik explained that MTU's are the grey transmitting boxes that allow the Village to remotely read water usage from resident's water meters. The budget estimate for this project which includes the purchase of the units as well as the installation by an independent contractor is \$285,000. The second project is the first year of the water tank coating project which includes the preparation of specifications and bid documents to sandblast and repaint the Village Hall water tower for a cost of \$20,000. The final Water Fund capital project for this upcoming fiscal year is the replacement of one Public Works vehicle (Truck #76: 2006 Ford F-350 with 81,000 miles) of which the Water Fund will cover half the cost at an amount of \$15,000. Administrator Halik warned the DWC has planned for a 17% water rate increase effective January 1, 2015 therefore the water rate topic will most likely have to be revisited in the coming year.

Administrator Halik next discussed the Motor Fuel Tax (MFT) Fund. He explained there will be approximately \$210,000 available in the MFT fund for use in the FY 2014/15 Road Program. This year's Roadway Maintenance Program includes full-depth patching and overlays of roadways within the Waterford subdivision. Administrator Halik noted the Public Works Department always examines the roads after the winter season to see if any roads are in need of attention that are not on the scheduled program. After completion of this year's program there will still be funding available to continue to build a reserve to be used towards the STP grant funded Clarendon Hills Road project in FY 2016/17.

Director Dittman began the financial performance section of the presentation. Echoing Administrator Halik's overview, Director Dittman explained the proposed budget projects 202 days of operating expense reserve. The FY 2013/14 budget comparatively projected at 169 days. However, the estimated actual FY 2013/14 budget currently projects at 223 days. Director Dittman explained one "Operating Day" in the General Fund for FY 2014/15 projects to be \$21,138. The amount of projected fund balance at 4/30/15 is \$4,267,771. This amount divided by the one "Operating Day" amount of \$21,138 results in the 202 days of operating expense.

Director Dittman highlighted two reasons for the heightened performance for FY 2013/14 the first being that revenues exceeded expectations. General Fund revenues are estimated to come in at

\$709,550 over budget. The four revenue sources that outperformed their budgeted numbers were Sales Tax (\$245,849 over budget); Income Tax (\$100,058 over budget); Building Permits (\$45,000 over budget); and Red Light Camera Fines (\$286,464 over budget). The second reason for the heightened performance during FY 2013/14 was that total General Fund expenditures are being projected at approximately \$135,000 below budget with the Administration, Planning and Public Works departments coming in below budget. Director Dittman noted that \$26,000 of the Electronic Archive Storage Project will be deferred from the FY 2013/14 budget to FY 2014/15.

Administrator Halik took over to discuss larger expenditures by department for the upcoming fiscal year. Administrator Halik commented that the Village Board & Clerk budget along with the Board of Police Commissioners had no significant new expenditures budgeted.

Under the Administration budget, Administrator Halik highlighted the \$26,000 that was carried from last year's Electronic Archive Storage Project as the only significant Administration expenditure in this year's budget.

Next, Administrator Halik stated the Village is in need of a Comprehensive Land Use Plan Update. The Comp Plan update is budgeted under the Planning & Economic Development budget and would include an update for the Southeast Sub-area Plan at a budgeted amount of \$31,500.

The Parks & Recreation budget includes \$400,000 which will be spent as a match if the Village is awarded an OSLAD grant for the Willow Pond Park Renovation. The \$400,000 is for Phase I of the two phase project.

The Finance Department budget does not include funding for the ERP Analysis Project as of yet because staff is waiting for the results from the ERP Assessment. Administrator Halik explained the Village currently uses a financial software called Decision Systems which is a proprietary software. Administrator Halik explained the Village would like to both expand our use of a Village-wide ERP system, and also have a plan in place in case software support for Decision Systems becomes an issue.

The Police Department has several larger expenditures included in this year's budget. Replacement of the Police Chief's vehicle at \$29,365 and the replacement of two squads with SUVs at a cost of \$74,635. Also included in the Police Department budget is one new Patrol Officer at a first year cost of \$69,643.

