

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 25, 2016, AT 6:30 P.M. AT THE **BURR RIDGE POLICE DEPARTMENT TRAINING ROOM, 7700 COUNTY LINE ROAD, BURR RIDGE, DUPAGE COUNTY, ILLINOIS**

1. CALL TO ORDER
2. ROLL CALL
3. PLEDGE OF ALLEGIANCE
4. VISITOR'S BUSINESS - Public comment is limited to three minutes per person
5. OMNIBUS VOTE AGENDA:
 - a. Waive Reading of Minutes (APPROVE)
 - b. Minutes - Regular Board Meeting - April 11, 2016 (APPROVE)
 - c. Warrants - \$316,155.70 (APPROVE)
 - d. Ordinance - An Ordinance Authorizing the Village of Willowbrook, DuPage County, Illinois to Borrow Funds from the Public Water Supply Loan Program (PASS)
 - e. Resolution - A Resolution Waiving the Competitive Bidding Process and Authorizing the Mayor and Village Clerk to Execute a Certain Agreement - Landscape Maintenance Services - Between the Village of Willowbrook and Falco's Landscaping (ADOPT)
 - f. Resolution - A Resolution Authorizing the Mayor and Village Clerk to Accept a Proposal to Conduct Both an Organic Based Blended and an Organic/Natural Turf Care Program for the 2016/17 Lawn Care Season - Pure Prairie Organics (ADOPT)
 - g. Resolution - A Resolution Authorizing the Mayor and Village Clerk to Accept and Execute a Proposal for Professional Engineering Services Between the Village of Willowbrook and Christopher B. Burke Engineering, Ltd. - 3 MG Standpipe Painting Project (ADOPT)

- h. Resolution - Resolution Authorizing the Mayor and Village Clerk to Accept and Execute a Proposal for Surveying and Professional Engineering Services Between the Village of Willowbrook and Christopher B. Burke Engineering, Ltd. - 67th Street Widening Project, for a left turn lane (ADOPT)
- i. Resolution - A Resolution Authorizing the Mayor and Village Clerk to Accept a Proposal to Provide Heating Ventilation and Air Conditioning (HVAC) Maintenance Services - The Heat Engineering Company (ADOPT)
- j. Resolution - A Resolution Authorizing the Village Administrator to Enter into a Purchase Agreement with CDW-G for Computer Equipment and Software (ADOPT)
- k. Motion - Motion to Approve - Fiscal Year 2016/17 Budget (PASS)
- l. Proclamation - A Proclamation Recognizing the Week of May 1 Through May 7, 2016 as Municipal Clerks Week in the Village of Willowbrook (APPROVE)
- m. Proclamation - A Proclamation Recognizing April 2016 as National Safe Digging Month within the Village of Willowbrook (APPROVE)
- n. Plan Commission Recommendation - Consideration of a Text Amendment to add Production Brewery Tap Room as a Special Use in the M-1 Zoning District, and Approval of a Special Use - Black Horizon (RECEIVE)

NEW BUSINESS

- 6. DELINQUENT WATER BILLS
- 7. ORDINANCE - AN ORDINANCE GRANTING A SPECIAL USE FOR A 16,311 SQUARE FOOT HELIPORT, AND GRANTING CERTAIN VARIATIONS - MIDWEST HELICOPTER
- 8. ORDINANCE - AN ORDINANCE AMENDING SECTION 3-12-5 ENTITLED "CLASSIFICATIONS," SECTION 3-12-15 ENTITLED "CONSUMPTION ON PREMISES:" AND SECTION 3-12-19 ENTITLED "HOURS" OF CHAPTER 12 ENTITLED "LIQUOR," OF TITLE 3 ENTITLED "BUSINESS" OF THE VILLAGE CODE OF ORDINANCES OF THE VILLAGE OF WILLOWBROOK, DUPAGE COUNTY, ILLINOIS

9. RESOLUTION - A RESOLUTION AUTHORIZING THE MAYOR AND VILLAGE CLERK TO EXECUTE A MEMORANDUM OF UNDERSTANDING BETWEEN THE VILLAGE OF WILLOWBROOK AND THE ILLINOIS FRATERNAL ORDER OF POLICE (IFOP) LABOR COUNCIL - SURVEILLANCE EQUIPMENT
10. RESOLUTION - A RESOLUTION APPROVING AN AGREEMENT BETWEEN THE VILLAGE OF WILLOWBROOK AND THE ILLINOIS FRATERNAL ORDER OF POLICE (IFOP) LABOR COUNCIL AND AUTHORIZING THE MAYOR AND VILLAGE CLERK TO EXECUTE SAID AGREEMENT - COLLECTIVE BARGAINING AGREEMENT, MAY 1, 2016 - APRIL 30, 2019

PRIOR BUSINESS

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

MINUTES OF THE REGULAR MEETING OF THE MAYOR AND BOARD OF TRUSTEES OF THE VILLAGE OF WILLOWBROOK HELD ON MONDAY, APRIL 11, 2016 AT THE BURR RIDGE POLICE DEPARTMENT, TRAINING ROOM, 7700 COUNTY LINE ROAD, VILLAGE OF BURR RIDGE, DUPAGE COUNTY, ILLINOIS.

1. CALL TO ORDER

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

2. ROLL CALL

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

ABSENT: Trustee Michael Mistele

Also present were Village Attorney Thomas Bastian, Village Administrator Timothy Halik, Director of Finance Carrie Dittman, Chief Mark Shelton, Deputy Chief Robert Schaller, Assistant to the Village Administrator Garrett Hummel, and Deputy Clerk Cindy Stuchl.

A QUORUM WAS DECLARED

3. PLEDGE OF ALLEGIANCE

Mayor Trilla asked Deputy Clerk Stuchl 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 28, 2016 (APPROVE)
- c. Minutes - Executive Session Meeting - March 28, 2016 (APPROVE)
- d. Warrants - \$67,763.80 (APPROVE)
- e. Monthly Financial Report - March 31, 2016 (APPROVE)
- f. Ordinance - An Ordinance Amending Section 1-6-2: Entitled "EXPENSES; COMPENSATION:" of CHAPTER 6, Entitled "VILLAGE OFFICERS" of Title 1 Entitled "ADMINISTRATIVE" of the Village code of Ordinances of

- Willowbrook, DuPage County, Illinois (Item pulled for discussion)
- g. Ordinance - An Ordinance Declaring Surplus Property and authorizing the Sale of the Same - Ordinance No. 16-O-12 (PASS)
 - h. 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 - Resolution No. 16-R-21 (ADOPT)
 - i. Resolution - A Resolution Authorizing the Mayor and Village Clerk to Accept a Proposal to Conduct the 2016 Spring Brush Collection Program - Pessina Tree Service, LLC - Resolution No. 16-R-22 (ADOPT)
 - j. Resolution - A Resolution Approving a Plat of Easement - 554 Ridgemoor Drive - Resolution No. 16-R-23 (ADOPT)
 - k. Plan Commission Recommendation - Approval of the Issuance of a Special Use Permit and Variations to Redevelop an Existing Heliport - Midwest Helicopter Airways, 525 Executive Drive (RECEIVE)

Mayor Trilla asked the Board if there were any items to be removed from the Omnibus Vote Agenda. Trustee Kelly requested that Item 5f be pulled for further discussion.

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

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

MOTION DECLARED CARRIED

NEW BUSINESS

6. RESOLUTION - A RESOLUTION AUTHORIZING THE MAYOR AND VILLAGE CLERK TO ENTER INTO AN AGREEMENT WITH BKD LLP FOR AUDIT SERVICES FOR FISCAL YEAR 2015/16

Director Dittman related that the Village is required by state statute to have an annual audit completed of its financial records. The Village has used BKD, formerly Wolf & Company, since 2010. The agreement fee of \$28,900 includes the base audit and one-time fees to implement a new accounting pronouncement for the IMRF and police pension plans.

MOTION: Made by Trustee Oggerino and seconded by Trustee Davi to adopt Resolution No. 16-R-24 as presented.

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

MOTION DECLARED CARRIED

***Discussion commenced on Item 5f from the Omnibus Vote Agenda.

5f. ORDINANCE - AN ORDINANCE AMENDING SECTION 1-6-2: ENTITLED "EXPENSES; COMPENSATION:" OF CHAPTER 6, ENTITLED "VILLAGE OFFICERS" OF TITLE 1 ENTITLED "ADMINISTRATIVE" OF THE VILLAGE CODE OF ORDINANCES OF WILLOWBROOK, DUPAGE COUNTY, ILLINOIS

Attorney Bastian advised that this ordinance increases the salaries of trustees from \$100 per meeting to \$200. The increases would not take effect until the next election for three of the trustees in 2017 and the other three up for election in 2019.

Trustee Davi related that this topic was discussed during the Budget Workshop in March. Trustee Davi advised that the last time the trustees had received an increase in their stipend was in 1990.

Trustee Kelly advised that he has served on a number of boards and has never been paid for his time. It was an opportunity to give back to businesses and community.

MOTION: Made by Trustee Davi and seconded by Trustee Oggerino to pass Ordinance 16-0-11 as presented.

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

MOTION DECLARED CARRIED

7. PRESENTATION - POLICE DEPARTMENT 2015 ANNUAL REPORT

Chief Shelton gave a brief summary of the Willowbrook Police Department's 2015 Annual Report. Chief Shelton extended his sincere appreciation to the Board for their continued support.

PRIOR BUSINESS

8. COMMITTEE REPORTS

Trustee Neal related that the Hotel/Motel Committee is looking into a Trolley service for hotel patrons and landscaping enhancements for the front of the hotels.

Trustee Kelly congratulated Chief Shelton on the annual report and thanked the Chief and Secretary Lori Rinella for their assistance with residents of Lake Hinsdale Village signing up for the Smart 9-1-1 program.

Trustee Berglund had no report.

Trustee Davi had no report.

Trustee Oggerino had no report.

9. ATTORNEY'S REPORT

Attorney Bastian had no report.

10. CLERK'S REPORT

Clerk Hansen had no report.

11. ADMINISTRATOR'S REPORT

Director Dittman related that there was a billing error in the most recent water bills sent to residents. A notice has been posted on the Village's website and a corrected invoice will be mailed to the affected residents.

12. MAYOR'S REPORT

Mayor Trilla related that he will be travelling to New York City on April 26th to retrieve the 9-11 World Trade Center artifact that was awarded to the Village.

13. EXECUTIVE SESSION

Mayor Trilla stated that there was no need for Executive Session during tonight's meeting.

14. ADJOURNMENT

MOTION: Made by Trustee Davi and seconded by Trustee Berglund, to adjourn the Regular Meeting at the hour of 7:12 p.m.

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

MOTION DECLARED CARRIED

PRESENTED, READ and APPROVED.

April 25, 2016.

Mayor

Minutes transcribed by Deputy Clerk Cindy Stuchl.

WARRANTS

April 25, 2016

GENERAL CORPORATE FUND	-----	\$164,113.26
WATER FUND	-----	148,636.74
L.A.F.E.R. Fund	-----	3,405.70
TOTAL WARRANTS	-----	\$316,155.70



Carrie Dittman, Director of Finance

APPROVED:

Frank A. Trilla, Mayor

Check Date	Bank	Check #	Invoice	Payee	Description	Account	Dept	Amount
Fund: 01 GENERAL FUND								
04/26/2016	APCHK	88531	9934822901	AIRGAS USA LLC	EQUIPMENT RENTAL	750-290	35	62.32
04/26/2016	APCHK	88533	35385	AMERICAN FIRST AID SERVICE I	OPERATING EQUIPMENT	630-401	30	32.10
04/26/2016	APCHK	88534	21891/MAR 16	AMERICAN TRAFFIC SOLUTIONS	RED LIGHT - CAMERA FEES	630-247	30	13,485.00
			21891/MAR 16	CHECK APCHK 88534 TOTAL FOR	RED LIGHT - MISC FFE	630-249	30	1,908.00
								<u>15,393.00</u>
04/26/2016	APCHK	88535	86361	ARROWHEAD SCIENTIFIC INC	OPERATING EQUIPMENT	630-401	30	420.12
04/26/2016	APCHK	88537	11871/APR 16	AZAVAR AUDIT SOLUTIONS INC	UTILITY TAX	310-205	00	311.47
04/26/2016	APCHK	88538	PETTING ZOO 2016	AZOOSMENT PARK INC	FAMILY SPECIAL EVENT - RACE	585-154	20	350.00
04/26/2016	APCHK	88539	21252	BANNERVILLE USA INC	FAMILY SPECIAL EVENT - RACE	585-154	20	105.00
04/26/2016	APCHK	88540	9988 / APR 16	BLACK GOLD SEPTIC	MAINTENANCE - PW BUILDING	725-418	35	310.00
04/26/2016	APCHK	88541	217276	BUTTREY RENTAL SERVICE, INC.	EQUIPMENT RENTAL	750-290	35	156.05
04/26/2016	APCHK	88542*#	1214432-1139753 AP	CALL ONE INC	PHONE - TELEPHONES	455-201	10	1,014.92
			1214432-1139753 AP	CHECK APCHK 88542 TOTAL FOR	PHONE - TELEPHONES	630-201	30	919.68
								<u>1,934.60</u>
04/26/2016	APCHK	88543*#	128324	CHRISTOPHER B. BURKE	PRINTING & PUBLISHING	510-302	15	2,618.92
			128323		PLAN REVIEW - ENGINEERING	520-254	15	110.00
			128322		PLAN REVIEW - ENGINEERING	520-254	15	1,172.50
			128321		PLAN REVIEW - ENGINEERING	520-254	15	804.50
			128318		PLAN REVIEW - ENGINEERING	520-254	15	1,050.18
			128317		PLAN REVIEW - ENGINEERING	520-254	15	601.75
			128313		PLAN REVIEW - PLANNER	520-257	15	8,276.40
			127922/ADDITIONAL		FEES - ENGINEERING	720-245	35	2,391.00
			128328		PLAN REVIEW - DRAINAGE ENGINEER	820-259	40	199.50
			128327		PLAN REVIEW - DRAINAGE ENGINEER	820-259	40	202.00
			128326		PLAN REVIEW - DRAINAGE ENGINEER	820-259	40	275.00
			128325		PLAN REVIEW - DRAINAGE ENGINEER	820-259	40	110.00
			128320		PLAN REVIEW - DRAINAGE ENGINEER	820-259	40	34.50
				CHECK APCHK 88543 TOTAL FOR				<u>17,846.25</u>
04/26/2016	APCHK	88544	128316	CHRISTOPHER B. BURKE	FEES - ENGINEERING	720-245	35	7,628.99
04/26/2016	APCHK	88545	2058 / APR 16	CITY WIDE OF ILLINOIS	MAINTENANCE - BUILDING	466-228	10	2,515.74

Check Date	Bank	Check #	Invoice	Payee	Description	Account	Dept	Amount
Fund: 01 GENERAL FUND								
			2062 / WINDOWS		MAINTENANCE - BUILDING	466-228	10	650.00
CHECK APCHK 88545 TOTAL FOR								
04/26/2016	APCHK	88546*#	7494249014 APR 16	COMMONWEALTH EDISON	ENERGY/COMED (835 MIDWAY)	466-240	10	281.01
			6863089003 APR 16		RED LIGHT - COM ED	630-248	30	29.85
			0791026027 APR16		RED LIGHT - COM ED	630-248	30	36.68
			0423085170 APR 16		RED LIGHT - COM ED	630-248	30	44.53
			4403140110 APR 16		ENERGY - STREET LIGHTS	745-207	35	48.85
			7432089030 APR16		ENERGY - STREET LIGHTS	745-207	35	412.61
			4215105154 APR16		ENERGY - STREET LIGHTS	745-207	35	498.75
CHECK APCHK 88546 TOTAL FOR								
			7694	COMPASS PLUMBING LLC	MAINTENANCE - BUILDING	466-228	10	248.00
04/26/2016	APCHK	88547	APRIL 2016	CYNTHIA STUOHL	SCHOOLS/CONFERENCES/TRAVEL	455-304	10	27.00
04/26/2016	APCHK	88548	16 UNIFORMS	DARREN BIGGS	UNIFORMS	630-345	30	227.30
04/26/2016	APCHK	88549	2016 EVENT	DINO JUMP	FAMILY SPECIAL EVENT - RACE	585-154	20	365.00
04/26/2016	APCHK	88550	635498 MAR 2016	DISCOVERY BENEFITS SIMPLIFY	EMP DED PAY - FSA FEE	210-221	00	39.60
			635498 MAR 2016		EMPLOYEE BENEFIT - MEDICAL INSURAN	455-141	10	10.40
CHECK APCHK 88551 TOTAL FOR								
04/26/2016	APCHK	88551#	4/15/16 MTG	DUPAGE CNTY CHIEFS OF POL.AS	SCHOOLS/CONFERENCES/TRAVEL	630-304	30	95.00
04/26/2016	APCHK	88552	3310 #7 FINAL	FALCO'S LANDSCAPING INC	CONTRACTED MAINTENANCE	570-281	20	4,345.12
			3310 #7 FINAL		ROUTE 83 BEAUTIFICATION	755-281	35	3,904.88
CHECK APCHK 88554 TOTAL FOR								
04/26/2016	APCHK	88554#	5108900-2	GEWALT HAMILTON ASSOCIATES I	PLAN REVIEW - TRAFFIC CONSULTANT	520-258	15	149.40
04/26/2016	APCHK	88556	9077533264	GRAINGER	MAINTENANCE - GARAGE	725-413	35	13.27
04/26/2016	APCHK	88558	115158-121715	GRAND SIAM ENTERPRISES INC	MAINTENANCE - GAS TANKS AND PUMPS	725-412	35	27,513.75
04/26/2016	APCHK	88560*#	4021961	HOME DEPOT CREDIT SERVICES	MAINTENANCE - EQUIPMENT	735-411	35	67.81
			4022035		STREET & ROW MAINTENANCE	750-328	35	160.62
			5024591		STREET & ROW MAINTENANCE	750-328	35	101.60
CHECK APCHK 88560 TOTAL FOR								
04/26/2016	APCHK	88561	MARCH 2016	I. R. M. A.	SELF INSURANCE - DEDUCTIBLE	645-273	30	1,711.26
CHECK APCHK 88545 TOTAL FOR								
								3,165.74