The Public Works Department includes funding for Year 2 of the EAB Abatement Program where the Village plans to remove and replace roughly 200 trees at a cost of \$168,000. Funding is also included for a replacement vehicle at a cost of \$15,000. This amount represents half the cost of the vehicle replacement, the other half is budgeted for out of the Water Fund.

The Building and Zoning Department does not have any large expenditures planned for this fiscal year.

The Water Fund budget includes \$15,000 for a vehicle replacement. This amount represents half of a vehicle purchase while the other half is budgeted under the Public Works Department. The Village will continue with its fire hydrant replacements at a cost of \$15,000 for this fiscal year. Finally, \$70,000 will be transferred to the Water Capital Improvement Fund.

The Hotel/Motel Tax Fund includes \$37,967 for hotel marketing and promotion.

The Motor Fuel Tax Fund's FY 2014/15 Road Maintenance Program has \$210,000 budgeted.

The Tax Increment Financing (TIF) Fund has \$638,834 in eligible redevelopment costs remaining after which the fund will be closed out.

The Water Capital Improvements Fund has two larger expenditures scheduled for this budget season, the first being the replacements of the failing Meter Transmitting Units (MTU) throughout the Village. The batteries on the Village's MTUs have started to fail. The Village uses the MTUs to read resident's water meters in order to correctly bill residents for their water usage. The estimated cost of this replacement project is \$285,000. The second project is the Year 1 Tank Coating Project at a cost of \$20,000.

The Capital Projects Fund does not have any large expenditures planned for FY 2014/15.

The 2008 Bond Fund has annual debt service payment of \$156,956 due. Trustee Mistele asked if the Village should consider refinancing our 2008 GO Bonds. Director Dittman explained that staff looked into this option and found the Village would only save roughly \$25,000 if done today and that would not necessarily be worth it.

The SSA Bond & Interest Fund has annual debt service payment of \$319,440.

The Land Acquisition, Facility Expansion & Renovation Fund (LAFER) has a remaining balance of \$1.1 million after Phase I of the Master Facilities Plan. Director Dittman commented there is no more planned revenue that will be added to the LAFER Fund unless the Village sells the vacant lot north of the Public Works Building.

Director Dittman next began the topic of the Village's revenues. The FY 2014/15 budget estimates all fund revenues to be about \$13,225,193. The General Fund accounts for roughly 61% of this amount with an estimated \$8,082,537. The three most prominent revenues within the General Fund are Sales Tax at 43% or \$3,450,000 of the General Fund revenues, Utility Tax at 14% or \$1,075,000 of the General Fund revenues, and Income Tax at 10% or \$787,000 of the General Fund

revenues.

Director Dittman continued with an explanation of the Village's expenditures. The FY 2014/15 budget includes \$14,110,153 in expenditures over all funds. Of this amount the General Fund accounts for 60% or \$8,400,189 and the Water Fund accounts for 19% or \$2,621,520.

Director Dittman next highlighted General Fund expenditures by department stating that the Police Department accounts for 55% of General Fund expenditures or \$4,630,000, followed by the Administration Department at 13% or \$1,102,220 and the Public Works Department at 12% or \$998,642.

Chief Shelton gave a brief overview of the Board of Police Commissioners budget stating costs went down roughly 7%.

Administrator Halik presented the Administration budget highlighting increases to the Buildings line-item due to the increased utility costs for the new buildings. Also noted was a \$50,000 decrease to the Legal Services line-item. Overall, Administration expenses went down 9.41%.

Administrator Halik continued with the Planning and Economic Development budget by pointing out a \$31,000 increase to the General Management line-item for the aforementioned comp plan update. The Engineering line-item was also increased as the Village needs more consultant hours from the Planner. Overall, the Planning and Economic Development budget increased 30.99%.

Administrator Halik next presented the Parks & Recreation budget which includes increases to the Maintenance line-item for increased OT for the Public Works employees as well as \$400,000 for the potential grant aided project at Willow Pond. Overall, the Parks & Recreation budget increased about 132%.

Director Dittman took over to present the Finance Department's budget which included a small increase to the General Management line-item to account for the increased hours of the part time front counter receptionists. Overall, the Finance budget increased 2.44%.

Chief Shelton presented the Police Department budget which includes an increase to the Police Administration line-item for the costs associated with a new officer. Increases were also noted in the Police Telecommunications and Police Capital Improvements line-items. Trustee Mistele inquired as to the large decrease in Police Patrol Service line-item. Director Dittman commented that that line-item is used for DEA funded purchases and there were no budgeted purchases at this time but that the line-item could increase if qualifying purchases are requested. Chief Shelton explained the Village has \$128,000 in the DEA fund and \$45,000 in the state fund. Overall, the Police budget increased 3.39%.

Administrator Halik presented the Public Works budget highlighting increases to the snow removal line-item as well as a \$15,000 fuel tank repair project included in the Buildings line-item. Trustee Mistele asked if the Village should get rid of the fuel tanks. Administrator Halik responded that that is a decision which will have to be made moving forward. Mayor Trilla commented the Village should remove the tanks except for maybe an above ground diesel tank for the Public Works Department. Overall, the Public Works budget decreased 10.23%.

Administrator Halik next highlighted the Building & Zoning Department budget including increases to the General Management line-item due to increased overtime hours for the Building Inspector as well as increases to the Inspection Services line-item which is for consultant inspectors. Overall, the Building & Zoning budget increased 11%.

Administrator Halik presented the Water Fund which includes increases to both the Water Production line-item for increased water purchase costs and the Transportation & Distribution line-item for the increasing number of water main breaks. Overall, the Water Fund budget increased about 5%.

Director Dittman briefly went over the Hotel Motel Tax Fund budget which overall decreased roughly 2%. Mayor Trilla noted that there is currently a proposed bill being considered which will allow a 50/50 split of Hotel Motel funding between the Village and the DuPage Convention and Visitors Bureau.

Director Dittman next explained the Motor Fuel Tax (MFT) Fund decreased 13.22% from \$242,000 last year to \$210,000 for this upcoming year. The estimated MFT Fund revenues for the year are \$241,816. The remaining balance of \$31,816 after this year's program will be added to the Village's MFT Fund balance bringing it to \$388,575. This balance will be used to pay the Village's portion of an STP grant for the overlay of Clarendon Hills Road.

Director Dittman presented the Tax Increment Financing (TIF) Fund highlighting an increase to the Redevelopment Costs line-item of \$638,834. This amount will be used for a new traffic light near the bowling alley. Director Dittman also noted there were no principle and interest payments this upcoming year because the TIF has ended. Overall, the TIF Fund increased 40.72%.

Director Dittman explained there were no significant changes to the SSA Bond & Interest Fund budget.

Director Dittman noted the Water Capital Improvements Fund includes a large increase to the Capital Improvements line-item which includes the Village's MTU replacement project, the valve insertion project, and water main replacement funding.

Director Dittman stated there are no planned projects for the Capital Projects Fund.

Director Dittman next stated the Village continues to make payments on the 2008 Bond Fund.

Director Dittman stated the LAFER fund has \$1,063,157 included in the Village Hall Remodel line-item for the work that will be done at the 835 Midway site.

Administrator Halik concluded the meeting by reminding the Village Board of the Board Budget Workshop, which is scheduled for March 17, 2014. At the workshop, staff will present discretionary items which are not currently in the budget and were not presented tonight. Finally, he thanked all meeting attendees for their time and efforts in the budget preparation.

4. VISITOR'S BUSINESS

There were no visitors present at the meeting.

5. ADJOURNMENT

Motion to adjourn was made by Trustee Mistele. Trustee Davi seconded the motion.

The meeting was adjourned at 7:15 p.m.

(Minutes transcribed by: Garrett Hummel)

MINUTES OF THE REGULAR MEETING OF THE MUNICIPAL
SERVICES COMMITTEE OF THE VILLAGE OF WILLOWBROOK HELD ON MONDAY,
MARCH 10, 2014 IN THE VILLAGE HALL, 7760 QUINCY STREET, IN THE
VILLAGE OF WILLOWBROOK, DUPAGE COUNTY, ILLINOIS

1. CALL TO ORDER

Chairman Mistele called the meeting to order at 6:00 PM.