Check Date	Bank	Check #	Invoice	Payee	Description	Account	Dept	Amount
Fund: 01 GENERAL FUND								
04/26/2016	APCHK	88562	IN216337	ILLINOIS PAPER COMPANY	OFFICE SUPPLIES	455-301	10	401.76
04/26/2016	APCHK	88564	FACE PAINTER 2016	KERRI STOCKTON	FAMILY SPECIAL EVENT - RACE	585-154	20	300.00
04/26/2016	APCHK	88565	REFUND 2016 EVENT REFUND 2016 EVENT	KERRY PIPER IRISH PUB	REIMBURSEMENTS - POLICE SPECIAL DE REIMBURSEMENTS - PUBLIC WORKS OTHE	310-915 310-917	00 00	625.49 (216.68)
				CHECK APCHK 88565 TOTAL FOR				408.81
04/26/2016	APCHK	88566	217208	KIEFT BROTHERS INC	STORM WATER IMPROVEMENTS MAINTENAN	750-381	35	256.42
04/26/2016	APCHK	88567#	9002311906 9002304094 9002304094	KONICA MINOLTA BUSINESS SOLU	COPY SERVICE COPY SERVICE COPY SERVICE	455-315 455-315 630-315	10 10 30	181.66 264.93 410.02
				CHECK APCHK 88567 TOTAL FOR				856.61
04/26/2016	APCHK	88568	1-95122	LA FASTENERS INC	MAINTENANCE - VEHICLES	735-409	35	8.41
04/26/2016	APCHK	88569	MARCH 2016	LAW OFFICES STORINO RAMELLO&	FEES - VILLAGE ATTORNEY	470-239	10	6,445.65
04/26/2016	APCHK	88570*	04/20/2016	LAWNS PHASE II	UTILITY TAX (5%)	130-209	00	80.99
04/26/2016	APCHK	88571#	968261-002 968261-001 968261-001 968261-001	LOGSDON OFFICE SUPPLY	OFFICE SUPPLIES OFFICE SUPPLIES COMMISSARY PROVISION OFFICE SUPPLIES	455-301 455-301 455-355 610-301	10 10 10 25	36.44 196.79 15.05 33.17
				CHECK APCHK 88571 TOTAL FOR				281.45
04/26/2016	APCHK	88573*	04/20/2016	MEKHAIEL, ESSAM	UTILITY TAX (5%)	130-209	00	4.35
04/26/2016	APCHK	88574	303642	MIDCO	PHONE - TELEPHONES	630-201	30	75.00
04/26/2016	APCHK	88575	226452252016	MOTOROLA SOLUTIONS INC	FEES/DUES/SUBSCRIPTIONS	630-307	30	68.00
04/26/2016	APCHK	88577	95476110002 MAR16 20624315113 MAR16 92553430791 MAR16 63406845402 STEB 68455237617 #C	NICOR GAS	NICOR GAS (7760 QUINCY) NICOR GAS (835 MIDWAY) NICOR GAS (825 MIDWAY) NICOR GAS (825 MIDWAY) NICOR GAS (825 MIDWAY)	466-235 466-236 466-237 466-237 466-237	10 10 10 10 10	471.66 59.96 103.25 74.35 136.05
				CHECK APCHK 88577 TOTAL FOR				845.27

Check Date	Bank	Check #	Invoice	Payee	Description	Account	Dept	Amount
Fund: 01 GENERAL FUND								
04/26/2016	APCHK	88578	204824	NORTH EAST MULTI REGIONAL TR	SCHOOLS/CONFERENCES/TRAVEL	630-304	30	75.00
04/26/2016	APCHK	88579	1009402198	OCCUPATIONAL HEALTH CENTERS	WELLNESS	480-276	10	96.50
04/26/2016	APCHK	88580	APRIL 2016	ORKIN EXTERMINATING	MAINTENANCE - BUILDING	466-228	10	87.24
04/26/2016	APCHK	88581	69697	P.F. PETTIBONE & CO.	OPERATING EQUIPMENT	630-401	30	17.00
04/26/2016	APCHK	88582	I2622290	PCS INDUSTRIES	BUILDING MAINTENANCE SUPPLIES	466-351	10	46.70
04/26/2016	APCHK	88583	05459373	POSITIVE PROMOTIONS INC	PRINTING & PUBLISHING	630-302	30	872.51
04/26/2016	APCHK	88584	24610	PRO-TECH SECURITY SALES	DRUG FORFEITURE EXP - FEDERAL	650-349	30	5,775.00
04/26/2016	APCHK	88585	0718002452	PROFORMA	FAMILY SPECIAL EVENT - RACE	585-154	20	1,094.12
			0718002451		FAMILY SPECIAL EVENT - RACE	585-154	20	2,303.79
				CHECK APCHK 88585 TOTAL FOR				<u>3,397.91</u>
04/26/2016	APCHK	88586	88331	PUBLIC SAFETY DIRECT INC	MAINTENANCE - VEHICLES	630-409	30	1,620.00
			8339		MAINTENANCE - VEHICLES	630-409	30	50.00
				CHECK APCHK 88586 TOTAL FOR				<u>1,670.00</u>
04/26/2016	APCHK	88587*#	15180	RAGS ELECTRIC, INC	MAINTENANCE - BUILDING	466-228	10	1,195.75
			15171		FAMILY SPECIAL EVENT - RACE	585-154	20	1,261.63
			15169		MAINTENANCE - STREET LIGHTS	745-223	35	102.50
			15168		MAINTENANCE - STREET LIGHTS	745-223	35	1,534.37
			15170		MAINTENANCE - STREET LIGHTS	745-223	35	246.25
			15174		MAINTENANCE - STREET LIGHTS	745-223	35	147.50
			15173		MAINTENANCE - STREET LIGHTS	745-223	35	232.50
			15178		MAINTENANCE - STREET LIGHTS	745-223	35	253.50
			15179		MAINTENANCE - STREET LIGHTS	745-223	35	232.50
			15172		MAINTENANCE - STREET LIGHTS	745-223	35	116.25
			15176		STREET & ROW MAINTENANCE	750-328	35	460.00
				CHECK APCHK 88587 TOTAL FOR				<u>5,782.75</u>
04/26/2016	APCHK	88588	1622394	RAY O'HERRON CO., INC.	CADET PROGRAM	630-308	30	74.99
			1621737		CADET PROGRAM	630-308	30	44.99
			1621736		CADET PROGRAM	630-308	30	164.97
			1619285		CADET PROGRAM	630-308	30	74.99
			1622396		UNIFORMS	630-345	30	89.99
			1621735		UNIFORMS	630-345	30	599.94

Check Date	Bank	Check #	Invoice	Payee	Description	Account	Dept	Amount
Fund: 01 GENERAL FUND								
			1621738		UNIFORMS	630-345	30	305.80
			1620466		UNIFORMS	630-345	30	12.00
				CHECK APCHK 88588 TOTAL FOR				<u>1,367.67</u>
04/26/2016	APCHK	88589*#	1176	ROBERT WHITE CONSTRUCTION	STREET & ROW MAINTENANCE	750-328	35	3,200.00
			1175		STREET & ROW MAINTENANCE	750-328	35	2,800.00
			1176		STORM WATER IMPROVEMENTS MAINTENAN	750-381	35	900.00
				CHECK APCHK 88589 TOTAL FOR				<u>6,900.00</u>
04/26/2016	APCHK	88590	128370	RUTLEDGE PRINTING CO.	OFFICE SUPPLIES	630-301	30	74.86
04/26/2016	APCHK	88591#	7863-41683 MAR 16	SATELLITE PHONE STORE	PHONE - TELEPHONES	455-201	10	66.76
			7863-41683 MAR 16		PHONE - TELEPHONES	630-201	30	66.76
				CHECK APCHK 88591 TOTAL FOR				<u>133.52</u>
04/26/2016	APCHK	88592	SN195-50007	SIGNS NOW	MAINTENANCE - BUILDING	466-228	10	2,495.80
04/26/2016	APCHK	88593	216157	SPORTSFIELD, INC.	PARK LANDSCAPE SUPPLIES	565-341	20	705.10
04/26/2016	APCHK	88594*#	8038760689	STAPLES	COMMISSARY PROVISION	455-355	10	127.98
			8038760689		OFFICE SUPPLIES	610-301	25	261.45
				CHECK APCHK 88594 TOTAL FOR				<u>389.43</u>
04/26/2016	APCHK	88595	I1202817	STREICHER'S	UNIFORMS	630-345	30	711.49
04/26/2016	APCHK	88596	10074604 MAR 16	SUBURBAN LIFE PUBLICATIONS	PRINTING & PUBLISHING	510-302	15	496.44
04/26/2016	APCHK	88597*#	2016-092	SUNSET SEWER & WATER	STREET & ROW MAINTENANCE	750-328	35	833.93
			2016-084		STREET & ROW MAINTENANCE	750-328	35	381.00
			2016-091		STREET & ROW MAINTENANCE	750-328	35	2,378.30
			2016-083		STREET & ROW MAINTENANCE	750-328	35	2,201.83
			2016-105		STREET & ROW MAINTENANCE	750-328	35	1,652.85
			2016-101		STREET & ROW MAINTENANCE	750-328	35	3,371.63
			2016-095		STREET & ROW MAINTENANCE	750-328	35	1,333.30
			2016-104		STREET & ROW MAINTENANCE	750-328	35	1,457.38
				CHECK APCHK 88597 TOTAL FOR				<u>13,610.22</u>
04/26/2016	APCHK	88598	DJ 2016	SUSAN MELOUN	FAMILY SPECIAL EVENT - RACE	585-154	20	350.00
04/26/2016	APCHK	88599	201603 MARCH 2016	T.P.I.	PLAN REVIEW - BUILDING CODE - REIM	820-258	40	6,169.68

Check Date	Bank	Check #	Invoice	Payee	Description	Account	Dept	Amount
Fund: 01 GENERAL FUND								
			201603 MARCH 2016		PLAN REVIEW - BUILDING CODE - REIM	820-258	40	294.00
			201603 MARCH 2016		PART TIME - INSPECTOR	830-109	40	3,087.00
			201603 MARCH 2016		PLUMBING INSPECTION - REIMB.	830-115	40	1,700.00
				CHECK APCHK 88599 TOTAL FOR				<u>11,250.68</u>
04/26/2016	APCHK	88600*#	TG5 MARCH 2016	TAMELING GRADING	LANDSCAPE MAINTENANCE SERVICES	565-342	20	540.00
			TG5 MARCH 2016		STREET & ROW MAINTENANCE	750-328	35	814.00
			TG5 MARCH 2016		TREE MAINTENANCE	750-338	35	850.50
				CHECK APCHK 88600 TOTAL FOR				<u>2,204.50</u>
04/26/2016	APCHK	88601*#	107919	TAMELING INDUSTRIES	STREET & ROW MAINTENANCE	750-328	35	44.80
			108075		STREET & ROW MAINTENANCE	750-328	35	98.09
				CHECK APCHK 88601 TOTAL FOR				<u>142.89</u>
04/26/2016	APCHK	88602	16-1103	THOMPSON ELEV. INSPECT. SERV	ELEVATOR INSPECTION	830-117	40	43.00
			16-0988		ELEVATOR INSPECTION	830-117	40	487.00
				CHECK APCHK 88602 TOTAL FOR				<u>530.00</u>
04/26/2016	APCHK	88603	OFFICER MEMORIAL	TIMOTHY KOBLER	FUEL/MILEAGE/WASH	630-303	30	29.00
04/26/2016	APCHK	88604	52703	TOM & JERRY'S SHELL SERVICES	MAINTENANCE - VEHICLES	630-409	30	25.45
			52898		MAINTENANCE - VEHICLES	630-409	30	45.05
			52617		MAINTENANCE - VEHICLES	630-409	30	30.60
			52710		MAINTENANCE - VEHICLES	630-409	30	253.23
			52745		MAINTENANCE - VEHICLES	630-409	30	566.02
			52751		MAINTENANCE - VEHICLES	630-409	30	270.74
			52755		MAINTENANCE - VEHICLES	630-409	30	45.85
			52773		MAINTENANCE - VEHICLES	630-409	30	20.40
			52781		MAINTENANCE - VEHICLES	630-409	30	25.45
			52748		MAINTENANCE - VEHICLES	630-409	30	215.01
				CHECK APCHK 88604 TOTAL FOR				<u>1,497.80</u>
04/26/2016	APCHK	88605	CARA CERT 2016	TOM MINICHELLO	FAMILY SPECIAL EVENT - RACE	585-154	20	417.50
04/26/2016	APCHK	88606	86218	TRAFFIC CONTROL & PROTECTION	ROAD SIGNS	755-333	35	149.25
04/26/2016	APCHK	88607	1757714913	TRUGREEN	ROUTE 83 BEAUTIFICATION	755-281	35	1,548.00
04/26/2016	APCHK	88608	0610965713	UNIFIRST	MAINTENANCE - PW BUILDING	725-418	35	68.35
04/26/2016	APCHK	88609	UPIN8167	UNIVERSITY OF ILLINOIS	SCHOOLS/CONFERENCES/TRAVEL	630-304	30	175.00

Check Date	Bank	Check #	Invoice	Payee	Description	Account	Dept	Amount
Fund: 01 GENERAL FUND								
04/26/2016	APCHK	88610*#	9763042433 MAR 16	VERIZON WIRELESS	PHONE - TELEPHONES	410-201	05	62.17
			9763042433 MAR 16		PHONE - TELEPHONES	455-201	10	23.59
			9763042433 MAR 16		PHONE - TELEPHONES - AIR CARDS (2M	630-201	30	850.19
			9763042433 MAR 16		PHONE - TELEPHONES	630-201	30	472.63
			9763042433 MAR 16		TELEPHONES	710-201	35	139.41
			9763042433 MAR 16		TELEPHONES	810-201	40	99.39
				CHECK APCHK 88610 TOTAL FOR				<u>1,647.38</u>
04/26/2016	APCHK	88611	3024276-0	WAREHOUSE DIRECT	OFFICE SUPPLIES	630-301	30	61.90
			3030047-0		OFFICE SUPPLIES	630-301	30	29.13
			3038279-0		OFFICE SUPPLIES	630-301	30	83.85
			3026766-0		OPERATING EQUIPMENT	630-401	30	37.92
				CHECK APCHK 88611 TOTAL FOR				<u>212.80</u>
04/26/2016	APCHK	88612	68033	WESTOWN AUTO SUPPLY COMPANY	MAINTENANCE - VEHICLES	735-409	35	46.82
			68261		MAINTENANCE - VEHICLES	735-409	35	52.80
			68071		MAINTENANCE - EQUIPMENT	735-411	35	44.70
				CHECK APCHK 88612 TOTAL FOR				<u>144.32</u>
04/26/2016	APCHK	88613	24490	WILD GOOSE CHASE INC	LANDSCAPE MAINTENANCE SERVICES	565-342	20	960.00
					Total for fund 01 GENERAL FUND			164,113.26
Fund: 02 WATER FUND								
04/26/2016	APCHK	13(E)	11268/ MAR 16	DUPAGE WATER COMMISSION	PURCHASE OF WATER	420-575	50	127,744.15
04/26/2016	APCHK	88532	SI-429265	ALARM DETECTION SYSTEMS INC	REPAIRS & MAINTENANCE-STANDPIPE/PU	425-485	50	355.61
			SI-429247		REPAIRS & MAINTENANCE-STANDPIPE/PU	425-485	50	355.61
				CHECK APCHK 88532 TOTAL FOR				<u>711.22</u>
04/26/2016	APCHK	88536	826930710 APRIL 16	AT & T MOBILITY	PHONE - TELEPHONES	401-201	50	60.61
04/26/2016	APCHK	88542*#	1214432-1139753 AP	CALL ONE INC	PHONE - TELEPHONES	401-201	50	693.75
04/26/2016	APCHK	88546*#	5071072051 APR16	COMMONWEALTH EDISON	ENERGY - ELECTRIC PUMP	420-206	50	963.62
			4651111049 APR16		ENERGY - ELECTRIC PUMP	420-206	50	679.35
				CHECK APCHK 88546 TOTAL FOR				<u>1,642.97</u>
04/26/2016	APCHK	88553	16-131617 FEB 16	ENVIRO TEST INC	SAMPLING ANALYSIS	420-362	50	90.00

Check Date	Bank	Check #	Invoice	Payee	Description	Account	Dept	Amount
Fund: 02 WATER FUND								
04/26/2016	APCHK	88559	16-353	H-B-K WATER METER SERVICE	METERS FLOW TESTING	435-278	50	1,442.14
			16-346		METERS FLOW TESTING	435-278	50	2,614.00
			16-328		METERS FLOW TESTING	435-278	50	2,799.00
				CHECK APCHK 88559 TOTAL FOR				<u>6,855.14</u>
04/26/2016	APCHK	88560*	1024917	HOME DEPOT CREDIT SERVICES	MATERIAL & SUPPLIES - DISTRIBUTION	430-476	50	120.53
04/26/2016	APCHK	88570*	04/20/2016	LAWNS PHASE II	WATER	130-101	00	1,619.75
04/26/2016	APCHK	88572	04/20/2016	MASLANKA, LEONARD	CUSTOMER OVERPAYMENT	280-135	00	24.40
04/26/2016	APCHK	88573*	04/20/2016	MEKHATEL, ESSAM	WATER	130-101	00	87.03
04/26/2016	APCHK	88576	04/20/2016	NAVINS, JAMES	CUSTOMER OVERPAYMENT	280-135	00	124.69
04/26/2016	APCHK	88587*#	15175	RAGS ELECTRIC, INC	REPAIRS & MAINTENANCE-STANPIPE/PU	425-485	50	222.06
04/26/2016	APCHK	88589*#	1175	ROBERT WHITE CONSTRUCTION	WATER DISTRIBUTION REPAIRS/MAINTEN	430-277	50	1,200.00
04/26/2016	APCHK	88594*#	8038760689	STAPLES	OFFICE SUPPLIES	401-301	50	244.80
04/26/2016	APCHK	88597*#	2016-093	SUNSET SEWER & WATER	WATER DISTRIBUTION REPAIRS/MAINTEN	430-277	50	3,193.63
			2016-082		WATER DISTRIBUTION REPAIRS/MAINTEN	430-277	50	2,320.20
				CHECK APCHK 88597 TOTAL FOR				<u>5,513.83</u>
04/26/2016	APCHK	88600*#	TG5 MARCH 2016	TAMELING GRADING	WATER DISTRIBUTION REPAIRS/MAINTEN	430-277	50	895.00
04/26/2016	APCHK	88601*#	107919	TAMELING INDUSTRIES	WATER DISTRIBUTION REPAIRS/MAINTEN	430-277	50	647.40
04/26/2016	APCHK	88610*#	9763042433 MAR 16	VERIZON WIRELESS	PHONE - TELEPHONES	401-201	50	139.41
					Total for fund 02 WATER FUND			148,636.74
Fund: 14 LAND ACQUISITION, FACILITY, EXPANSION &								
04/26/2016	APCHK	88543*#	128319	CHRISTOPHER B. BURKE	POLICE DEPT REMODEL (7760 QUINCY)	930-411	75	2,480.00
04/26/2016	APCHK	88555	ARTWORK	FRANK TRILLA	VILLAGE HALL REMODEL (835 MIDWAY)	930-410	75	595.70

Check Date	Bank	Check #	Invoice	Payee	Description	Account	Dept	Amount
Fund: 14 LAND ACQUISITION, FACILITY, EXPANSION &								
04/26/2016	APCHK	88563	46963	INTERGRATED PROJECT MANAGEMEN	POLICE DEPT REMODEL (7760 QUINCY)	930-411	75	195.00
04/26/2016	APCHK	88600*#	TGS MARCH 2016	TAMELING GRADING	POLICE DEPT REMODEL (7760 QUINCY)	930-411	75	135.00
Total for fund 14 LAND ACQUISITION, FACILITY,								3,405.70
TOTAL - ALL FUNDS								316,155.70

'*--INDICATES CHECK DISTRIBUTED TO MORE THAN ONE FUND
 '#--INDICATES CHECK DISTRIBUTED TO MORE THAN ONE DEPARTMENT'

VILLAGE OF WILLOWBROOK

BOARD MEETING AGENDA ITEM - HISTORY/COMMENTARY

ITEM TITLE:
AN ORDINANCE AUTHORIZING THE VILLAGE OF WILLOWBROOK,
DUPAGE COUNTY, ILLINOIS TO BORROW FUNDS
FROM THE PUBLIC WATER SUPPLY LOAN PROGRAM

AGENDA NO. 5d

**AGENDA
DATE:** 4/25/16

STAFF REVIEW: Tim Halik, Village Administrator

SIGNATURE: TE Halik

LEGAL REVIEW: Thomas Bastian, Village Attorney

SIGNATURE: THOMAS BASTIAN TA.