2. ROLL CALL

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

3. APPROVAL OF MINUTES

- a) After review of the draft minutes from the January 13, 2014 Regular Meeting of the Municipal Services Committee, Chairman Mistele made a motion to approve the minutes as presented. Trustee Berglund seconded the motion. Motion carried.
- b) After review of the draft minutes from the February 12, 2014 Special Joint Meeting of the Finance and Administration, Municipal Services, and Public Safety Committees, Chairman Mistele made a motion to approve the minutes as presented. Trustee Berglund seconded the motion. Motion carried.

4. DISCUSSION – Community Electronic Informational Signage (C.E.I.S.)

Mayor Trilla presented information relating to a project he would like to ask the Committee to consider. He recently received information about a company called CEIS that will construct electronic informational signs for municipalities. These signs are typically used as community identification signs. There is no expense to the municipality due to the company also using the sign for advertising purposes. Mayor Trilla would like to see this type of signage erected in the place of the two (2) sandblasted wooden Willowbrook signs currently on Route 83. Mayor Trilla asked the Committee to support this project as we continue working on the feasibility analysis. Chairman Mistele expressed his general opposition to such private advertising as part of a Willowbrook sign and recommended that Mayor Trilla bring this matter to the full Village Board for consideration. Chairman Mistele stated that recent changes Willowbrook made to the sign ordinance does not allow for electronic signs. Size and content were clearly defined. There was opposition from the business community, and there were three grandfathered signs, etc. Mayor Trilla expressed that the electronic signage will be tactful and would not appear as a "Las Vegas" type sign. Chairman Mistele expressed that he believes such a project would be highly critiqued by the community. Trustee Berglund stated that a similar project was completed in Janesville, a community of 60,000, and that the community is highly opposed. Administrator Halik reiterated that staff is merely completing a feasibility analysis at this time, and has already identified that sign ordinance changes would likely be required for this project to move forward. So before incurring attorney and consultant expenses, we thought it best to apprise the Committee of this project. Chairman Mistele stated that he had no objection to involving the Village Attorney and others to continue the feasibility study, but recommended the matter be brought to the full Board for consideration before we get too far into it. Mayor Trilla reminded the Committee members that Willowbrook is a corridor

community with areas along the west side of Route 83 being within the City of Darien. Therefore Darien could hypothetically approve electronic signage and we would have it here anyway. On a side note, Mayor Trilla advised the Committee that in his meetings with the representative from CEIS, they also offered to assist the Village in constructing an electronic informational sign upon the new Village municipal campus. Administrator Halik reminded the Committee that the replacement of the two (2) Willowbrook entrance identification signs along Route 83 was part of our ITEP grant submittal, which is now delayed until 2017. Trustee Berglund relayed that in her review of the information provided in the Committee packet, it stated that the Village screen is only 14%. Mayor Trilla advised that the sign will display seven or eight separate panels and that Willowbrook would get one panel. Chairman Mistele asked how it is powered and whether it requires a generator. Administrator Halik responded that it definitely would require an electric service, but is not aware of whether the device operates with a temporary stand-by power system, such as batteries. In summary, the Committee authorized staff to continue to work on the feasibility of such a project, and then when ready, bring it to the full Board for consideration.

5. DISCUSSION – Intergovernmental Agreement (IGA) with DuPage County for Mowing of County Rights-of-Ways within Willowbrook Corporate Limits