RECOMMENDED BY: Tim Halik, Village Administrator

SIGNATURE: TE Halik

REVIEWED & APPROVED BY COMMITTEE: YES NO N/A

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

As the Board will recall, during our budget discussions in March of 2015 (FY 2015/16 budget considerations), the Board had agreed to seek a low-interest loan to fund the re-painting of two (2) of the Village's three (3) above grade water storage structures, as opposed to raising water rates and attempting to fund the needed improvements through Water Fund revenues. In July of 2015, the Village submitted a Pre-Application for Loan Assistance to the Illinois Environmental Protection Agency (IEPA) to begin the process of securing a low interest loan from the State Revolving Fund (SRF) Program. As part of the application process, an ordinance must be passed by the Village Board determining the need for the loan and identifying the source funds for repayment. Within ten (10) days after the passage of the ordinance, a notice must be published providing for a 30-day public comment period. If no opposition, as provided for in the ordinance, is received, the ordinance will then be in full force and effect.

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

The ordinance was drafted by Village Attorney Brian Baugh and approved by IEPA legal as to its form.

ACTION PROPOSED:

Pass Ordinance.

ORDINANCE NO. 16-0-_____

AN ORDINANCE AUTHORIZING THE VILLAGE OF WILLOWBROOK,
DUPAGE COUNTY, ILLINOIS TO BORROW FUNDS
FROM THE PUBLIC WATER SUPPLY LOAN PROGRAM

WHEREAS, the Village of Willowbrook, DuPage County, Illinois operates its public water supply system (the "System") in accordance with the provisions of 65 ILCS 5/11-139-2; and

WHEREAS, the Mayor and Board of Trustees of the Village (the "Corporate Authorities") have determined that it is advisable, necessary and in the best interests of the public health, safety and welfare to improve the System by providing for the painting and maintenance of two (2) potable water storage tank structures: 1) the 75th Street three million gallon standpipe; and 2) the executive 500,000 gallon elevated tank. The Project shall include the surface preparation and painting of the tank, as well as miscellaneous repairs, which Project has a useful life of over 25 years, all in accordance with the plans and specifications prepared by consulting engineers of the Village; and

WHEREAS, the estimated cost of construction and installation of the Project, including engineering, legal, financial and other related expenses is One Million Four Hundred Seventeen Thousand Dollars (\$1,417,000.00) and there are

insufficient funds on hand and lawfully available to pay these costs; and

WHEREAS, the payment for the Project is expected to be made through a loan to the Village from the Public Water Supply Loan Program through the Illinois Environmental Protection Agency and pursuant to the provisions of the Local Government Debt Reform Act, 30 ILCS 350/1 (collectively, the "Act"), with the loan to be repaid from the Village's Water Fund and the loan is authorized to be accepted at this time pursuant to the Act; and

WHEREAS, in accordance with the provisions of the Act, the Village is authorized to borrow funds from the Public Water Supply Loan Program in the aggregate principal amount of One Million Four Hundred Seventeen Thousand Dollars (\$1,417,000.00) to provide funds to pay the costs of the Project (the "Loan"); and

WHEREAS, the Loan shall bear an interest rate as defined by 35 Ill. Adm. Code 662, which does not exceed the maximum rate authorized by the Bond Authorization Act, as amended, 30 ILCS 305/0.01 et seq., at the time of the issuance of the Loan; and

WHEREAS, the principal and interest payment shall be payable semi-annually, and the Loan shall mature in 20 years, which is within the period of useful life of the Project; and

WHEREAS, the Loan to the Village shall be made pursuant to a Loan Agreement, including certain terms and conditions, between the Village and the Illinois Environmental Protection Agency.

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

Section 1. INCORPORATION OF PREAMBLES

The Corporate Authorities hereby find that the recitals contained in the preambles are true and correct, and incorporate them into this Ordinance by this reference.

Section 2. DETERMINATION TO BORROW FUNDS

It is necessary and in the best interests of the Village to construct the Project for the public health, safety and welfare, in accordance with the plans and specifications, as described; that the System continues to be operated in accordance with the provision of the Act; and that for the purpose of constructing the Project, it is hereby authorized that funds be borrowed by the Village in an aggregate principal amount (which can include construction period interest financed over the term of the Loan) not to exceed One Million Four Hundred Seventeen Thousand Dollars (\$1,417,000.00).

Section 3. PUBLICATION

Within ten (10) days of its passage, this Ordinance, together with a Notice in the statutory form (attached hereto as Exhibit A), shall be published once in the Hinsdale Suburban Life, a newspaper published and of general circulation in the Village, and if no petition, signed by electors numbering 10% or more of the registered voters in the Village (i.e., 584) asking that the question of improving the System as provided in this Ordinance and entering into a loan agreement therefore be submitted to the electors of the Village, is filed with the Village Clerk within 30 days after the date of publication of this Ordinance and notice, then this Ordinance shall be in full force and effect. A petition form shall be provided by the Village Clerk to any individual requesting one.

Section 4. ADDITIONAL ORDINANCES

If no petition meeting the requirements of the Act and other applicable laws is filed during the 30-day petition period, then the Corporate Authorities may adopt additional ordinances or proceedings supplementing or amending this Ordinance, providing for entering into a loan agreement with the Illinois Environmental Protection Agency (the "Loan Agreement"), prescribing all the details of the Loan Agreement, and providing for the collection, segregation and distribution of the Village's Water Fund, so long as the maximum amount of the Loan

Agreement as set forth in this Ordinance is not exceeded and there is no material change in the Project or purposes described herein. Any additional ordinances or proceedings shall in all instances become effective in accordance with the Act or other applicable law. This Ordinance, together with such additional ordinances or proceedings, shall constitute complete authority for entering into the Loan Agreement under applicable law.

However, notwithstanding the above, the Village may not adopt additional ordinances or amendments which provide for any substantive or material change in the scope and intent of this Ordinance, including, but not limited to, interest rate, preference, or priority of any other ordinance with this Ordinance, parity of any other ordinance with this Ordinance, or otherwise alter or impair the obligation of the Village to pay the principal and interest due to the Public Water Supply Loan Program, without the written consent of the Illinois Environmental Protection Agency.

Section 5. OUTSTANDING BONDS; SUBORDINATION; RESERVE ACCOUNT

The Village currently has outstanding its Village of Willowbrook, DuPage County, Illinois General Obligation Bonds (Alternate Revenue Source), Series 2015 (the "Bonds"). The Loan shall at all times be subordinate to the outstanding Bonds. As long as the Bonds are payable from the revenue of the System,

the Village shall maintain an account, coverage and reserves equivalent to the account(s), coverage(s) and reserve(s) required by the ordinance(s) authorizing the Bonds.

Section 6. LOAN NOT INDEBTEDNESS OF VILLAGE

Repayment of the Loan to the Illinois Environmental Protection Agency by the Village pursuant to this Ordinance is to be solely from the revenue derived from the Village's Water Fund, and the Loan does not constitute an indebtedness of the Village within the meaning of any constitutional or statutory limitation.

Section 7. APPLICATION FOR LOAN

The Mayor is hereby authorized to make application to the Illinois Environmental Protection Agency for the Loan through the Public Water Supply Loan Program, in accordance with the Loan requirements set forth in 35 Ill. Adm. Code 662.

Section 8. ACCEPTANCE OF LOAN AGREEMENT

The Corporate Authorities hereby authorize acceptance of the offer of the Loan through the Public Water Supply Loan Program, including all terms and conditions of the Loan Agreement, as well as all special conditions contained therein and made a part thereof by reference. The Corporate Authorities further agree that the Loan funds awarded shall be used solely for the purposes of the Project, as approved by the Illinois

Environmental Protection Agency, in accordance with the terms and conditions of the Loan Agreement.

Section 9. AUTHORIZATION OF MAYOR TO EXECUTE LOAN AGREEMENT

The Mayor is hereby authorized and directed to execute the Loan Agreement with the Illinois Environmental Protection Agency. The Corporate Authorities may authorize by resolution a person other than the Mayor for the sole purpose of authorizing or executing any documents associated with payment requests or reimbursements from the Illinois Environmental Protection Agency in connection with this Loan.

Section 10. SEVERABILITY

If any section, paragraph, clause or provision of this Ordinance is held invalid, the invalidity of such section, paragraph, clause or provision shall not affect any of the other provisions of this Ordinance.

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Section 11. REPEALER

All ordinances, resolutions or orders, or parts thereof, which conflict with the provisions of this Ordinance are, to the extent of such conflict, hereby repealed.

PASSED and APPROVED this 25th day of April, 2016, by a roll call vote as follows:

ROLL CALL VOTE:

AYES: _____

NAYS: _____

ABSTENTIONS: _____

ABSENT: _____

APPROVED:

Mayor

ATTEST:

Village Clerk

Exhibit A

**NOTICE OF INTENT TO BORROW FUNDS
AND RIGHT TO FILE PETITION**

NOTICE IS HEREBY GIVEN that, pursuant to Ordinance Number _____, adopted on April ____, 2016, the Village of Willowbrook, DuPage County, Illinois (the "Village"), intends to enter into a Loan Agreement with the Illinois Environmental Protection Agency in an aggregate principal amount not to exceed One Million Four Hundred Seventeen Thousand Dollars (\$1,417,000.00) and bearing annual interest at an amount not to exceed the maximum rate authorized by law at the time of execution of the Loan Agreement, for the purpose of paying the cost of certain improvements to the public water supply system of the Village. A complete copy of the Ordinance accompanies this notice.

NOTICE IS HEREBY FURTHER GIVEN that if a petition signed by 584 or more electors of the Village (being equal to 10% of the registered voters in the Village), requesting that the question of improving the public water supply system and entering into the Loan Agreement is submitted to the Village Clerk within 30 days after the publication of this Notice, the question of improving the public water supply system of the Village as provided in the Ordinance and Loan Agreement shall be submitted to the electors of the Village at the general election conducted on November 8, 2016. A petition form is available from the office of the Village Clerk.

/s/ Leroy Hansen
Village Clerk
Village of Willowbrook
DuPage County, Illinois

VILLAGE OF WILLOWBROOK

BOARD MEETING AGENDA ITEM - HISTORY/COMMENTARY

ITEM TITLE: A RESOLUTION WAIVING THE COMPETITIVE BIDDING PROCESS AND AUTHORIZING THE MAYOR AND VILLAGE CLERK TO EXECUTE A CERTAIN AGREEMENT – LANDSCAPE MAINTENANCE SERVICES – BETWEEN THE VILLAGE OF WILLOWBROOK AND FALCO'S LANDSCAPING	AGENDA NO. 5e AGENDA DATE: <u>4/25/16</u>
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STAFF REVIEW: Tim Halik, Village Administrator	SIGNATURE: <u>Tim Halik</u>
LEGAL REVIEW: Thomas Bastian, Village Attorney	SIGNATURE: <u>THOMAS BASTIAN</u>
RECOMMENDED BY: Tim Halik, Village Administrator	SIGNATURE: <u>Tim Halik</u>
REVIEWED BY COMMITTEE: YES <input checked="" type="checkbox"/> <u>via telephone</u> NO <input type="checkbox"/> N/A <input type="checkbox"/>	

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

Falco's Landscaping currently provides landscape maintenance services to the Village in the form of regular turf mowing, trimming, and planting bed maintenance for parks, rights-of-ways, and the other Village owned facilities (e.g., Village Hall, pump house, water towers). Staff is very pleased with the quality of services currently provided by Falco's and have invested a significant amount of time training their field crews on all areas of town which requires routine mowing and weed removal work. The following is a history of the contract prices charged to the Village by Falco's since they were awarded the publicly bid contract for last year's season:

CONTRACT TERM	VENDOR	CONTRACT PRICE	% CHANGE
FY 2015-2016	Falco's Landscaping	\$71,000	-

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

Staff has contacted Falco's to discuss a contract extension. Falco's has offered to renew the current contract with a 5% price increase. Therefore, the cost of the FY 2016/2017 season would be \$74,550, which reflects a \$3,550 increase.

This information has been shared with the members of the Municipal Services Committee. The Committee recommends that the Village Board approve a one-year contract extension with Falco's with a 5% price increase. As such, staff would recommend that the competitive bidding process be waived and a one-year contract be awarded to Falco's Landscaping.

The FY 2016/17 Budget includes the following funding for this program:

<u>FUND</u>	<u>ACCOUNT</u>	<u>DESCRIPTION</u>	<u>FY 2016/17 BUDGET</u>
Pub. Serv.	01-35-755-281	Rt. 83 Beautification	\$49,000
Parks & Rec.	01-20-570-281	Contracted Maintenance	\$25,550

ACTION PROPOSED:

Adopt the resolution.

RESOLUTION NO. 16-R-_____

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

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 Falco's Landscaping, for the purposes of providing landscape 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 Falco's Landscaping, in substantially the same form attached hereto as Exhibit "A" and made a part hereof, for the purposes of Falco's Landscaping providing landscape 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 25th day of April, 2016.

APPROVED:

Mayor

ATTEST:

Village Clerk

ROLL CALL VOTE:

AYES: _____

NAYS: _____

ABSTENTIONS: _____

ABSENT: _____

AGREEMENT

THIS AGREEMENT made and entered into this 25 day of April, 2016, by and between the Village of Willowbrook, a municipal corporation of the State of Illinois, and Falco's Landscaping.

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 15-R-46, the Mayor and Village Clerk were authorized to execute, and did execute, a certain contract with Falco's Landscaping for the purposes of providing landscape maintenance services to the Village of Willowbrook for the period from May 1, 2015, to April 30, 2016, 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 for one year, from May 1, 2016, to April 30, 2017, with the total cost not to exceed \$74,550, which represents a 5% increase in fees over the prior contract; and,

WHEREAS, Falco's Landscaping has agreed to provide such services as set forth in the Contract for a cost amount not to exceed \$74,550 per year, as agreed to by a letter to the Village dated April 25, 2016, 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 Falco's Landscaping hereby extend the term of the Contract for the period from May 1, 2016, to April 30, 2017, with the cost amount not to exceed \$74,550.

Section 3. Notwithstanding anything to the contrary, Falco's Landscaping hereby agrees to provide current insurance certificates and insurance coverage information for the period from May 1, 2016, to April 30, 2017, 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

Falco's Landscaping

By: _____

Its: _____

ATTEST:

EXHIBIT "A" TO AGREEMENT

ATTACH FULLY EXECUTED COPY OF THE FOLLOWING:

**SPECIFICATIONS AND CONTRACT DOCUMENTS
FOR
LANDSCAPE MAINTENANCE SERVICES FOR VILLAGE PARKS & ROADSIDE RIGHTS OF WAY,
MEDIANS, AND SPECIFIED FACILITIES**

CONTRACT PERIOD: MAY 1, 2015 – APRIL 30, 2016

BIDDER: FALCO'S LANDSCAPING, 4 N 151 5TH AVENUE, ADDISON, IL 60101

APPROXIMATELY THIRTY-EIGHT (38) PAGES

RESOLUTION NO. 15-R- 46

COPY

A RESOLUTION AUTHORIZING THE MAYOR AND VILLAGE CLERK TO ACCEPT AND EXECUTE A CERTAIN CONTRACT - LANDSCAPE MAINTENANCE SERVICES - FALCO'S LANDSCAPING, INC., ADDISON

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 accept and execute a certain contract, Falco's Landscaping, Inc., for the 2015-2016 Landscape Maintenance Contract in an amount not to exceed \$71,000.00, as set forth in the contract attached hereto as Exhibit "A" which is, by this reference, expressly incorporated herein.

ADOPTED and APPROVED this 22nd day of June, 2015.

APPROVED:



Frank S. Tulla
Mayor

ATTEST:

Leroy Hansen
Village Clerk

ROLL CALL VOTE: AYES: Berglund, Davi, Kelly, Mistele, Neal, Orsini
NAYS: 0
ABSTENTIONS: 0
ABSENT: 0

SPECIFICATIONS AND CONTRACT DOCUMENTS
for
LANDSCAPE MAINTENANCE SERVICES FOR PARKS, ROADSIDE RIGHTS OF WAY, MEDIANS, AND SPECIFIED FACILITIES

Required For Use By:

VILLAGE OF WILLOWBROOK
Willowbrook, Illinois 60527

CONTRACTOR'S CERTIFICATION - BID PROPOSAL - PAGE 16
**** MUST BE EXECUTED AND NOTARIZED ****
BIDS TO BE EXECUTED IN DUPLICATE
ALL SIGNATURES TO BE SWORN BEFORE A NOTARY PUBLIC
ALL INSURANCE REQUIREMENTS MUST BE MET

CONTRACT PERIOD: MAY 1, 2015 – APRIL 30, 2016

ACCOUNT NUMBER: _____

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

PERFORMANCE BOND(S) REQUIRED: Yes (See Page 4)

DRAWINGS: None

BID OPENING –
DATE/TIME/LOCATION: **10:00 AM CST April 7, 2015**
WILLOWBROOK VILLAGE HALL
835 Midway Drive
Willowbrook, Illinois 60527

Issued by: Administration Department
Village of Willowbrook, Illinois
835 Midway Drive
Willowbrook, Illinois 60527
(630) 323-8215

Timothy J. Halik
Village Administrator

Carrie Dittman
Interim Director of Finance

BID NOTICE

The Village of Willowbrook will be accepting sealed bids for the item(s) listed. Bids will be accepted at the Willowbrook Village Hall, 835 Midway Drive, Willowbrook, until at the time(s) shown below, at which time they will be opened and publicly read aloud.

Bid Item: **Landscape Maintenance Services for Parks, Roadside Rights of Way, Medians, and Specified Facilities**

Bid Opening: **10:00 AM CST April 7, 2015**

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 Administration Department at (630) 323-8215.

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.

The Village of Willowbrook reserves the right to reject any or all bids, to waive technicalities, and to accept any bid 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, 835 Midway Drive, Willowbrook, Illinois, 60527; (630) 323-8215, TDD (630)920-2259.

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

I. GENERAL CONDITIONS

A. DEFINITIONS

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

A. BIDDER shall mean:

FALCO'S LANDSCAPING INC.
4 N 151 5TH AVE.
ADDISON, ILL. 60101

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

B. PREPARATION AND SUBMISSION OF PROPOSAL

The Bidder 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. Incorrect completion, execution or submission of bids shall be sufficient grounds for rejection of a bid. **The following documents shall be executed at the time of submission of a bid:**

Contractor's Certification Bid Proposal - Page #16
BID PROPOSAL PAGE

ALL PROPOSALS SHALL BE SUBMITTED IN SEALED ENVELOPES CARRYING THE FOLLOWING INFORMATION ON THE FACE:

BIDDER'S NAME, ADDRESS, SUBJECT MATTER OF BID, DESIGNATED DATE OF BID OPENING AND HOUR DESIGNATED FOR BID OPENING.

C. WITHDRAWAL OF PROPOSAL

Bidders may withdraw their bids at any time prior to the time specified in the Bid Notice as the closing time for the receipt of bids. However, no bid shall be withdrawn or cancelled for a period of sixty (60) calendar days after said advertised closing time for the receipt of bids, nor shall the successful bid be withdrawn, cancelled, or modified after having been accepted by the Village.

D. SUBMISSION OF ALTERNATE BIDS

Bidder may submit alternate bids provided that:

1. Cash bid proposals meet Village Specifications and are submitted separately.
2. The Village shall not consider an alternate bid which fails to meet specifications.

E. 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.

F. SECURITY FOR PERFORMANCE

When required on Page 1 of these Specifications, the successful Bidder or Bidders shall, within thirteen (13) 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 thirteen (13) 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.

G. 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 Bidder proposes to furnish the item as identified. If the Bidder proposes to furnish an "equal" item, the proposed "equal" item must be so indicated in the bid proposal. The Village shall be the sole determiner of the equalness of the substitute offered.

H. BASIS OF AWARD

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

I. ACCEPTANCE OF BID

The Village shall make its determination with respect to bids within forty-five (45) days, or within sixty (60) days where approval by other agencies is required, from the date of opening of bids. Should the Village fail to act within the times herein specified, all bids shall be rendered null and void.

J. CATALOGS

Each Bidder 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.

K. 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 Bidder, 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-weigh at the nearest available railroad scale.

L. GUARANTEES AND WARRANTEES

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

M. SUBLETTING OR ASSIGNMENT OF CONTRACT OR CONTRACT FUNDS

No contract awarded 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 Bidder 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 Bidder. Prior to commencing any work, subcontractors must place on file with the Village a certificate of insurance as outlined under "insurance".

The successful Bidder 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.

N. COMPETENCY OF BIDDER

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

The Bidder, 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 and contract documents. The Village hereby reserves the right to reject any bid submitted by a Bidder who, in the sole and exclusive discretion of the Village, cannot completely perform the services or deliver the goods specified in these specifications.

O. 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. Bidder 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 Bidder will strictly comply with all ordinances of the Village of Willowbrook, the laws of the State of Illinois and United States Government.

P. SPECIAL HANDLING

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

Q. MATERIAL INSPECTION AND RESPONSIBILITY

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

R. TOXIC SUBSTANCES

Successful Bidder 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 Bidder 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 Bidder.

S. PRICE REDUCTIONS

If at any time after a contract is awarded the successful Bidder(s) 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 contract for the duration of the contract period (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 Bidder's customers generally, or (2) in the successful Bidder's price schedule for the class of customers, i.e., wholesalers, jobbers, retailers, etc., which was used as the basis for bidding on this contract. 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 Bidder 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 Bidder, 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 contract.

T. TERMINATION OF CONTRACT

1. The Village may, by written notice of default to the successful Bidder, terminate the whole or part of this contract in any one of the following circumstances:
 - a) If the successful Bidder 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 Bidder); or

- b) If the successful Bidder fails to perform any of the other provisions of this contract, or so fails to make progress as to endanger performance of this contract 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.
- c) If it is determined that successful Bidder knowingly falsified information provided to the Village.
- d) If it is determined that successful Bidder offered substantial gifts or gratuities to a Village official, employee, or agent whether in their official capacity or not.
- e) Any order is entered in any proceeding against the successful Bidder decreeing the dissolution of the successful Bidder and such order remains in effect for sixty (60) days.
- f) The successful Bidder shall apply to any tribunal for the appointment of a trustee or receiver of any part of the assets of the successful Bidder, or commence any proceedings relating to the successful Bidder 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 Bidder, and the successful Bidder indicates its approval, consent or acquiescence, or an order shall be entered appointing such trustee or receiver or adjudicating the successful Bidder bankrupt or insolvent, or approving the petition in any such proceeding, and such order remains in effect for sixty (60) days.
- g) 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 Bidder shall be liable to the Village for any excess costs for such similar supplies or service, provided that the successful Bidder shall continue the performance of this contract to the extent not terminated under the provisions of this clause.

U. 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 contract 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.

V. INSURANCE SPECIFICATIONS (“Insurance Section”)

1. The successful Bidder **shall not commence work** under the contract until all insurance required herein and such insurance has been approved by both the Village of Willowbrook and the County of DuPage.
2. The successful Bidder shall maintain limits no less than:

<u>TYPE OF INSURANCE</u>	<u>MINIMUM INSURANCE COVERAGE</u>
<p>Commercial (Comprehensive) General Liability</p> <div style="border: 1px solid black; padding: 5px;"> <ol style="list-style-type: none"> 1. Comprehensive Form 2. Premises Operations 3. Explosion & Collapse Hazard 4. Underground Hazard 5. Products/Completed Operations Hazard 6. Contractual Liability Coverage Included 7. Broad Form Property Damage </div>	<p>Insurance with a limit of not less than three million dollars (\$3,000,000) total; including limits of not less than two million dollars (\$2,000,000) per occurrence and one million dollars (\$1,000,000) excess liability in the annual aggregate injury/property damage.</p>
<p>Worker's Compensation Insurance</p>	<p>In the statutory amounts</p>
<p>Employer's Liability Insurance</p>	<p>In an amount not less than one million dollars (\$1,000,000) each accident/injury and one million dollars (\$1,000,000) each employee/disease.</p>
<p>Commercial (Comprehensive) Automobile Liability Insurance</p>	<p>With minimum limits of at least one million (\$1,000,000) dollars Combined Single Limit (Each Accident).</p>

The coverage limits required for **Commercial (Comprehensive) General Liability** and **Commercial (Comprehensive) Automobile Liability Insurance** may be satisfied through a combination of primary and excess coverage. No work is allowed to commence until all of the insurance coverage(s) required under this insurance section have been obtained. Satisfactory evidence of contractors; insurance including endorsements shall be provided prior to the

commencement of any work. In addition, DuPage County shall be named as a third-party beneficiary of the insurance requirements provided for in this insurance section.

The insurance required to be purchased and maintained shall be provided by an insurance company acceptable to both the Village and County of DuPage, and licensed to do business in the State of Illinois; and shall include at least the specific coverage and be written for not less than the limits of the liability specified herein or required by law or regulation whichever is greater; and shall be so endorsed that the coverage afforded will not be canceled or materially changed until at least sixty (60) days prior written notice has been given to both the Village and County of DuPage except for cancellation due to non-payment of premium for which at least fifteen (15) days prior written notice (five days allowed for mailing time) has been given to both the Village and County of DuPage. If the insurance required is satisfied through a combination of primary and excess coverage, said excess/umbrella liability policy shall include in the "Who is Insured" pages of the excess/umbrella policy wording such as "Any other person or organization you have agreed in a written contract to provide additional insurance" or wording to that effect. A copy of said section of the excess/umbrella liability policy shall be provided upon request by the Village and/or County of DuPage.

The Commercial (Comprehensive) General Liability and Commercial (Comprehensive) Automobile Liability Insurance shall name the Village, the County of DuPage, its officers, and employees as additional insured parties. The Certificate of Insurance/endorsements shall state: "The Village of Willowbrook, the County of DuPage, its officers, and employees are named as additional insured(s) as defined in the Commercial (Comprehensive) General Liability and Commercial (Comprehensive) Automobile Liability Insurance policies with respect to claims arising from the contractor's performance under this contract. The Endorsements must also be provided naming both the Village and County of DuPage c/o DuPage County Division of Transportation, 421 N. County Farm Road, Wheaton, IL 60187, as an additional insured. This additional insured is to be on a primary and non-contributory basis."

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.

3. In the event of accidents of any kind, the successful Bidder 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.
4. 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 Bidder shall procure a bond guaranteeing payment of losses and related investigation, claim administration and defense expenses.

W. INSURANCE POLICY(S) ENDORSEMENT

SHALL BE PROVIDED PRIOR TO THE COMMENCEMENT OF WORK.

VILLAGE OF WILLOWBROOK ("The Village")

Attention: Administration Department
835 Midway Drive
Willowbrook, Illinois 60527

COUNTY OF DuPAGE ("The County")

Attention: DuPage County Division of Transportation
421 N. County Farm Road
Wheaton, IL 60187

1. POLICY INFORMATION.

- A. Insurance Company PEKIN INSURANCE COMPANY
- B. Policy Number CL0188336-00P694675-CU28979-WC0006615
- C. Policy Term: (From) 06-14-2014 (To) 06-14-2015
- D. Endorsement Effective Date _____
- E. Named Insured FALCO'S LANDSCAPING INC.
- F. Address of Named Insured 4 N 151 5TH AVE. AUBURN, ILL. 60011
- G. Limit of Liability Any One Occurrence/
Aggregate \$ _____
- H. Deductible or Self-Insured Retention (Nil unless otherwise specified)
\$ _____

2. VERIFICATION OF COVERAGE

When required on Page 1 of these Specifications, the successful Bidder or Bidders shall, **within thirteen (13) calendar days** after acceptance of the bid by the Village, furnish both the Village and the County of DuPage 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 thirteen (13) 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.

3. POLICY AMENDMENTS

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

A. INSURED.

(COMMERCIAL (COMPREHENSIVE) GENERAL LIABILITY AND COMMERCIAL (COMPREHENSIVE) AUTOMOBILE LIABILITY INSURANCE)
The Village, County of DuPage, 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 Bidder. The coverage shall contain no special limitations on the scope of protection afforded to the Village or County of DuPage, its officials, agents, employees, and volunteers.

B. CONTRIBUTION NOT REQUIRED.

(COMMERCIAL (COMPREHENSIVE) GENERAL LIABILITY AND COMMERCIAL (COMPREHENSIVE) AUTOMOBILE LIABILITY INSURANCE)
The insurance afforded by the policy shall be primary insurance as respects the Village, County of DuPage, its officials, agents, employees, and volunteers; or stand in an unbroken chain of coverage excess of the successful Bidder's scheduled underlying primary coverage. In either event, any other insurance or self-insurance maintained by the Village or DuPage County, its officials, agents, employees, and volunteers shall be excess of this insurance and shall not contribute with it.

C. SEVERABILITY OF INTEREST.

(COMMERCIAL (COMPREHENSIVE) GENERAL LIABILITY AND COMMERCIAL (COMPREHENSIVE) AUTOMOBILE LIABILITY INSURANCE)
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.

D. SUBCONTRACTORS. (ALL COVERAGES)

The successful Bidder 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.

E. PROVISIONS REGARDING THE INSURED'S DUTIES AFTER ACCIDENT OR LOSS. (COMMERCIAL (COMPREHENSIVE) GENERAL LIABILITY AND COMMERCIAL (COMPREHENSIVE) AUTOMOBILE LIABILITY INSURANCE)

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

F. CANCELLATION NOTICE. (ALL COVERAGES)

The insurance coverage afforded will not be canceled or materially changed until at least sixty (60) days prior written notice has been given to both the Village and County of DuPage except for cancellation due to non-payment of premium for which at least fifteen (15) days prior written notice (five days allowed for mailing time) has been given to both the Village and County of DuPage. Such notice shall be addressed as shown in the heading of the endorsement.

G. SUBROGATION (WORKERS COMPENSATION AND EMPLOYER'S LIABILITY)

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

H. ACCEPTABILITY OF INSURERS. (ALL COVERAGES)

The insurance required to be purchased and maintained shall be provided by an insurance company acceptable to both the Village and County of DuPage, and licensed to do business in the State of Illinois.

I. ASSUMPTION OF LIABILITY. (ALL COVERAGES)

The successful Bidder assumes liability for all injury to or death of any person or persons including employees of the successful Bidder, 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.

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

*WILL COMPLETE
IS REQUEST IF
ALCO'S LANDSCAPING
LETS AWARD THIS
310 PROPOSAL
FR.*

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: _____

X. INDEMNITY HOLD HARMLESS PROVISION

To the fullest extent permitted by law, the successful Bidder hereby agrees to defend, indemnify and hold harmless the Village, County of DuPage 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 Bidder, 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 Bidder 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 Bidder shall, at its own expense, satisfy and discharge same.

The successful Bidder expressly understands and agrees that any performance bond or insurance policies required by the contract, or otherwise provided by the successful Bidder, 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 Bidder further agrees that to the extent that money is due the successful Bidder 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: PEKIN INSURANCE COMPANY

Name of Insured: FALCO'S LANDSCAPING INC.

Policy Number: PLEASE SEE ATTACHE CERTIFICATE OF INSURANCE

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.

[EXHIBIT A IRMA - Section 4:06, Page 13]

CONTRACTOR'S CERTIFICATION - BID PROPOSAL

FALCO'S LANDSCAPING INC., as part of its bid on a
(Name of Contractor)

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

By: Jaloneni Rosar
Authorized Agent of Contractor

SUBSCRIBED AND SWORN BEFORE ME

This 7th day of
APRIL, 20 15.

MY COMMISSION EXPIRES:

10/31/16

[Signature]
NOTARY PUBLIC



CONTRACT - Page One of Two

1. This agreement, made and entered into this 07 day of APRIL 2015, between the Village of Willowbrook, acting by and through its Mayor and Board of Trustees and _____
2. That for and in consideration of the payments and agreements mentioned in the Specifications and Contract Document attached hereto, FALCO'S LANDSCAPING INC. agrees with the Village of Willowbrook at his/her own proper cost and expense to furnish the equipment, material, labor, supplies and/or services as provided therein in full compliance with all of the terms of such specifications and contract documents attached hereto.
3. It is understood and agreed that the specifications and contract documents hereto attached, prepared by the Village of Willowbrook, are all essential documents of this contract and are a part hereof.
4. In witness whereof, the said parties have executed these presents on the date above mentioned.



VILLAGE OF WILLOWBROOK

By: [Signature]
Village Administrator

IF A CORPORATION

(Corporate Seal)

CORPORATE NAME

Attest:

FALCO'S LANDSCAPING INC.

By: N/A
Secretary

By: [Signature]
President

SUBSCRIBED AND SWORN BEFORE ME

This 21st day of JULY, 2015.

MY COMMISSION EXPIRES: APRIL 2, 2017

[Signature]

NOTARY PUBLIC



CONTRACT - Page Two of Two

IF A PARTNERSHIP

(Seal) _____

(Seal) _____

(Seal) _____

(Seal) _____

PARTNERS DOING BUSINESS UNDER THE NAME OF

SUBSCRIBED AND SWORN BEFORE ME

This _____ day of _____, 20_____.

MY COMMISSION EXPIRES: _____

NOTARY PUBLIC

=====
IF AN INDIVIDUAL

(Seal)

SUBSCRIBED AND SWORN BEFORE ME

This _____ day of _____, 20_____.

MY COMMISSION EXPIRES: _____

NOTARY PUBLIC

II. ADDITIONAL REQUIREMENTS FOR PUBLIC WORKS PROJECTS

A. INTENT

It is the intent of these specifications and contract that a complete working improvement be constructed. All necessary work and materials shall be included; whether specifically called for or implied.

B. LOCATION OF UTILITIES

The successful Bidder shall contact the Village of Willowbrook Department of Municipal Services at least seventy-two (72) hours before beginning work. Where required, electric, gas, telephone and cable utilities must be located in the field prior to construction. The Village bears no responsibility for damage done to existing utilities during construction.

C. TRAFFIC CONTROL AND PROTECTION

Traffic control and protection - the successful Bidder's manner of prosecuting the work or revisions in the phasing of operations may require temporary traffic control devices to be installed. In such cases, all but not limited to, signs, signals, markings, traffic codes, barricades, warning lights, flagmen and other traffic control devices must conform with all provisions of the appropriate standards. The Village shall be the sole judge as to the acceptability of placement and maintenance of the traffic control devices prescribed in the appropriate standards. Said temporary traffic control devices shall be considered incidental to the contract and no compensation will be allowed.

D. EXAMINATION OF SITE

The successful Bidder shall carefully examine the site and become familiar with the conditions under which he/she will have to execute the work required under this contract. Failure to do so will in no way relieve the successful Bidder of his/her responsibility under this contract.

E. ADDITIONAL WORK

The Village reserves the right to order additional work during the course of construction. Prior to commencing any additional work, the successful Bidder shall submit his/her charges for performing the work and shall not proceed until the Village has approved the charges.

F. 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.

G. PROTECTION OF EXISTING FACILITIES

Existing facilities, including grounds, structures, landscaping, and so forth, shall be protected by the successful Bidder. Any damage to existing facilities shall be reported to the Village and shall be repaired promptly by the successful Bidder when ordered to do so by the Village. All repairs of damage to existing facilities shall be made to the satisfaction of the Village. Failure to repair damage shall be just cause for withholding payment for work that becomes due.

H. BIDDER'S RESPONSIBILITY

The successful Bidder shall be responsible for constructing the improvements in accordance with the specifications. The successful Bidder shall have available on the job site at all times during construction, a complete set of specifications with all revisions thereto. The successful Bidder shall employ only workmen skilled in their trade and shall furnish full-time supervision of all construction. An English-speaking superintendent shall be at the site whenever construction is in progress. The superintendent shall have authority to receive and carry out instructions from the Village. The lack of a competent superintendent on the site during construction shall be just cause for the Village to order the work to cease.

I. SITE CONDITION AND CLEAN-UP

The successful Bidder shall store materials and equipment where directed by the Village and shall move same, if and when it becomes necessary at his/her own expense.

The successful Bidder shall have control over his/her employees' parking of automobiles on the site, and shall provide portable toilet facilities and receptacles for depositing waste paper and garbage. The successful Bidder shall keep the site neat and shall clean up any debris when directed to do so by the Village. Upon completion of the improvement, the site shall be left in a condition acceptable to the Village. Failure to keep the site neat, or clean-up debris when directed to do so shall be just cause for withholding payment due the successful Bidder and final acceptance will not be made until the site is in a condition acceptable to the Village.

J. TRESPASS ON LAND

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

K. COPIES OF DRAWINGS AND SPECIFICATIONS

The Village shall furnish to the Bidder, without charge, three (3) sets of specifications for that portion of the work to be performed by the Bidder. If the Bidder desires additional copies of the specifications, they may be secured from the Village at Bidder's expense.

L. PROTECTION OF PUBLIC

The Bidder shall erect and maintain sufficient signs, barricades, lights and fences and shall employ competent flagmen and watchmen to warn and guard the public against the hazards created by the construction of the work. The Bidder shall not allow hazardous conditions to remain without affording adequate protection to the public. If, in the opinion of the Village, a hazardous condition exists and the Bidder fails to correct the condition, or to protect the public, the Village may order the necessary precautions to

safeguard the public, the cost of which will be deducted from payments due the Bidder. Flagrant disregard for the safety of the public shall constitute just reason for the Village to order cessation of work.