Administrator Halik advised that the Village has, for many years, elected to accept the turf maintenance responsibilities upon the Kingery Highway right-of-way. The Village awards an annual maintenance contract to a landscaping company to mow and trim the approximate 25 acres of turf throughout the growing season. The Village performs this work without reimbursement from IDOT, in an effort to improve the aesthetics of the corridor. Halik shared that in 2012, staff explored a reimbursement mowing arrangement with DuPage County to maintain the turf areas upon the 75th Street right-of-way from Kingery Highway to Sheridan Drive. At the time, the Village had received several complaints from residents and businesses regarding the quality of mowing performed in that area. He thought that the Village could add this area onto our existing Kingery Highway mowing contract and again, improve the aesthetics of the area. The County responded that a mowing contract was already in place, which did not expire until after the 2013 mowing season. However, the county advised that after the contract expires they would be willing to consider entering into a new agreement with Willowbrook, since the property in question was within Willowbrook's corporate limits. Now that the previous contract has expired, DuPage County DOT has recently contacted the Village to gauge our interest in such a mowing arrangement. In addition, the county has requested that we also consider taking on the mowing and trimming of the sections of Plainfield Road, Madison Street, and 63rd Street within the Village corporate limits. Halik advised that in total, including the section of 75th Street, approximately 24 acres of turf areas. An Intergovernmental Agreement would include the Village arranging for the mowing of these areas throughout the turf growing season, and monetary reimbursement by DuPage County. Halik advised that staff has already confirmed the accuracy of the county's acreage calculation, and have recently received a proposal from our current mowing contractor to add these additional areas. Given their price, this program would be cost neutral to the Village, and we would have control over the work performed in order to improve the aesthetics of the areas. The Committee members and Mayor Trilla agreed this was a win-win scenario that the Village should definitely take on.

6. DISCUSSION – Annual Maintenance Contracts:

a) Village Hall Janitorial Service Contract

Administrator Halik advised that the Village's Janitorial Services contract includes the routine cleaning of the Village Hall building. This contract was put out to

public bid in 2011. At that time, the low bid was received by Eco Clean Maintenance, Inc. and the contract was awarded to them. Eco Clean has provided the service to the Village since that time with no increases in contract costs. Halik shared that Eco Clean has once again offered to renew the contract for another year at no cost increase. Halik recommended the contract be extended again for one more year. After the term of the extension, we will need to re-bid the contract due to the change in the scope of work with the new Village Hall building. The Committee agreed that a one year extension would be prudent.

b) Landscape Fertilization Contract

Administrator Halik advised that the Village's Landscape Maintenance Services contract includes turf fertilization and herbicide treatment of Village rights-of-ways, parks, and specified facilities, such as, water tower sites, Village Hall, etc. This contract was put out to public bid in April of 2013. At that time, the low bid was received by TruGreen LP and the contract was awarded to them. Halik advised that TruGreen LP has agreed to extend the contract for another year at no increase in cost. Halik advised that staff is satisfied with the quality of services provided by TruGreen and would recommend a renewal contract be offered. The Committee agreed.

7. REPORT – Municipal Services Department

- a. Administrator Halik reviewed the monthly permit activity reports for both January and February 2014 showing that the Village has taken in about \$19,500 in permit revenue for the month of January, and \$20,200 for the month of February. Halik advised that ten months into fiscal year 2013/14, we have taken in approximately 142% of our anticipated FY2013/14 budgeted revenue.
- b. Administrator Halik shared the water system pumpage report. The report indicates that we pumped about 29.8 million gallons in the month of December 2013 and 31.3 million gallons in the month of January 2014. At this point, we have pumped about 6% less water this year as compared to the same timeframe last year. However, so far, total pumpage is on track to meet our annual pumpage projection of 395,000,000 gallons.

8. VISITOR'S BUSINESS

(None)

9. COMMUNICATIONS

(None)

10. ADJOURNMENT

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

(Minutes transcribed by: Tim Halik, 4/10/14)

MINUTES OF THE REGULAR MEETING OF THE PARKS AND RECREATION COMMISSION
HELD ON TUESDAY, MARCH 4, 2014, AT THE WILLOWBROOK VILLAGE HALL, 7760
QUINCY STREET, WILLOWBROOK, DUPAGE COUNTY, ILLINOIS

1. CALL TO ORDER

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

2. ROLL CALL

Those present at roll call were Chairman Richard Cobb, Commissioners Ronald Kanaverskis, Leonard Kaucky, Carol Lazarski, Rene Schuurman, Doug Stetina, and Ramona Weigus.

ABSENT: Commissioners Jo Bice and Laurie Landsman.