M. GUARANTEE

All work and materials furnished under this contract shall be guaranteed by the Bidder against defects, failure, improper performance and non-compliance with the contract documents for a period of one (1) year after completion and acceptance of the work under this contract. During the guarantee period, the Bidder shall repair and replace, at his/her own expense, when so ordered by the Village, all work that develops defects whether these defects may be inherent in the functioning of the piece of operating equipment, materials furnished or workmanship performed. Any equipment or material that is repaired or replaced shall have the guarantee period extended one (1) year from the date of the last repair or replacement.

N. PAYMENT

Final payment will be made when the work is accepted by the Village. The Bidder shall submit final waivers-of-lien covering all labor, material, equipment, services and so forth, prior to receiving final payments.

O. ACCEPTANCE

The work shall not be accepted by the Village until the Village has determined that all work is complete and in accordance with the specifications.

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III. TERMS AND CONDITIONS OF THE SPECIFIC PROJECT

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 that may be encountered, and all other relevant matters concerning the work to be performed 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

It is mandatory that the Contractor meets with the Superintendent of Parks & Recreation and the Director of Municipal Services and/or their designee(s) prior to the start of work in order to review the contract specifications, designate the appropriate project contacts, and discuss 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. 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

E. SUBLETTING CONTRACT

It is mutually understood and agreed that the Contractor shall not assign, transfer, convey, sublet, or otherwise dispose of this contract or his right, title, or interest therein, or his power to execute such contract, to any other person, firm, or corporation, without the previous written consent of an authorized representative of the Village of Willowbrook; but in no case shall consent relieve the Contractor from his obligations or change the terms of the contract.

F. DEFAULT

The contract may be canceled or annulled by the Village in whole or in part by written notice of default to the Contractor upon nonperformance or violation of contract terms. Failure of the Contractor to deliver services within the time stipulated, unless extended in writing by the Village of Willowbrook, shall constitute contract default.

G. SAFETY

The Contractor shall insure that all its employees or agents shall abide by all safety rules or regulations set by the Village of Willowbrook as well as by general regulations and standards of the industry and in accordance with all applicable federal, state, and local regulations.

H. WORKMANSHIP

Workmanship shall be of the highest caliber in every respect. Workers must take care to insure the least amount of disturbance to the sites, Village staff members, and the general public.

I. PENALTY FOR NON-COMPLETION

Time is of the essence to the contract. Should the Contractor fail to complete the work within the timelines stipulated in the contract or within such extended time as may have been allowed, the Contractor shall be liable and shall pay the Village two hundred fifty dollars (\$250.00) per calendar day not as a penalty but as liquidated damages, for each day of overrun in the contract time or such extended time as may have been allowed. The liquidated damages for failure to complete the contract on time are approximate, due to the impracticality of calculating and proving actual delay costs. This penalty established is to cover the cost of delay to account for administration, engineering, inspection, and supervision during periods of extended and delayed performance. The costs of delay represented by this schedule are understood to be a fair and reasonable estimate borne by the Village during extended and delayed performance by the Contractor of the work, remaining incidental work, correction of work improperly completed, or repair of work damaged as a result of the Contractor. The liquidated damage amount specified will accrue and be assessed until final completion of the total physical work of the contract even though the work may be substantially complete. The Village will deduct these liquidated damages from any monies due or to become due to the Contractor from the Village.

The other provisions of the Contract have been established to allow for the efficient completion of this project, without creating additional burden or hardship on the Village or additional administration and/or operating expenses for the Village. The failure to adhere to the specifications of the contract, including but not limited to the following examples, shall result in the assessment of liquidated damages of one hundred dollars (\$100.00) per incident per day. Some examples include:

- failing to complete work in a manner or sequence as required;
- damaging landscaping (i.e. debarking plants by running into them with equipment);
- failure of the contractor to be accessible to the Village or respond to requests to complete work;
- improperly applying mulch;
- not completing and/or maintaining the removal of weeds; and
- failing to clean-up garbage or debris.

J. SUPERVISION AND TRAINING

Competent English speaking supervisory personnel shall be present at each facility on a regular basis. The Contractor shall properly schedule and train all of its personnel. It is required that the supervisor visit the facilities being cleaned on a weekly basis to be sure that it has been completed in a satisfactory manner. The Village reserves the right to have the contractor assign a new contact, supervisor, and/or staff, for the Village's account if the current representative(s) are deemed unacceptable.

K. WORKING HOURS

The Contractor shall work the same hours as the Municipal Services Department unless other arrangements are agreed upon ahead of time. The Contractor must inform the Director of Municipal Services, or his designee, when the Contractor will be working outside of the normal working hours for Municipal Services.

L. 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.

M. 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.

N. TRAFFIC CONTROL

The Contractor shall provide adequate traffic control for work area protection in compliance with the Federal Highway Administration Manual on Uniform Traffic Control Devices for Streets and Highways, the State of Illinois Vehicle Code, the Illinois Department of Transportation Highway Standards, and the Illinois Department of Transportation Handbook of Traffic Engineering Practice for Small Cities.

O. PROTECTION OF EXISTING FACILITIES

Existing facilities, including grounds, structures, landscaping and so forth shall be protected by the vendor. Any damage to existing facilities shall be reported to the Village and shall be repaired promptly by the vendor when ordered to do so by the Village at no cost to the Village. All repairs of damage to existing facilities shall be made to the satisfaction of the Village. Failure to repair damage shall be just cause for withholding payment for work, which becomes due.

P. ACCESSIBILITY OF CONTRACTOR

Contractor shall supply cell phone numbers, daytime office numbers, fax numbers, and pager numbers of supervisors handling this contract. The Contractor shall return all calls or pages within one hour of the Village placing the call. On-site response time for complaints must be made within 24 hours of the initial call being made by the Village.

The Contractor must assign an English-speaking crew leader to monitor all work being performed within the Village. The Contractor shall update the Director of Municipal Services or his designee on work progress no less than once per week. Failure to comply with the accessibility requirements shall be deemed as substandard work and will be subject to the same penalties.

Q. REFERENCES

A reference list (attached) must also be submitted with the bid documents. The references must be municipal accounts or accounts similar in size, but shall include at least one (1) municipal client at a minimum.

R. BILLING & PAYMENT

Payment shall be made in seven (7) equal payments, once all work has been completed in a satisfactory manner and the specifications stated herein have been met, for the following months: May, June, July, August, September, October and April following receipt of an invoice from the Contractor for the month in question.

S. RENEWAL AND EXTENSION

This Contract shall be in full force and effect from May 1, 2015 to and including April 30, 2016. At the sole discretion of the Village, this contract may be extended for an additional twelve (12) month period under the same terms and conditions.

T. SPECIFIC CONDITIONS FOR LANDSCAPE MAINTENANCE TRASH AND DEBRIS

The entire site will be inspected and cleared of all trash, debris, glass, rocks, etc. before mowing begins. Mowing over paper, cups, cans and other litter shall not be accepted. Should this occur the Contractor shall immediately pick-up and properly dispose of all debris.

U. EQUIPMENT CONDITION

All equipment will be kept in good, safe operating condition. All mowing equipment will have sharp blades so that the grass is cut properly. All equipment will be kept in such a condition so that the gas/oil is not leaking.

V. FUEL/OILING

Spilling gasoline and oil kills the grass. Mowers will not be fueled or oiled in grass areas. They should be moved to a paved area to perform this function. If any spill should occur the Contractor shall immediately commence the appropriate clean up in conformance with any and all applicable regulations. The Contractor shall be responsible for all costs associated with such a clean up and restoration and/or reimbursement for any damages that may occur.

W. FINAL APPEARANCE

Mowing patterns shall be such that the clippings and mulch are evenly distributed, not wind rowed into noticeable deposits. Grass clippings will not be allowed to accumulate on hard surface areas, sidewalks or roadways and must be removed by the Contractor in an appropriate manner. If windrows are present, raking and properly disposing of the material by the Contractor must remove the clippings. The Contractor shall immediately pick up any debris that is mowed over.

Y. ADDITIONS OR DELETIONS

The Village reserves to right to increase or decrease quantities and number of mowings/weedings based on actual field conditions and requirements. The Contractor will be asked to provide a list of hourly manpower and equipment rates used to calculate the proposal prices for this section of the contract. These rates shall be used when the quantities of work must be increased or decreased for any reason such as adding sites, deleting sites, or failure of the Contractor to complete required work. Using these rates, the Village and the Contractor shall meet and shall mutually agree upon the dollar amounts to be added to or deleted from the contract.

Z. OPTIONAL WORK

At the Village's option, the Contractor may be asked to provide additional lawn mowing in the event that such services become necessary. The cost of such service will be provided on a per acre basis as stated on the proposal page.

AA. REPORT OF WORK PERFORMED AND SCHEDULED

The Contractor shall, at a minimum of once per month during the period of providing services, submit a written report to the Director of Municipal Services in detailing the weekly progress that has been performed by the Contractor during the previous month. At the same time, the Contractor shall also provide a schedule of work that is anticipated to be completed in the subsequent month.

BB. MOWING AND TRIMMING OF PARKS, ROADSIDE RIGHTS OF WAY, MEDIANS, AND SPECIFIED FACILITIES

Lawn mowing equipment must be mulching type, and the die shoots must be blocked or, if not mulching, a bag must be used. Mowing should be done so as to spread clippings evenly over the area. Otherwise grass clippings should be removed. Each mowing area should be completed in one day.

This mowing rotation schedule can be adjusted to a less frequent mowing schedule with the approval of the Director of Municipal Services during those times of the season when heat and/or lack of rain would cause weekly mowing to stress the grass.

From the last week in August until the final mowing of the season, mowing at the Community Park shall be done on either Thursdays or Fridays, to coincide with prevalent events at the park, as so advised by the Superintendent of Parks & Recreation

Mowing equipment shall be set at 2 ½" at all times. Community Park game fields should be cut to a height of 2" when fields are in use. In all mowed areas included in this contract, care should be taken to lower the height of the cut so as not to put the turf under stress.

The Director of Municipal Services, or his designee, shall have the right to inspect all equipment and height of cut immediately after mowing for compliance.

1. Village Parks

A. To be mowed at least one (1) time each week

Grass should be mowed as provided in these specifications with the additional specification for game fields at Borse Memorial Community Park (defined as the softball fields and soccer field with an approximate area of 6.18 acres). Those game fields should be cut to a height of 2" when fields are in use (April through October),

but taking care during times of extreme heat and/or lack of rain. It should be noted that this entire area is equipped with an underground sprinkler system and that care must be used to prevent damage to that system. Estimated acreage areas included for mowing and trimming are as follows:

<u>PARKS</u>	<u>ACRES</u>
Borse Memorial Community Park	8.8
Midway Park	2.1
Creekside Park	5.1
Lake Hinsdale Park	1.0
Ridgemoor Park	5.4

<u>PARKS (continued)</u>	<u>ACRES</u>
Waterford Park	4.3
Farmingdale Terrace Park	3.0
Willow Pond	3.0
Prairie Trail Park	5.0
Roger's Glen Park *	<u>1.5</u>

(* includes both parkways on Rogers Farm Rd.)

Total: 39.2 acres

2. Roadside Rights of Way, Medians, and Specified Facilities

A. To be mowed and trimmed at least one (1) time each week:

1. DuPage County right-of-ways (Grand Total: 23.6 acres):

63rd Street (Total: 4.42 acres):

North Side: From Western to Madison	2.23 ac.
South Side: From Western to Madison	1.99 ac.
Median: From IL Route 83 to 550 feet E. of IL Route 83:	.20 ac.

75th Street (Total: 8.51 acres):

North Side: From W. of Sheridan Drive to IL Route 83:	2.61 ac.
South Side: From W. of Sheridan Drive to IL Route 83:	3.50 ac.
Median: From W. of Sheridan Drive to IL Route 83:	2.40 ac.

Madison Street (Total: 7.44 acres):

West Side: From 63 rd Street to Joliet Road:	3.61 ac.
East Side: From 63 rd Street to Joliet Road:	3.83 ac.

Plainfield Road (Total: 3.23 acres):

South Side: From IL Route 83 to Garfield Avenue:	1.59 ac.
North Side: From IL Route 83 to Garfield Avenue:	1.64 ac.

2. State of Illinois right-of-ways (Grand Total: 24.67 acres)

Illinois Route 83 (Kingery Hwy.):

Median areas and road side right-of-way from approximately the 5900 block of Route 83 to Route 83 south 79th St., including the bermed area at Midway Drive, (south of Midway Drive: 24.67 acres

3. Specified Facilities (Grand Total: 3.87 acres)

Public Works site:
700/710 Willowbrook Cntr. Pkwy. Approx. 3.37 acres

Village Municipal Complex:
Village Hall, 835 Midway Drive
Police Station, 7760 Quincy Street
Community Resource Center, 825 Midway Drive
Approx. 0.5 acres

B. To be mowed and trimmed at least one (1) time in each two week period:

73rd Court & Quincy Street in a southerly direction for approximately 500 feet on the east side of Quincy, and from 73rd Court and Quincy in an easterly direction on the north and south right of way for 600 feet a total of .50 acres.

72nd Street east of Route 83 within northern right of way for 612 feet. The mowing width will incorporate from the curb and gutter to three feet north of the sidewalk.

79th Street – southern right of way from Eleanor to Route 83; northern right of way from Sawmill Creek west 1,000 feet; southern right of way from Sawmill Creek west 400 feet (adjacent to guardrail)

75th Street & Clarendon Hills Road – eastern right of way of Clarendon Hills Rd. south of 75th Street (area is 150' x 25'); western right of way Clarendon Hills Rd. south of 75th St (area is 150' x 25')

61st Street & Bentley Ave. – 650 feet east from Bentley Ave. on 61st St.; northern right of way and 150 feet north from 61st eastern right of way.

59th Street & Clarendon Hills Road – 75 feet north from 59th St on Clarendon Hills Rd. western right of way; 75 feet west from Clarendon Hills Rd northern right of way 59th St; 75 feet south from Clarendon Hills Rd. western right of way of Clarendon Hill Rd; 75 feet west from Clarendon Hills Rd. on 59th St. southern right of way of 59th St.

59th Street & Western Ave. - 100 feet east from Western Ave on 59th St. southern right of way; 75 feet south from 59th St. on Western Ave. in the eastern right of way of Western Ave.; 75 feet south from 59th St on the western right of way of Western Ave.

Executive Drive & Quincy – 500 feet north from Executive Drive on the eastern right of way of Quincy; 205 feet east from Quincy on Frontage Rd on the northern right of way of Frontage Rd.

Quincy & Frontage (Joliet Road) 150 feet north of Joliet Road on the eastern right of way of Quincy; 205 feet east from Quincy on Frontage Rd. on the northern right of way of Frontage Rd.

Sawmill Creek – this creek bed tributary consists of a dry creek bed beginning at 75th Place and terminating at 79th St. shall be completed once every two (2) weeks or as directed by the Director of Municipal Services or his designee. The creek bed is approximately twenty feet (20) wide by 2,600 feet long. The creek bed will require weed whip maintenance.

Garfield Road – West Right-of Way from Plainfield Rd to Rodgers Farm Rd. = 1,770 x 10’

79th Street – North Right-of Way -- addresses 228 and 234 = 400’ x 20’

73rd Court - North Right-of Way of 73rd Ct. -- 920’ x 15’. South Right-of-Way of 73rd Court – 600’ x 15’

65th Street - North Right-of Way of 65th St -- addresses 364-368-372 = 320’ x 15’

Adams Street – Right-of Way at 7052 Adams St and 7263 Adams St. = 700’ x 15’

General Trimming

Trimming will be done along with the mowing and will be accomplished with suitable mechanical equipment, at the same cutting height as the rest of the area and before that specific site is to be considered completed. This work is incidental to and included with the weekly mowing. It shall be the responsibility of the contractor to restore any mulch rings that are disturbed during mowing and/or trimming. Mowing and trimming shall be done as to spread clippings over the entire area. All grass must be neatly mowed and trimmed around and along all concrete, screenings paths and asphalt paths, playground surfaces, building structures, signs, shrub beds, tree rings, fence lines and backstops. Trees, shrubs and other plants must not be “debarked” by running into them with mowing or trimming equipment. All grass clippings from mowing and/or trimming which fall anywhere but on the grass (curb, gutter, parking lot, sidewalk, etc.) shall be swept up and removed. If the grass clippings fall into clumps or piles onto the mowed lawn, the piles shall be raked up and removed.

Median & Right-of-Way Trimming at Concrete Area and Curbs

Grasses and weeds at concrete median areas and in front of curbs (i.e., the flag of the curb – between the curb and pavement) and at joints shall be removed in their entirety. This can be accomplished by manual weeding or by trimming with suitable mechanical equipment. This work is incidental to and included with the weekly mowing.

CC. AERATION OF PARKS, ROADSIDE RIGHTS OF WAY, MEDIANS, AND SPECIFIED FACILITIES

Aeration shall be performed once in the fall and shall be scheduled with the Director of Municipal Services or his designee, at least one week prior to work being done. Aeration shall be done using a mechanical core aerator with hollow tines that produce cores (soil debris). Aeration shall not be done when the soil is dry or very wet (saturated with water). It shall be done only when there is

optimum moisture in the soil to produce good penetration. Penetration of the soil shall be a minimum of three inches.

<u>1. PARKS</u>	<u>ACRES</u>
Borse Memorial Community Park #	8.3
Midway Park	2.1
Creekside Park (all grass areas except sides of basin)	4.0
Lake Hinsdale Park	1.0
Ridgemoor Park	5.4
Waterford Park (all grass areas except sides of basin)	3.0
Farmingdale Terrace Park	3.0
Willow Pond	1.5
Prairie Trail Park (all grass areas except sides of pond)	5.0
Roger's Glen Park *	<u>1.5</u>

(* includes both parkways on Roger's Farm Rd.)

Total: 34.80 acres

- Note that the Community Park softball and football fields are equipped with an underground sprinkler system. Care must be used to prevent damage to the sprinkler system. The Contractor shall be responsible for all costs incurred related to repairing any damage to the underground sprinkler system from or caused by the Contractor's operations. Also note that at the Community Park the area east of the creek is not included in the aeration schedule.

2. ROADSIDE RIGHTS OF WAY, MEDIANS, AND SPECIFIED FACILITIES

Village Hall	0.5 acres
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DD. PLANTING BED MAINTENANCE

All planting beds must be spaded. As part of this work tilled dirt and grass must be removed and properly disposed of and not incorporated in plant beds. Dirt, rocks and grass found in plant beds shall be removed the same day and failure to do so will be deemed as substandard work. Spring clean up includes removing debris and cutting back dead shrub plant materials in beds, perennial beds, tilling, cultivating and additional mulch shall be completed by May 15. ***Planting beds must remain weed free at all times throughout the contract season.*** Regular weeding and cultivating shall be carried out along with the lawn mowing cycle. Manual weed pulling will be necessary in most cases. Plant materials in plant beds are to be trimmed and thinned including shrubs and trees of dead material and pruned throughout the contract, in addition to trimming any overgrowth of plant materials.

As part of this contract, one (1) fertilizer/weed control application shall be made to all shrubs in planting beds included in this schedule. Application shall take place between May 15 and May 30, but after the spring clean up. Contractor shall water shrubs to dissolve the fertilizer application, in the event sufficient rain is not experienced. Apply at an application of 25-2-15 product at 5 lbs. nutrients per 1000 square feet of land area. Product to be used is Arthur Clesen Inc. or approved equal and is to be a granular material. Contractor shall provide the name of the material on the bid proposal form. The Contractor shall periodically

inspect plant material in the planting beds for insect and disease damage. Recommendations should be brought to the attention of the Director of Municipal Services. Treatments will be made on an hourly rate as specified on the bid proposal form. The product must be pre-approved by the Director of Municipal Services. Mulch/Compost shall be added or removed at the Village's request. Labor shall be provided at the contractor's expense and there will be no additional charges to the Village for adding and tilling mulch. Mulch and/or compost will be provided by the Village and delivered on site. Mulch in plant beds shall be a minimum of 3" to 4" in depth and turned at minimum of three times in May, July, and September. All mulch beds shall be tilled and mulch added, if needed, no later than May 30 of each year of the contract.

<u>1. PARKS</u>	<u>Number of Planting Beds</u>	<u>Est. Total Square Yards</u>
Community Park	2	130
Midway Park	1	10
Creekside Park	1	10
Lake Hinsdale Park	3	44
Ridgemoor Park	2	36
Waterford Park	2	33
Farmingdale Terrace Park	5	100
Willow Pond	2	40
Prairie Trail Park (south entrance sign bed only)	1	8
Roger's Glen Park	1	6
Total	20	417

2. ROADSIDE RIGHTS OF WAY, MEDIANS, AND SPECIFIED FACILITIES

	<u>Number of Planting Beds</u>	<u>Est. Total Square Yards</u>
Village Hall	7	414
Village entrance signs on Rte 83	2	52
Total	9	466

EE. REQUIREMENTS FOR ALTERNATE BIDS

1. Additional Mowing

Specifications for any additional mowing selected by the Village shall be the same as those specifications for the contracted mowing.

2. Additional Aeration

Specifications for any additional aeration selected by the Village shall be the same as those specifications for the contracted aeration.

3. Tree Ring Maintenance

Tree rings trees that are selected by the Village shall be spaded. As part of this work tilled dirt and grass must be removed and properly disposed of and not incorporated in plant beds and mulch rings. Dirt and grass found in the tree rings shall be removed the same day by the Contractor.

4. Tree Fertilization

Trees that are selected by the Village for fertilization. Contractor specify product and method of Fertilization in the bid form

Village of Willowbrook

LANDSCAPE SERVICES SPECIFICATIONS BID FORM – PAGE 1 OF 2

Bidder, in submitting this proposal, hereby agrees to comply with all provisions and requirements of the specifications and contract documents attached hereto for the prices as specified below. This proposal shall remain in force and full effect for a twelve (12) month period, from May 1, 2015 through April 30, 2016.

Mowing and Trimming

- A. Parks (Section III-BB-1) \$ 25,480.00

- B. Roadside Rights of Way, Medians, and Specified Facilities (Section III-B-2) \$ 33,761.00

Aeration

- A. Parks (Section III-CC-1) \$ 3,500.00

- B. Roadside Rights of Way, Medians and Specified Facilities - Village Hall only (Section III-CC-2) \$ 1,500.00

Planting Bed Maintenance

- A. Parks (Section III- DD-1) \$ 3,759.00

- B. Roadside Rights of Way, Medians, and Specified Facilities (Section III-DD-2) \$ 3,000.00

TOTAL -- Mowing/Trimming, Aeration, Planting Bed Maintenance (Sections BB, CC and DD) \$ 71,000.00

Alternate #1 - Tree Ring Maintenance- Parks, Roadside Rights of Way, Medians and Other Facilities - Per Tree Unit Price \$ 50.00

Alternate #2 - Additional Mowing – Per Acre/ Per Occurrence Unit Price \$ 650.00

Alternate #3 - Tree Fertilization - Per Tree Unit Price - Parks, Roadside Rights of Way, Medians and Other Facilities \$ 75.00

Village of Willowbrook

LANDSCAPE SERVICES SPECIFICATIONS BID FORM – PAGE 2 of 2
(CONTRACT EXTENTION)

Rates for services listed for 2015/16 contract period will not increase more than 5 % for the 2016/17 contract period. At its sole discretion, the Village of Willowbrook may extend the contract for a one-year term beginning on May 1, 2016 and concluding April 30, 2017.

Also as noted in the Additions or Deletions section, the Contractor shall provide a list of hourly manpower and equipment rates used to calculate the proposal prices for this section of the contract. Attach list marked as "Contractor's Exhibit" and write "attached" in the following blank: _____

Company: FALCO'S LANDSCAPING INC.

Address: 4 N 151 5TH AVE

ADDISON. ILL. 60101

Telephone No. 630 458-0994 Fax No. 630 458-0996

Signature: *Falconeri*

Name and Title: (Please Print) FALCO ROSAS C PRESIDENT

Date: _____

Subscribed and sworn before me this 7th day of APRIL, 2015

MY COMMISSION EXPIRES: 10/31/16

[Signature]
NOTARY PUBLIC



REFERENCES

The Contractor must list at least four (4) references, including at least one (1) municipality, listing the firm name, address, telephone number and contact person, for whom the Contractor has supplied landscaping services similar to those provided in these specifications, for a period no less than six (6) months.

Company Name: VILLAGE OF ITASCA
Address: 550 W. IRVING PARK RD. ITASCA, ILL. 60143
Phone # / Fax #: (630) 805-2895
Contact Person: MR. DAVE SLOAN
Dates of Service (from - to): 2001 - 2014

Company Name: VILLAGE OF WILLOWBROOK
Address: 835 MIDWAY DR. WILLOWBROOK, ILL. 60527-5549
Phone # / Fax #: (630) 920-2261
Contact Person: MR. TIMOTHY J. HALIK
Dates of Service (from - to): _____

Company Name: ALMA MANAGEMENT COMPANY
Address: 890 E. HIGGINS RD. SUITE 154 SCHMIDT, ILL. 60173
Phone # / Fax #: (847) 517-4400
Contact Person: MRS. ANDREA SOGANI OF MR. JOE SOGANI
Dates of Service (from - to): 2002 - 2014

Company Name: HINSDALE POINT CONDO. ASSOC.
Address: 26 KINGERY QUARTER, HINSDALE, ILL. 60527
Phone # / Fax #: (630) 655-4417
Contact Person: MRS. JANICE SUBASIC
Dates of Service (from - to): 2004 - 2014

CONTRACTOR'S EXHIBIT – ADDITIONS OR DELETIONS

LABOR RATES

Employee Title/Classification	Hourly Rate

EQUIPMENT RATES

Make/Model	Hourly Rate

Village of Willowbrook

LANDSCAPE SERVICES SPECIFICATIONS BID FORM – PAGE 2 of 2

(CONTRACT EXTENTION)

Rates for services listed for 2015/16 contract period will not increase more than 5 % for the 2016/17 contract period. At its sole discretion, the Village of Willowbrook may extend the contract for a one-year term beginning on May 1, 2016 and concluding April 30, 2017.

Also as noted in the Additions or Deletions section, the Contractor shall provide a list of hourly manpower and equipment rates used to calculate the proposal prices for this section of the contract. Attach list marked as "Contractor's Exhibit" and write "attached" in the following blank: _____

Company: FALCO'S LANDSCAPING INC.

Address: 4 N 151 5TH AVE
ADDISON. ILL. 60101

Telephone No. 630 458-0994 Fax No. 630 458-0996

Signature: *Falconeri*

Name and Title: (Please Print) FALCO ROSAS C PRESIDENT

Date: _____

Subscribed and sworn before me this 7th day of APRIL, 2015

MY COMMISSION EXPIRES: 10/31/16

[Signature]
NOTARY PUBLIC

OFFICIAL SEAL
JORGE ESPINAL
Notary Public - State of Illinois
My Commission Expires Oct 31, 2016

4/7/15

VILLAGE OF WILLOWBROOK

BOARD MEETING AGENDA ITEM - HISTORY/COMMENTARY

ITEM TITLE:

A RESOLUTION AUTHORIZING THE MAYOR AND VILLAGE CLERK TO ACCEPT A PROPOSAL TO CONDUCT BOTH AN ORGANIC BASED BLENDED AND AN ORGANIC/NATURAL TURF CARE PROGRAM FOR THE 2016/17 LAWN CARE SEASON – PURE PRAIRIE ORGANICS

AGENDA NO. 5f

AGENDA DATE: 4/25/16

STAFF REVIEW: Tim Halik, Village Administrator

SIGNATURE: Tim Halik

LEGAL REVIEW: Thomas Bastian, Village Attorney

SIGNATURE: Thomas Bastian

RECOMMENDED BY: Tim Halik, Village Administrator

SIGNATURE: Tim Halik

REVIEWED & APPROVED BY MUNI. SERV. COMMITTEE: YES on February 8, 2016 NO N/A

REVIEWED & APPROVED BY PARKS & REC. COMMISSION: YES on April 5, 2016 NO N/A

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

In April of 2015, staff received concerns from Village resident Blaine Panitch regarding the use of chemical herbicides, pesticides, and fertilizers within park properties. Mr. Panitch resides adjacent to one of the Village parks and feels the frequencies of treatments are excessive resulting in overuse of the chemicals which can cause a health risk. He was invited to share the information that he referenced as part of a larger discussion on the issue at the May 11, 2015 regular meeting of the Municipal Services Committee. Mr. Panitch did attend the meeting, shared relevant information on the topic and raised concerns including proper conditions for applications, frequency of applications, the propensity for lawn care companies to oversell their programs for profit, and the health risks to children and pets being exposed to lawn care chemicals. Although the Village had already entered into a contract with a lawn care provider for the 2015/16 season, the Committee directed staff to research this subject further and make recommendations to both the Municipal Services Committee and Park & Recreation Commission pertaining to more environmentally friendly methods to maintain turf areas in parks and Village right-of-ways in the future.

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

Administrative Intern Tiffany Kolodziej was assigned the task of researching this topic further. Her research led to the consideration of organic lawn care treatment options and meetings with vendors that provide such treatments. We also received two (2) proposals from our current lawn care provider, Tru-Green, one which includes a reduced application program, and another using all organic products.

Vendor	Organic Proposal Cost	Reduced Chemical Program Cost
Pure Prairie Organics, Joliet	\$19,074	N/A
Digrightin/Lupfer	\$22,756	N/A
Tru-Green	\$28,500	\$8,995

After much discussion, the Park & Rec Commission recommended to accept the proposal offered by Pure Prairie Organics. In order to transition away from strictly chemical products in our current lawn care program, Pure Prairie has recommended conducting an organic based blended turf care program for most locations, and an organic natural program at Borse Community Park, which will be closely monitored.

ACTION PROPOSED: Adopt Resolution.

RESOLUTION NO. 16-R-_____

A RESOLUTION AUTHORIZING THE MAYOR AND VILLAGE CLERK TO ACCEPT A PROPOSAL TO CONDUCT BOTH AN ORGANIC BASED BLENDED AND AN ORGANIC/NATURAL TURF CARE PROGRAM FOR THE 2016/17 LAWN CARE SEASON – PURE PRAIRIE ORGANICS

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 the proposal from Pure Prairie Organics to conduct both an organic based blended and an organic/natural turf care program for the 2016/17 lawn care season for the amount of \$19,074, as set forth in the proposal attached hereto as Exhibit "A" which is, by this reference, expressly incorporated herein.

ADOPTED and APPROVED this 25th day of April, 2016

APPROVED:

Mayor

ATTEST:

Village Clerk

ROLL CALL VOTE:

AYES: _____

NAYS: _____

ABSTENTIONS: _____

ABSENT: _____

Village of Willowbrook 2016-2017 Lawn Care



PURE PRAIRIE ORGANICS

Chris Burisek

2405 Essington Road #61

Joliet IL, 60435Chris

pureprairieorganics@gmail.com

630-777-260

PURE PRAIRIE ORGANICS

For 22 years I have been taking care of lawns in this area. Most of those years I have owned my own business so I've had the pleasure of not only knowing the feeling of making lawns look nice and making sure my customers are happy, but also about the products we use and what it does to Mother Nature. From classes like Ornamental Horticulture to Business and Marketing my experience has been diverse dealing with the many sides that are involved in making our lawns look beautiful.

I have also learned a lot about the soil and types of grass growing and how to best take care of it with fewer or no chemicals/pesticides... this is why most of our customers find me and want to use our service. The trick is getting the soil fixed, back to being healthy, and full of good microorganisms. Microorganisms get the salt flushed out and make the soil softer so the roots grow deeper, and therefore, the lawn will become more capable of finding water on its own. Also, microorganisms make the soil a habitable place for certain beneficial insects that help produce nutrients for the grass and help aerate the soil season after season.

I started off doing chemical lawn care because that was all I knew and there wasn't such a demand for organic/natural lawn care. I learned as I went along and spent time reading about different methods and researching what happens in the soil when we use less chemical products and pesticides and more organic stuff and natural methods. There is A LOT of stuff that is supposed to happen in the soil and the more and more harmful methods are used the worse off the soil gets and the more we'll need to rely on chemicals and pesticides to make the grass look nice.

When chemical fertilizers and weed control are used season after season and year after year it adds salt to the soil. This is the Salt Index or SI of the soil. When the SI of the soil gets too high it's difficult for insects to live there and the populations of worms and other beneficial insects greatly diminishes. Worms and certain insects are beneficial and vital to a healthy soil. Certain insects like pill bugs, roly pollies or doodle bugs decompose organic matter in the soil turning it into a natural and free nutrient for the grass to use. Earthworms make thousands of tunnels in the soil naturally aerating it allowing water and air to enter deeper into the soil making it a healthy and earthy soil. Earth worm diets also contribute natural nutrients for the grass to use.

When picking an insect control it's important to choose one that can specifically target the insect you want to kill and not EVERY insect in the soil.

We want to improve the soil season after season and year after year so we can move in the direction of less chemical fertilizers and less pesticides; we'll create a healthier environment for everyone in and around the Village of Willowbrook.

Organic Based Blended Program & Organic/Natural Program

1. Organic Based Blended Program:

Mixture of 5 visits for Parks, and 3 visits for Roadside Rights of Way, Medians, and Specified Facilities.

Park

Midway Park (2.1 acres)
Creekside Park (5.1 acres)
Lake Hinsdale Park (1.0 acres)
Ridgemoor Park (5.4 acres)
Waterford Park (4.3 acres)
Farmingdale Terrace Park (3.0 acres)
Willow Pond (3.0 acres)
Prairie Trail Park (5.0 acres)
Rogers Glen Park (1.5 acres)
Public Works Facility (2.0 acres)

****TOTAL: 32.4 acres**

Roadside Rights of Way, Medians, and Specified Facilities

Medians areas and road side rights of way on Route 83 from approximately the 5900 block of Route 83 to Route 83 south 79th St., including the bermed area at Midway Drive, (south of Midway Drive). (24.67 acres)

73rd Ct. Pump house site (3.37 acres)

Village Hall (.30 acres)

****TOTAL: 28.34 acres**

2. Organic/Natural Program:

5 visits in the early spring, late spring, early summer, late summer, and fall

Park

Borse Memorial Community Park (8.8 acres)

****TOTAL: 8.8 acres**

****Proposed Cost: \$19,074.00 (Current TrueGreen Rate: \$19,970)**

Organic Based Blended Program

Parks: will be on our 5 visit program (Early Spring, Late Spring, Early Summer, Late summer, and Fall)

1st "Early in Season"- We typically start when the snow goes away and things start warming up... some years it's mid March and some years it has been mid April based on the weather.

Organic Based Blended Program will start off with:

17-0-2 Fertilizer. Granular Product

With Prodiamine (Crab Grass Control) also a granular product

Applied by Perma Green (Spreader/Sprayer Machine)

Organic/Natural Program will start off with:

Blend of liquid Compost Tea

Liquid blend of Kelp with Humic Acids, Fulvic Acids and Amino Acids

Applied by Perma Green (Spreader/Sprayer Machine)--

2nd-5th Our applications will be spaced apart about 5-6 weeks

Organic Based Blended Program for most parks will continue with:

Kelp (12-0-6), Compost Tea and Weed Control Mixture. Liquid Product

*Triplet SF, common liquid weed control will be used throughout the year (spot treatment)

Applied by Perma Green (Spreader/Sprayer Machine)

Roadside Rights of Way, Medians, and Specified Facilities: will be on our 3 visit program (Spring, Summer and Fall)

1st-3rd- Our visits will be timed with Mother Nature (rain and temperature) and when the weeds are most effectively controlled.

Organic Based Blended Program for Roadside Rights of Way, Medians, and Specified Facilities

Kelp (12-0-6), Compost Tea and Weed Control Mixture. Liquid Product

*Triplet SF, common liquid weed control will be used throughout the year (spot treatment)

Applied by Perma Green (Spreader/Sprayer Machine and 200 gallon Lesco spray tanks and 300 ft hose sprayer)

Organic/Natural Program

Borse Memorial Community Park: will be on our 5 visit program (Early Spring, Late Spring, Early Summer, Late summer, and Fall)

We typically start when the snow goes away and things start warming up... some years it's mid March and some years it has been mid April based on the weather.

Our applications will be spaced apart about 5-6 weeks

Each visit of our Organic/Natural Program will include:

Blend of liquid Compost Tea

Liquid blend of Kelp with Humic Acids, Fulvic Acids and Amino Acids

Applied by Perma Green (Spreader/Sprayer Machine)

Why Compost Tea? Compost Tea contains microscopic organisms that will live in the soil. They help decompose stuff in the soil... lots of stuff. They recycle nutrients in the soil, build soil structure and organic matter and work synergistically with the roots of the grass. They also hold nutrients in the soil and then release them when needed. Many times existing soil lacks these microscopic organisms because of damaging chemical fertilizers and pesticides.

Why Kelp and all the organic acids? They aid the grass during the growing and bloom stages and promotes photosynthesis. It's how we focus on soil and plant health instead of just making grass look nice. It's a nice gentle organic mixture that helps make the grass healthy and the soil earthy... similar to the ground in a forest.

Additional Information about Organic/Natural Lawn Care

Our mixture is a natural composition of compost tea, organic acids, amino acids, fulvic acids, humic acids and kelp. This aids in soil composition and health, increasing microbial activity in the soil. Microbes consist of a variety of beneficial fungi and bacteria within the soil. Their balanced microbial activity breaks down organic and non-organic matter in the soil, to which their by-product acts as a natural nutrient. Mycorrhizal fungi aids in root health and development. They grow/live one step ahead of the root system. They create an environment for the roots to thrive and grow well.

Healthy, microbial activity increases the soil's natural ability to ward off undesirable pests such as grubs. One of the ideas behind organic/natural lawn care is to create a deep and extensive root system so that when and if grubs are present and they start feeding on and near the root system it is healthy enough to withstand some insect activity... similar to someone being very healthy with a strong immune system and being around someone that may be sick. If someone is healthy and has a strong immune system they may not get the "bug" that the other person has. That does not mean it can't be damaged by grubs... but it's less likely to be damaged similar to someone less likely to get sick from a "bug" carried by some close to them.