Also present was Superintendent of Parks and Recreation Kristin Violante.

A QUORUM WAS DECLARED

3. APPROVAL OF MINUTES – FEBRUARY 4, 2014

The Commission reviewed the February 4, 2014 minutes.

MOTION: A Motion was made by Commissioner Lazarski and seconded by Commissioner Stetina to approve the February 4, 2014 minutes as presented.

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

MOTION DECLARED CARRIED

4. REPORTS

A. *Park News in Brief*

Superintendent Violante stated Commissioner Stetina contacted her this past Monday and reported that the picnic tables were missing at Willow Pond. After inspection, it was discovered that the tops were removed from 19 aluminum tables by unknown offenders; nine from Willow Pond and ten from Community Park. A claim has been filed with the insurance company. The City of Darien had bleacher tops stolen in the past couple of weeks.

All remaining tables have been relocated to the Public Works building for security. The approximate cost of replacing the tables is \$11,700.

2014/15 Budget

Superintendent Violante stated that a special Joint Committee meeting was held on Wednesday, February 12, 2014 to review the Village budget. No questions were raised about the Recreation budget. A Budget Workshop with the Mayor and Board of Trustees will be held on March 17th. The 5K race has been added as a discretionary item.

Advertisement for Back of Summer Newsletter

The Mayor has suggested speaking with local businesses about advertising in the seasonal Village newsletters. Superintendent Violante stated that as of today, she has collected \$1,750 in advertising ads for the Summer Newsletter. The costs for the newsletter are approximately \$1,900. Willowbrook Ford, Exclusive Windows, and Bella Cosa Jewelers have made commitments to the next newsletter.

BRW

Superintendent Violante stated she has met with representatives from BRW in regards to the upcoming season. They have had some changes in their Board and are more prudent in the amount of money they spend. According to their contract with the Village, BRW is allowed to hold two tournaments; however, it looks like they will only be hosting one.

Commissioner Schuurman suggested charging them a fee to use Midway Park as a parking area. Not all of the Commissioners agreed to having cars park in Midway Park.

5. OLD BUSINESS

A. Village Race

Superintendent Violante stated the organization of a village race is on hold until it is determined whether the Village Board approves this discretionary item for FY 14/15.

Commissioner Schuurman stated that Gower School teacher, Ms. Folig, would like to volunteer her class to do an art design for the race logo.

6. NEW BUSINESS

A. Easter Egg Hunt

Superintendent Violante stated the Easter Egg Hunt is scheduled for Saturday, April 19th at Borse Community Park beginning at 11:00 a.m. The eggs and candy have been purchased and special needs individuals from the Ray Graham Workshop will be filling the eggs. Chicken Basket has

donated \$300 to this event, and Kiwanis has donated \$200. If you are able to volunteer at the event, please let Kristin know.

B. Com Ed Grant

Superintendent Violante stated there is a newer grant from ComEd for open land projects. A walking path at Lake Hinsdale Park has been submitted for the proposal. Information to help complete the grant was taken from the Master Plan.

C. Motion – A Motion to Recommend Consultant for Willow Pond Park Project

Superintendent Violante stated a recommendation needs to be made to oversee the Willow Pond Park project should the Village receive the OSLAD grant. The Village should be notified soon as to whether we have received the grant. The Village wants to be prepared to move forward if the grant is awarded.

Two proposals were received: one from Tod Stanton from Design Perspectives and one from John Vann from Land Tech Design. Land Tech's price would be \$60,000 and Design Perspectives is \$108,330.

MOTION: A Motion was made by Commissioner Kanaverskis and seconded by Commissioner Schuurman to recommend to the Village Board that Land Tech Design be hired as the consultant for the Willow Pond Park project if the OSLAD grant is awarded.

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

MOTION DECLARED CARRIED

7. CORRESPONDENCE/COMMUNICATIONS

Commissioner Schuurman stated that Commissioner Bice and he attended the IPRA Conference. They picked up a lot of information the Commission can look at when updating the parks and planning for the new building.

8. VISITORS' BUSINESS

There was no Visitors' Business.

9. ADJOURNMENT

MOTION: Made by Commissioner Stetina, seconded by Commissioner Lazarski to adjourn the meeting at the hour of 7:38 p.m.

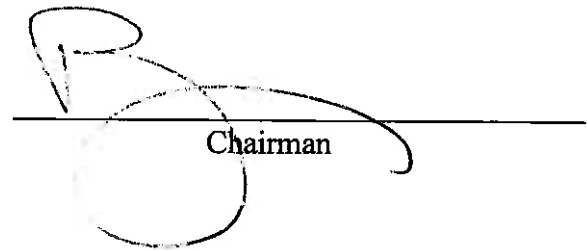
ROLL CALL VOTE: AYES: Chairman Cobb, Commissioners Kanaverskis, Kaucky, Lazarski, Schuurman, Stetina, and Weigus. NAYS: None. ABSENT: Commissioners Bice and Landsman.

UNANIMOUS VOICE VOTE

MOTION DECLARED CARRIED

PRESENTED, READ and APPROVED,

April 1, 2014



Chairman

Minutes transcribed by Executive Secretary Cindy Stuchl.

MINUTES OF THE REGULAR MEETING OF THE PLAN COMMISSION HELD ON
WEDNESDAY, MARCH 5, 2014, AT THE VILLAGE HALL, 7760 QUINCY
STREET, WILLOWBROOK, DUPAGE COUNTY, ILLINOIS.

1. CALL TO ORDER

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

2. ROLL CALL

Those present at roll call were Commissioners Lacayo, Remkus, Soukup, Buckley, Vice-Chairman Wagner and Chairman Kopp. Also present were Village Administrator Tim Halik, Village Planner Jo Ellen Charlton, Building Inspector Roy Giuntoli and Secretary Joanne Prible. ABSENT: Commissioner Baker.

3. OMNIBUS VOTE AGENDA

The items on the Omnibus Vote Agenda were as follows:

- A. Waive Reading of Minutes (APPROVE)
- B. Minutes – Regular Meeting February 5, 2014 (APPROVE)
- C. Minutes – Village Board Meeting February 10, 2014

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

4. PLAN COMMISSION DISCUSSION: Zoning Hearing Case 14-01: Petition to rezone property, including (4) parcels from R-1 to B-4. 835 79th Street, 825 79th Street, 815 79th Street and 7900 Joliet Road.

- A. PUBLIC HEARING
- B. DISCUSSION

See Court Reporter Minutes.

MOTION: Made by Commissioner Remkus, seconded by Commissioner Soukup based on the submitted petition and testimony presented, I move that the Plan Commission recommend approval of map amendments to rezone the properties at 7900 Joliet Road, 815 79th Street, 825 79th Street, and 835 79th Street from R-1 to B-4 as more fully defined in the March 5, 2014 Plan Commission staff report for case 14-01.

ROLL CALL: AYES: Commissioners Lacayo, Remkus, Soukup, Buckley, Vice-Chairman Wagner, and Chairman Kopp; NAYS: None. ABSENT: Commissioner Baker.

MOTION DECLARED CARRIED

5. PLAN COMMISSION DISCUSSION: Zoning Hearing Case 14-02: Petition for text amendments that regulate facilities that sell or process firearms, or are used for firearm training in the B-4 Zoning District.

- A. PUBLIC HEARING
B. DISCUSSION

See Court Reporter Minutes.

MOTION: Made by Commissioner Remkus, seconded by Commissioner Wagner based on the submitted petition and testimony presented, I move that the Plan Commission recommend approval of text amendments presented on Page 1 of the Staff Report for PC Case Number 14-02 that add definitions for Firearms, Firearm Store, Indoor Firing Range, and that add Firearm Store as a permitted use in the B-4 Zoning District, and Indoor Firing Range as a Special Use in the B-4 Zoning District, and that provides specific parking requirements for Indoor Firing Ranges.

ROLL CALL: AYES: Commissioners Lacayo, Remkus, Soukup, Buckley, Vice-Chairman Wagner, and Chairman Kopp; NAYS: None. ABSENT: Commissioner Baker.