Another idea behind organic/natural lawn care is to make the cell wall thicker than the typical chemically fed grass or trees/shrubs. If a cell wall (skin) is healthy and thick and certain insects (sod webworms in the lawn or Japanese Beetles in trees/shrubs) come to feed and they are trying to eat the grass blades or leaves of a tree/shrub but they are a bit thicker and crunchier they may go elsewhere to feed on a weaker food source. They'll be like "the heck with this... let's go someplace else". Similar to a person wanting a snack and picking a tasty salty easy to eat potato chip that's of no benefit to their body/health instead of a healthy homemade crunchy quinoa cracker full of good stuff.

Many times I relate the soil to our own bodies the importance of living a healthy lifestyle instead of just eating junk food and drinking energy drinks. If we take care of our bodies, eat well and sleep enough we are typically healthy overall... if we eat junk food, don't sleep a lot and are around people that are sick we may get sick too and feel run down. It's a very easy comparison to make and helps relate to organic/natural lawn care in a basic way. There are many complex things that go on in the soil and many factors that help create beautiful grass... but the stuff we use are a very important piece of the puzzle.

We have some lawns that we don't use pesticides in or on and when we visit these lawns for our next application we see few or no weeds there in the lawn... this is one of the ultimate goals of organic/natural lawn care. They just don't grow much in healthy thick lawns. This will be our long term goal for the areas within the Village if we are the ones servicing the grass. It does not just happen right away but in contrast the soil did not get damaged right away... it took years to damage and make it sterile so why not start now to improve, go green and use less pesticides?

Since the Village has been using chemical lawn care, it will take steps to go all organic or natural... but I do not think that you need to be at that point immediately. Most of our customers start with our Organic Based Blended Program which includes some organic fertilizers, some traditional fertilizers, some crabgrass control and some weed control. These are steps in going green and in making sure the grass still looks nice while improving the health of the grass, soil, and environment. Some clients then switch the second year to our Organic/Natural Program in the back yard (where the kids and pets may be most of the time) and the Organic Based Blended Program in front (where they want to look nicer for the neighbors) ... just another step and way we can be flexible and give our customers what they want. Then maybe the following year switch to our Organic/Natural Program in front and back.

On a larger scale you can have us do the Organic Based Blended Program in most of the areas and focus on one park (such as the Borse Memorial Community Park) using our Organic/Natural Program. If at any time you want to add weed control to the program at the Borse Memorial Community Park just let us know and we can add weed control so some or all of that park.



VILLAGE OF WILLOWBROOK

BOARD MEETING AGENDA ITEM - HISTORY/COMMENTARY

ITEM TITLE:

A RESOLUTION AUTHORIZING THE MAYOR AND VILLAGE CLERK TO ACCEPT AND EXECUTE A PROPOSAL FOR PROFESSIONAL ENGINEERING SERVICES BETWEEN THE VILLAGE OF WILLOWBROOK AND CHRISTOPHER B. BURKE ENGINEERING, LTD. – 3 MG STANDPIPE PAINTING PROJECT

AGENDA NO. 5g

AGENDA DATE: 4/25/16

STAFF REVIEW: Tim Halik, Village Administrator

SIGNATURE: TEHLIK

LEGAL REVIEW: Thomas Bastian, Village Attorney

SIGNATURE: THOMAS BASTIAN TA

RECOMMENDED BY: Tim Halik, Village Administrator

SIGNATURE: TEHLIK

REVIEWED & APPROVED BY COMMITTEE: YES via telephone NO N/A

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

At the Village Board's regular meeting on March 14, 2016, a resolution was adopted authorizing a Notice of Award to be issued to Am-Coat Painting as the low bidder on the public bid held for painting of the Village's 3 MG Standpipe. The contractor is in the process of submitting the required bonds and insurance for the project. Once the bond and insurance documents have been approved, and the Village receives a loan commitment from the IEPA SRF Program, the contract agreement will be prepared and brought before the Board for execution.

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

As part of the completion of this project, shop drawings must be reviewed by the Village Engineering Consultant and the actual work will be monitored (i.e., Construction Observation) by a part-time Resident Engineer (RE) for the full 26 week project duration. In addition, this project must be coordinated with the IEPA as part of the SRF Loan Program.

Given the Village had previously accepted an engineering services proposal from Christopher B. Burke Engineering, Ltd (CBBEL) to assist in the IEPA SRF loan application process, and this painting project was required to be coordinated with the IEPA, the two projects are already intermingled. As such, CBBEL was asked to provide a proposal for Construction Observation for the painting component:

- | | | |
|---|---|----------|
| ▪ Contract Administration (i.e., required coordination with the IEPA) - \$7,000 | } | TOTAL: |
| ▪ Shop Drawing Review / Construction Observation - \$32,500 | } | \$39,500 |

Funds for the Construction Observation for this project have been budgeted within the Water Capital Fund (09-65-440-604) for FY 2016/17. The Proposal, General Terms and Conditions, and First Amendment to the General Terms and Conditions for this project have been reviewed and approved by the Village Attorney.

ACTION PROPOSED:

Adopt Resolution.

RESOLUTION NO. 16-R-_____

A RESOLUTION AUTHORIZING THE MAYOR AND VILLAGE CLERK TO ACCEPT AND EXECUTE A PROPOSAL FOR PROFESSIONAL ENGINEERING SERVICES BETWEEN THE VILLAGE OF WILLOWBROOK AND CHRISTOPHER B. BURKE ENGINEERING, LTD. – 3 MG STANDPIPE PAINTING PROJECT

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 accept and execute a proposal for professional services between the Village of Willowbrook and Christopher B. Burke Engineering, Ltd. relating to the three million gallon standpipe painting project, along with General Terms and Conditions and First Amendment to the General Terms and Conditions for the projects, a copy of which is attached hereto as "Exhibit A", which is by this reference expressly incorporated herein.

ADOPTED and APPROVED this 25th day of April 2016.

APPROVED:

Mayor

ATTEST:

Village Clerk

ROLL CALL VOTE: AYES: _____

NAYS: _____

ABSTENTIONS: _____

ABSENT: _____

RECEIVED

APR 11 2016

VILLAGE OF
WILLOWBROOK

CHRISTOPHER B. BURKE ENGINEERING, LTD.

9575 West Higgins Road Suite 600 Rosemont, Illinois 60018 TEL (847) 823-0500 FAX (847) 823-0520

April 8, 2016

Village of Willowbrook
835 Midway Drive
Willowbrook, IL 60527

Attention: Mr. Tim Halik
Village Administrator

Subject: Proposal for Professional Engineering Services for Construction Observation of the 3,000,000 Gallon Standpipe Painting Project

Dear Mr. Halik:

In response to the Village's request, Christopher B. Burke Engineering, Ltd. (CBBEL) is pleased to provide this proposal for professional engineering services for construction observation of the 3,000,000 Gallon Standpipe Painting Project. Included below is our Understanding of the Assignment, Scope of Services and Estimate of Fee.

UNDERSTANDING OF THE ASSIGNMENT

CBBEL understands the Village is looking for a proposal for the construction observation of the painting of the 3,000,000 gallon standpipe located adjacent to the Village Public Works yard.

For the construction observation services related to the 3,000,000 gallon standpipe painting project, it is CBBEL's understanding that the contract bidding documents prepared by CBBEL will be the basis of the scope of this project and the project has been bid and is scheduled to begin construction in Spring of 2016.

CBBEL has developed the following Scope of Services consistent with the Understanding of the Assignment identified above.

SCOPE OF SERVICES

The Scope of Services was prepared based on our knowledge of the Project and the procedures and requirements for similar projects in which CBBEL has undertaken for the Village. The project includes the following identified tasks:

Task 1- Contract Administration: Under this task CBEL will provide the preparation of a Notice of Award, a Notice to Proceed and coordinate a preconstruction conference with all parties involved. We will prepare payment requisitions and change orders for the Village's approval, and coordinate and process paperwork and forms required by the IEPA for the low interest loan. CBEL will review applications for payment with the Contractor for compliance with established procedures for their submission and forward them with recommendations to the Village for processing.

CBEL will review Contractor's construction schedule and sequence(s); listing of materials and equipment submittals; general correspondence procedures; site access; staging areas required; traffic control; subcontractors; and submittals for payment. Shop drawing review procedures will also be discussed during the preconstruction conference and in particular, the Contractor will be advised that material and equipment is not to be installed prior to completion of the shop drawing review process.

Task 2 – Shop Drawing Review / Construction Observation Services: CBEL estimates this project will take approximately 26 weeks from May 1, 2016 to November 1, 2016. Under this task CBEL will provide a part-time (10 hours/week for 26 weeks) Resident Engineer (RE) who will perform the following duties:

- Log all Contractor data received and maintain a log book of shop drawings and submissions so as to track the status of submittals.
- Review Contractor's submittals for compliance with the intent of the Contract Documents.
- Prepare shop drawing review correspondence providing Contractor with our review comments and if submittals comply with intent of Contract Documents.
- Notify the Village of deficiencies, deviations or substitutions. With the notification, provide the Village with an opinion for acceptance or denial, and request direction from the Village regarding the deviation or substitution.
- Advise the Village when disapprovals may be necessary due to failing to conform to the Contract Documents.
- Provide office support to the Resident Engineer related to interpretation of Contract Documents.
- Maintain office files of project correspondence.
- When present on site, observe the progress and quality of the executed work and determine if the work is proceeding in accordance with the Contract Documents. The Resident Engineer will keep the Village informed of the progress of the work.
- Serve as the Village's liaison with the Contractor working principally through the Contractor's field superintendent.
- Attend construction conferences. Maintain and circulate copies of meeting notes.
- Provide clarification(s) related to the intent of the Contract Documents.
- Review the Contractor's schedule at construction conferences, and compare actual progress of work to Contractor's proposed construction schedule.
- Review Contractor's procedure for maintaining record drawings and field changes which may occur during the course of work.
- Maintain orderly files for correspondence, reports of job conferences, shop drawings and other submissions, reproductions or original Contract Documents including all addenda, change order and additional drawings issued subsequent to the award of the contract.

- Record the names, addresses and phone numbers of all contractors, subcontractors and major material suppliers in a field diary.
- For days in which the RE is present on site, keep a daily report book, which shall contain a daily report and quantity of hours on the job site, weather conditions, list of visiting officials, daily activities, job decisions and observations as well as general and specific observations and job progress.
- For milestone inspections of the blasting of the interior and exterior of the standpipe, the prime coat, the intermediate coat and the final coating system application, CBBEL will employ the services of Nelson Tank Engineering Company who will climb the standpipe and perform the visual inspections in areas where CBBEL cannot climb to because of our insurance restrictions. Their fees are included in our total.
- Prior to final walk through, submit to the Contractor a list of observed items (punch list) requiring correction.
- Verify that punch list items have been addressed and corrections have been made.
- Coordinate and conduct the final walk through with the Village, prepare a final punch list (if required).
- Verify that all the items on the final punch list have been corrected and make recommendations to the Village concerning acceptance of the project.
- Except upon written instructions of the Village, the Resident Engineer shall not authorize any deviation from the Contract Documents.
- Determine if the project has been completed in accordance with the Contract Documents and that the Contractor has fulfilled all of their obligations.

ESTIMATE OF FEE

TASK	FEE
1 Contract Administration	\$7,000
2 Shop Draing Review / Construction Observation Services	\$32,500
TOTAL	\$39,500

We will bill you at the hourly rates specified on the attached Schedule of Charges and establish our contract in accordance with the attached General Terms and Conditions. Direct costs for blueprints, photocopying, mailing, overnight delivery, messenger services and report compilation are not included in the fee estimate. These General Terms and Conditions are expressly incorporated into and are an integral part of this contract for professional services. Please note that any requested meetings or additional services are not included in the preceding fee estimate and will be billed at the attached hourly rates.

We trust that this proposal will demonstrate our understanding and expertise to perform the upcoming assignment. We appreciate the opportunity to submit our proposal for the construction observation of this project and look forward to working with the Village on this important project.

Please sign and return one copy of this agreement as an indication of acceptance and notice to proceed. If you have any questions, please feel free to contact us anytime.

Sincerely,



Christopher B. Burke, PhD, PE, D.WRE, Dist.M.ASCE
President

GAH/pjb

Encl. Schedule of Charges
General Terms and Conditions

THIS PROPOSAL, SCHEDULE OF CHARGES & GENERAL TERMS & CONDITIONS
ACCEPTED FOR THE VILLAGE OF WILLOWBROOK.

BY: _____
TITLE: _____
DATE: _____

CHRISTOPHER B. BURKE ENGINEERING, LTD.
STANDARD CHARGES FOR PROFESSIONAL SERVICES
JANUARY, 2016

<u>Personnel</u>	<u>Charges*</u> <u>(\$/Hr)</u>
Principal	257
Engineer VI	232
Engineer V	191
Engineer IV	152
Engineer III	138
Engineer I/II	109
Survey V	213
Survey IV	180
Survey III	153
Survey II	111
Survey I	87
Engineering Technician V	180
Engineering Technician IV	146
Engineering Technician III	131
Engineering Technician I/II	114
CAD Manager	159
Assistant CAD Manager	139
CAD II	138
CAD I	108
GIS Specialist III	132
GIS Specialist I/II	73
Landscape Architect	152
Environmental Resource Specialist V	195
Environmental Resource Specialist IV	150
Environmental Resource Specialist III	126
Environmental Resource Specialist I/II	103
Environmental Resource Technician	99
Administrative	98
Engineering Intern	59
Information Technician III	116
Information Technician I/II	107

Direct Costs

Outside Copies, Blueprints, Messenger, Delivery Services, Mileage Cost + 12%

*Charges include overhead and profit

Christopher B. Burke Engineering, Ltd. reserves the right to increase these rates and costs by 5% after December 31, 2016.

**CHRISTOPHER B. BURKE ENGINEERING, LTD.
GENERAL TERMS AND CONDITIONS**

1. **Relationship Between Engineer and Client:** Christopher B. Burke Engineering, Ltd. (Engineer) shall serve as Client's professional engineer consultant in those phases of the Project to which this Agreement applies. This relationship is that of a buyer and seller of professional services and as such the Engineer is an independent contractor in the performance of this Agreement and it is understood that the parties have not entered into any joint venture or partnership with the other. The Engineer shall not be considered to be the agent of the Client. Nothing contained in this Agreement shall create a contractual relationship with a cause of action in favor of a third party against either the Client or Engineer.

Furthermore, causes of action between the parties to this Agreement pertaining to acts of failures to act shall be deemed to have accrued and the applicable statute of limitations shall commence to run not later than the date of substantial completion.

2. **Responsibility of the Engineer:** Engineer will strive to perform services under this Agreement in accordance with generally accepted and currently recognized engineering practices and principles, and in a manner consistent with that level of care and skill ordinarily exercised by members of the profession currently practicing in the same locality under similar conditions. No other representation, express or implied, and no warranty or guarantee is included or intended in this Agreement, or in any report, opinion, document, or otherwise.

Notwithstanding anything to the contrary which may be contained in this Agreement or any other material incorporated herein by reference, or in any Agreement between the Client and any other party concerning the Project, the Engineer shall not have control or be in charge of and shall not be responsible for the means, methods, techniques, sequences or procedures of construction, or the safety, safety precautions or programs of the Client, the construction contractor, other contractors or subcontractors performing any of the work or providing any of the services on the Project. Nor shall the Engineer be responsible for the acts or omissions of the Client, or for the failure of the Client, any architect, engineer, consultant, contractor or subcontractor to carry out their respective responsibilities in accordance with the Project documents, this Agreement or any other agreement concerning the Project. Any provision which purports to amend this provision shall be without effect unless it contains a reference that the content of this condition is expressly amended for the purposes described in such amendment and is signed by the Engineer.

3. **Changes:** Client reserves the right by written change order or amendment to make changes in requirements, amount of work, or engineering time schedule adjustments, and Engineer and Client shall negotiate appropriate adjustments acceptable to both parties to accommodate any changes, if commercially possible.
4. **Suspension of Services:** Client may, at any time, by written order to Engineer (Suspension of Services Order) require Engineer to stop all, or any part, of the services required by this Agreement. Upon receipt of such an order, Engineer shall immediately comply with its terms and take all reasonable steps to minimize the costs associated with the services affected by such order. Client, however, shall pay all costs incurred by the suspension, including all costs necessary to maintain continuity and for the resumption

of the services upon expiration of the Suspension of Services Order. Engineer will not be obligated to provide the same personnel employed prior to suspension, when the services are resumed, in the event that the period of suspension is greater than thirty (30) days.

5. **Termination:** This Agreement may be terminated by either party upon thirty (30) days written notice in the event of substantial failure by the other party to perform in accordance with the terms hereof through no fault of the terminating party. This Agreement may be terminated by Client, under the same terms, whenever Client shall determine that termination is in its best interests. Cost of termination, including salaries, overhead and fee, incurred by Engineer either before or after the termination date shall be reimbursed by Client.
6. **Documents Delivered to Client:** Drawings, specifications, reports, and any other Project Documents prepared by Engineer in connection with any or all of the services furnished hereunder shall be delivered to the Client for the use of the Client. Engineer shall have the right to retain originals of all Project Documents and drawings for its files. Furthermore, it is understood and agreed that the Project Documents such as, but not limited to reports, calculations, drawings, and specifications prepared for the Project, whether in hard copy or machine readable form, are instruments of professional service intended for one-time use in the construction of this Project. These Project Documents are and shall remain the property of the Engineer. The Client may retain copies, including copies stored on magnetic tape or disk, for information and reference in connection with the occupancy and use of the Project.

When and if record drawings are to be provided by the Engineer, Client understands that information used in the preparation of record drawings is provided by others and Engineer is not responsible for accuracy, completeness, nor sufficiency of such information. Client also understands that the level of detail illustrated by record drawings will generally be the same as the level of detail illustrated by the design drawing used for project construction. If additional detail is requested by the Client to be included on the record drawings, then the Client understands and agrees that the Engineer will be due additional compensation for additional services.

It is also understood and agreed that because of the possibility that information and data delivered in machine readable form may be altered, whether inadvertently or otherwise, the Engineer reserves the right to retain the original tapes/disks and to remove from copies provided to the Client all identification reflecting the involvement of the Engineer in their preparation. The Engineer also reserves the right to retain hard copy originals of all Project Documentation delivered to the Client in machine readable form, which originals shall be referred to and shall govern in the event of any inconsistency between the two.

The Client understands that the automated conversion of information and data from the system and format used by the Engineer to an alternate system or format cannot be accomplished without the introduction of inexactitudes, anomalies, and errors. In the event Project Documentation provided to the Client in machine readable form is so converted, the Client agrees to assume all risks associated therewith and, to the fullest

extent permitted by law, to hold harmless and indemnify the Engineer from and against all claims, liabilities, losses, damages, and costs, including but not limited to attorney's fees, arising therefrom or in connection therewith.