MOTION DECLARED CARRIED

6. PLAN COMMISSION DISCUSSION: Zoning Ordinance.

Planner Charlton presented the Plan Commission updates to the zoning ordinance. The discussion will continue at the April meeting.

7. VISITOR'S BUSINESS:

None.

8. COMMUNICATIONS:

None.

9. ADJOURNMENT

MOTION: Made by Commissioner Remkus, seconded by Commissioner Wagner, to adjourn the regular meeting of the Plan Commission at the hour of 8:35 p.m.

UNANIMOUS VOICE VOTE

MOTION DECLARED CARRIED

PRESENTED, READ AND APPROVED,

April 9, 2014

Minutes transcribed by Joanne Prible.

[Signature]
Chairman

A G E N D A

Minutes of the Public Safety Committee of the Village of Willowbrook which was held on March 10th, 2014 at 6:00 p.m. at the Village Hall, 7760 Quincy Street, in the Village of Willowbrook, DuPage County, Illinois.

CALL TO ORDER

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

ROLL CALL

Those present at roll call were Chief Mark Shelton, Deputy Chief Mark Altobella and Trustee Terrence Kelly.

1. Reviewed the January 13th, 2014 Public Safety Committee Meeting Minutes.
The Committee Approved the January 13th, 2014 Meeting Minutes.
2. Reviewed the February 12th, 2014 Special Joint Meeting of the Municipal Services Committee, the Finance & Administration Committee and the Public Safety Committee Meeting Minutes.
The Committee Approved the February 12th, 2014 Meeting Minutes.
3. Reviewed the Weekly Press Releases – Information.
4. Reviewed the Overtime Report for 01/06/2014 – 02/02/2014 and 02/03/2014-03/02/2014 - Information.
5. Reviewed the Monthly Expenditure Report for January 2014 and February 2014 – Information.
6. Reviewed the Monthly Offense Summary Report for January 2014 and February 2014 - Information.
7. Reviewed the Letter(s) of Recognition and Appreciation – Information.
 - Sergeant Arthur Svehla
 - Sergeant Chris Drake
 - Detective Timothy Kobler
 - Detective Lauren Kaspar
 - Officer Scott Eisenbeis
 - Officer Jose Lopez
8. DISCUSSION ITEMS
 - CALEA Mock Scheduled for 03/07/2014
Trustee Kelly was given an update on the recent Mock which was held on 03/07/14. Normal questions and suggestions were asked and given by the (8) Accreditation Managers who reviewed our files.
 - Rifle Purchases (Replacement)
The Committee was advised that (5) new AR-15 rifles are going to be purchased to replace (5) which are now 10 years old. These rifles will be purchased under the current budget.
 - Taser Upgrades
The Committee was advised that the department's current Tasers will be replaced with new Tasers. The department's existing Tasers are being discontinued. The new Tasers will be an upgrade to the newest version on the market.

- 7700 Block Traffic Enforcement
The Committee was advised that the department has received a complaint of vehicles traveling northbound in the southbound lanes of traffic in the 7700 – 7500 block of Clarendon Hills Road. Vehicles are passing in a “no passing zone” and driving through a parking lot in an effort to avoid traffic backups due to school traffic. An Officer was assigned to monitor traffic at this location. Numerous citations were issued. The Superintendent advised the school has received phone calls from residents relating their appreciation of our enforcement efforts.
- Upcoming Range Qualifications
The Committee was advised that several range dates are scheduled at the Illinois State Police, District 5 Range.
The Chief advised the Committee that the department’s current report writing system has a feature which includes and Evidence Bar Coding Section. This feature will allow the police to update the current manual evidence intake system to a bar code system. The Chief was able to get the cost reduced to \$3,500 for a total of \$5,000 for the entire program. Trustee Kelly approved of the purchase. This feature will allow the system to operate much more efficiently.

9. VISITOR’S BUSINESS*

10. ADJOURNMENT

The meeting was adjourned at 6:20 p.m.

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

NEXT MEETING SCHEDULED APRIL 14TH, 2014 AT 6:00 P.M.