The Client recognizes that changes or modifications to the Engineer's instruments of professional service introduced by anyone other than the Engineer may result in adverse consequences which the Engineer can neither predict nor control. Therefore, and in consideration of the Engineer's agreement to deliver its instruments of professional service in machine readable form, the Client agrees, to the fullest extent permitted by law, to hold harmless and indemnify the Engineer from and against all claims, liabilities, losses, damages, and costs, including but not limited to attorney's fees, arising out of or in any way connected with the modification, misinterpretation, misuse, or reuse by others of the machine readable information and data provided by the Engineer under this Agreement. The foregoing indemnification applies, without limitation, to any use of the Project Documentation on other projects, for additions to this Project, or for completion of this Project by others, excepting only such use as may be authorized, in writing, by the Engineer.

7. **Reuse of Documents:** All Project Documents including but not limited to reports, opinions of probable costs, drawings and specifications furnished by Engineer pursuant to this Agreement are intended for use on the Project only. They cannot be used by Client or others on extensions of the Project or any other project. Any reuse, without specific written verification or adaptation by Engineer, shall be at Client's sole risk, and Client shall indemnify and hold harmless Engineer from all claims, damages, losses, and expenses including attorney's fees arising out of or resulting therefrom.

The Engineer shall have the right to include representations of the design of the Project, including photographs of the exterior and interior, among the Engineer's promotional and professional materials. The Engineer's materials shall not include the Client's confidential and proprietary information if the Client has previously advised the Engineer in writing of the specific information considered by the Client to be confidential and proprietary.

8. **Standard of Practice:** The Engineer will strive to conduct services under this agreement in a manner consistent with that level of care and skill ordinarily exercised by members of the profession currently practicing in the same locality under similar conditions as of the date of this Agreement.
9. **Compliance With Laws:** The Engineer will strive to exercise usual and customary professional care in his/her efforts to comply with those laws, codes, ordinance and regulations which are in effect as of the date of this Agreement.

With specific respect to prescribed requirements of the Americans with Disabilities Act of 1990 or certified state or local accessibility regulations (ADA), Client understands ADA is a civil rights legislation and that interpretation of ADA is a legal issue and not a design issue and, accordingly, retention of legal counsel (by Client) for purposes of interpretation is advisable. As such and with respect to ADA, Client agrees to waive any action against Engineer, and to indemnify and defend Engineer against any claim arising from Engineer's alleged failure to meet ADA requirements prescribed.

Further to the law and code compliance, the Client understands that the Engineer will strive to provide designs in accordance with the prevailing Standards of Practice as previously set forth, but that the Engineer does not warrant that any reviewing agency having jurisdiction will not for its own purposes comment, request changes and/or additions to such designs. In the event such design requests are made by a reviewing agency, but which do not exist in the form of a written regulation, ordinance or other similar document as published by the reviewing agency, then such design changes (at substantial variance from the intended design developed by the Engineer), if effected and incorporated into the project documents by the Engineer, shall be considered as Supplementary Task(s) to the Engineer's Scope of Service and compensated for accordingly.

10. **Indemnification:** Engineer shall indemnify and hold harmless Client up to the amount of this contract fee (for services) from loss or expense, including reasonable attorney's fees for claims for personal injury (including death) or property damage to the extent caused by the sole negligent act, error or omission of Engineer.

Client shall indemnify and hold harmless Engineer under this Agreement, from loss or expense, including reasonable attorney's fees, for claims for personal injuries (including death) or property damage arising out of the sole negligent act, error omission of Client.

In the event of joint or concurrent negligence of Engineer and Client, each shall bear that portion of the loss or expense that its share of the joint or concurrent negligence bears to the total negligence (including that of third parties), which caused the personal injury or property damage.

Engineer shall not be liable for special, incidental or consequential damages, including, but not limited to loss of profits, revenue, use of capital, claims of customers, cost of purchased or replacement power, or for any other loss of any nature, whether based on contract, tort, negligence, strict liability or otherwise, by reasons of the services rendered under this Agreement.

11. **Opinions of Probable Cost:** Since Engineer has no control over the cost of labor, materials or equipment, or over the Contractor(s) method of determining process, or over competitive bidding or market conditions, his/her opinions of probable Project Construction Cost provided for herein are to be made on the basis of his/her experience and qualifications and represent his/her judgement as a design professional familiar with the construction industry, but Engineer cannot and does not guarantee that proposal, bids or the Construction Cost will not vary from opinions of probable construction cost prepared by him/her. If prior to the Bidding or Negotiating Phase, Client wishes greater accuracy as to the Construction Cost, the Client shall employ an independent cost estimator Consultant for the purpose of obtaining a second construction cost opinion independent from Engineer.
12. **Governing Law & Dispute Resolutions:** This Agreement shall be governed by and construed in accordance with Articles previously set forth by (Item 9 of) this Agreement, together with the laws of the **State of Illinois**.

Any claim, dispute or other matter in question arising out of or related to this Agreement, which can not be mutually resolved by the parties of this Agreement, shall be subject to mediation as a condition precedent to arbitration (if arbitration is agreed upon by the parties of this Agreement) or the institution of legal or equitable proceedings by either party. If such matter relates to or is the subject of a lien arising out of the Engineer's services, the Engineer may proceed in accordance with applicable law to comply with the lien notice or filing deadlines prior to resolution of the matter by mediation or by arbitration.

The Client and Engineer shall endeavor to resolve claims, disputes and other matters in question between them by mediation which, unless the parties mutually agree otherwise, shall be in accordance with the Construction Industry Mediation Rules of the American Arbitration Association currently in effect. Requests for mediation shall be filed in writing with the other party to this Agreement and with the American Arbitration Association. The request may be made concurrently with the filing of a demand for arbitration but, in such event, mediation shall proceed in advance of arbitration or legal or equitable proceedings, which shall be stayed pending mediation for a period of 60 days from the date of filing, unless stayed for a longer period by agreement of the parties or court order.

The parties shall share the mediator's fee and any filing fees equally. The mediation shall be held in the place where the Project is located, unless another location is mutually agreed upon. Agreements reached in mediation shall be enforceable as settlement agreements in any court having jurisdiction thereof.

13. Successors and Assigns: The terms of this Agreement shall be binding upon and inure to the benefit of the parties and their respective successors and assigns: provided, however, that neither party shall assign this Agreement in whole or in part without the prior written approval of the other.
14. Waiver of Contract Breach: The waiver of one party of any breach of this Agreement or the failure of one party to enforce at any time, or for any period of time, any of the provisions hereof, shall be limited to the particular instance, shall not operate or be deemed to waive any future breaches of this Agreement and shall not be construed to be a waiver of any provision, except for the particular instance.
15. Entire Understanding of Agreement: This Agreement represents and incorporates the entire understanding of the parties hereto, and each party acknowledges that there are no warranties, representations, covenants or understandings of any kind, matter or description whatsoever, made by either party to the other except as expressly set forth herein. Client and the Engineer hereby agree that any purchase orders, invoices, confirmations, acknowledgments or other similar documents executed or delivered with respect to the subject matter hereof that conflict with the terms of the Agreement shall be null, void and without effect to the extent they conflict with the terms of this Agreement.
16. Amendment: This Agreement shall not be subject to amendment unless another instrument is duly executed by duly authorized representatives of each of the parties and entitled "Amendment of Agreement".

17. **Severability of Invalid Provisions:** If any provision of the Agreement shall be held to contravene or to be invalid under the laws of any particular state, county or jurisdiction where used, such contravention shall not invalidate the entire Agreement, but it shall be construed as if not containing the particular provisions held to be invalid in the particular state, country or jurisdiction and the rights or obligations of the parties hereto shall be construed and enforced accordingly.
18. **Force Majeure:** Neither Client nor Engineer shall be liable for any fault or delay caused by any contingency beyond their control including but not limited to acts of God, wars, strikes, walkouts, fires, natural calamities, or demands or requirements of governmental agencies.
19. **Subcontracts:** Engineer may subcontract portions of the work, but each subcontractor must be approved by Client in writing.
20. **Access and Permits:** Client shall arrange for Engineer to enter upon public and private property and obtain all necessary approvals and permits required from all governmental authorities having jurisdiction over the Project. Client shall pay costs (including Engineer's employee salaries, overhead and fee) incident to any effort by Engineer toward assisting Client in such access, permits or approvals, if Engineer perform such services.
21. **Designation of Authorized Representative:** Each party (to this Agreement) shall designate one or more persons to act with authority in its behalf in respect to appropriate aspects of the Project. The persons designated shall review and respond promptly to all communications received from the other party.
22. **Notices:** Any notice or designation required to be given to either party hereto shall be in writing, and unless receipt of such notice is expressly required by the terms hereof shall be deemed to be effectively served when deposited in the mail with sufficient first class postage affixed, and addressed to the party to whom such notice is directed at such party's place of business or such other address as either party shall hereafter furnish to the other party by written notice as herein provided.
23. **Limit of Liability:** The Client and the Engineer have discussed the risks, rewards, and benefits of the project and the Engineer's total fee for services. In recognition of the relative risks and benefits of the Project to both the Client and the Engineer, the risks have been allocated such that the Client agrees that to the fullest extent permitted by law, the Engineer's total aggregate liability to the Client for any and all injuries, claims, costs, losses, expenses, damages of any nature whatsoever or claim expenses arising out of this Agreement from any cause or causes, including attorney's fees and costs, and expert witness fees and costs, shall not exceed the total Engineer's fee for professional engineering services rendered on this project as made part of this Agreement. Such causes included but are not limited to the Engineer's negligence, errors, omissions, strict liability or breach of contract. It is intended that this limitation apply to any and all liability or cause of action however alleged or arising, unless otherwise prohibited by law.

24. **Client's Responsibilities:** The Client agrees to provide full information regarding requirements for and about the Project, including a program which shall set forth the Client's objectives, schedule, constraints, criteria, special equipment, systems and site requirements.

The Client agrees to furnish and pay for all legal, accounting and insurance counseling services as may be necessary at any time for the Project, including auditing services which the Client may require to verify the Contractor's Application for Payment or to ascertain how or for what purpose the Contractor has used the money paid by or on behalf of the Client.

The Client agrees to require the Contractor, to the fullest extent permitted by law, to indemnify, hold harmless, and defend the Engineer, its consultants, and the employees and agents of any of them from and against any and all claims, suits, demands, liabilities, losses, damages, and costs ("Losses"), including but not limited to costs of defense, arising in whole or in part out of the negligence of the Contractor, its subcontractors, the officers, employees, agents, and subcontractors of any of them, or anyone for whose acts any of them may be liable, regardless of whether or not such Losses are caused in part by a party indemnified hereunder. Specifically excluded from the foregoing are Losses arising out of the preparation or approval of maps, drawings, opinions, reports, surveys, change orders, designs, or specifications, and the giving of or failure to give directions by the Engineer, its consultants, and the agents and employees of any of them, provided such giving or failure to give is the primary cause of Loss. The Client also agrees to require the Contractor to provide to the Engineer the required certificate of insurance.

The Client further agrees to require the Contractor to name the Engineer, its agents and consultants as additional insureds on the Contractor's policy or policies of comprehensive or commercial general liability insurance. Such insurance shall include products and completed operations and contractual liability coverages, shall be primary and noncontributing with any insurance maintained by the Engineer or its agents and consultants, and shall provide that the Engineer be given thirty days, unqualified written notice prior to any cancellation thereof.

In the event the foregoing requirements, or any of them, are not established by the Client and met by the Contractor, the Client agrees to indemnify and hold harmless the Engineer, its employees, agents, and consultants from and against any and all Losses which would have been indemnified and insured against by the Contractor, but were not.

When Contract Documents prepared under the Scope of Services of this contract require insurance(s) to be provided, obtained and/or otherwise maintained by the Contractor, the Client agrees to be wholly responsible for setting forth any and all such insurance requirements. Furthermore, any document provided for Client review by the Engineer under this Contract related to such insurance(s) shall be considered as sample insurance requirements and not the recommendation of the Engineer. Client agrees to have their own risk management department review any and all insurance requirements for adequacy and to determine specific types of insurance(s) required for the project. Client further agrees that decisions concerning types and amounts of insurance are

specific to the project and shall be the product of the Client. As such, any and all insurance requirements made part of Contract Documents prepared by the Engineer are not to be considered the Engineer's recommendation, and the Client shall make the final decision regarding insurance requirements.

25. Information Provided by Others: The Engineer shall indicate to the Client the information needed for rendering of the services of this Agreement. The Client shall provide to the Engineer such information as is available to the Client and the Client's consultants and contractors, and the Engineer shall be entitled to rely upon the accuracy and completeness thereof. The Client recognizes that it is impossible for the Engineer to assure the accuracy, completeness and sufficiency of such information, either because it is impossible to verify, or because of errors or omissions which may have occurred in assembling the information the Client is providing. Accordingly, the Client agrees, to the fullest extent permitted by law, to indemnify and hold the Engineer and the Engineer's subconsultants harmless from any claim, liability or cost (including reasonable attorneys' fees and cost of defense) for injury or loss arising or allegedly arising from errors, omissions or inaccuracies in documents or other information provided by the Client to the Engineer.

26. Payment: Client shall be invoiced once each month for work performed during the preceding period. Client agrees to pay each invoice within thirty (30) days of its receipt. The client further agrees to pay interest on all amounts invoiced and not paid or objected to for valid cause within said thirty (30) day period at the rate of eighteen (18) percent per annum (or the maximum interest rate permitted under applicable law, whichever is the lesser) until paid. Client further agrees to pay Engineer's cost of collection of all amounts due and unpaid after sixty (60) days, including court costs and reasonable attorney's fees, as well as costs attributed to suspension of services accordingly and as follows:

Collection Costs. In the event legal action is necessary to enforce the payment provisions of this Agreement, the Engineer shall be entitled to collect from the Client any judgement or settlement sums due, reasonable attorneys' fees, court costs and expenses incurred by the Engineer in connection therewith and, in addition, the reasonable value of the Engineer's time and expenses spent in connection with such collection action, computed at the Engineer's prevailing fee schedule and expense policies.

Suspension of Services. If the Client fails to make payments when due or otherwise is in breach of this Agreement, the Engineer may suspend performance of services upon five (5) calendar days' notice to the Client. The Engineer shall have no liability whatsoever to the Client for any costs or damages as a result of such suspension caused by any breach of this Agreement by the Client. Client will reimburse Engineer for all associated costs as previously set forth in (Item 4 of) this Agreement.

27. When construction observation tasks are part of the service to be performed by the Engineer under this Agreement, the Client will include the following clause in the construction contract documents and Client agrees not to modify or delete it:

Kotecki Waiver. Contractor (and any subcontractor into whose subcontract this clause is incorporated) agrees to assume the entire liability for all personal injury claims suffered by its own employees, including without limitation claims under the Illinois Structural Work Act, asserted by persons allegedly injured on the Project; waives any limitation of liability defense based upon the Worker's Compensation Act, court interpretations of said Act or otherwise; and to the fullest extent permitted by law, agrees to indemnify and hold harmless and defend Owner and Engineer and their agents, employees and consultants (the "Indemnitees") from and against all such loss, expense, damage or injury, including reasonable attorneys' fees, that the Indemnitees may sustain as a result of such claims, except to the extent that Illinois law prohibits indemnity for the Indemnitees' own negligence. The Owner and Engineer are designated and recognized as explicit third party beneficiaries of the Kotecki Waiver within the general contract and all subcontracts entered into in furtherance of the general contract.

28. **Job Site Safety/Supervision & Construction Observation:** The Engineer shall neither have control over or charge of, nor be responsible for, the construction means, methods, techniques, sequences of procedures, or for safety precautions and programs in connection with the Work since they are solely the Contractor's rights and responsibilities. The Client agrees that the Contractor shall supervise and direct the work efficiently with his/her best skill and attention; and that the Contractor shall be solely responsible for the means, methods, techniques, sequences and procedures of construction and safety at the job site. The Client agrees and warrants that this intent shall be carried out in the Client's contract with the Contractor. The Client further agrees that the Contractor shall be responsible for initiating, maintaining and supervising all safety precautions and programs in connection with the work; and that the Contractor shall take all necessary precautions for the safety of, and shall provide the necessary protection to prevent damage, injury or loss to all employees on the subject site and all other persons who may be affected thereby. The Engineer shall have no authority to stop the work of the Contractor or the work of any subcontractor on the project.

When construction observation services are included in the Scope of Services, the Engineer shall visit the site at intervals appropriate to the stage of the Contractor's operation, or as otherwise agreed to by the Client and the Engineer to: 1) become generally familiar with and to keep the Client informed about the progress and quality of the Work; 2) to strive to bring to the Client's attention defects and deficiencies in the Work and; 3) to determine in general if the Work is being performed in a manner indicating that the Work, when fully completed, will be in accordance with the Contract Documents. However, the Engineer shall not be required to make exhaustive or continuous on-site inspections to check the quality or quantity of the Work. If the Client desires more extensive project observation, the Client shall request that such services be provided by the Engineer as Additional and Supplemental Construction Observation Services in accordance with the terms of this Agreement.

The Engineer shall not be responsible for any acts or omissions of the Contractor, subcontractor, any entity performing any portions of the Work, or any agents or employees of any of them. The Engineer does not guarantee the performance of the

Contractor and shall not be responsible for the Contractor's failure to perform its Work in accordance with the Contract Documents or any applicable laws, codes, rules or regulations.

When municipal review services are included in the Scope of Services, the Engineer (acting on behalf of the municipality), when acting in good faith in the discharge of its duties, shall not thereby render itself liable personally and is, to the maximum extent permitted by law, relieved from all liability for any damage that may accrue to persons or property by reason of any act or omission in the discharge of its duties. Any suit brought against the Engineer which involve the acts or omissions performed by it in the enforcement of any provisions of the Client's rules, regulation and/or ordinance shall be defended by the Client until final termination of the proceedings. The Engineer shall be entitled to all defenses and municipal immunities that are, or would be, available to the Client.

29. Insurance and Indemnification: The Engineer and the Client understand and agree that the Client will contractually require the Contractor to defend and indemnify the Engineer and/or any subconsultants from any claims arising from the Work. The Engineer and the Client further understand and agree that the Client will contractually require the Contractor to procure commercial general liability insurance naming the Engineer as an additional named insured with respect to the work. The Contractor shall provide to the Client certificates of insurance evidencing that the contractually required insurance coverage has been procured. However, the Contractor's failure to provide the Client with the requisite certificates of insurance shall not constitute a waiver of this provision by the Engineer.

The Client and Engineer waive all rights against each other and against the Contractor and consultants, agents and employees of each of them for damages to the extent covered by property insurance during construction. The Client and Engineer each shall require similar waivers from the Contractor, consultants, agents and persons or entities awarded separate contracts administered under the Client's own forces.

30. Hazardous Materials/Pollutants: Unless otherwise provided by this Agreement, the Engineer and Engineer's consultants shall have no responsibility for the discovery, presence, handling, removal or disposal of or exposure of persons to hazardous materials/pollutants in any form at the Project site, including but not limited to mold/mildew, asbestos, asbestos products, polychlorinated biphenyl (PCB) or other toxic/hazardous/pollutant type substances.

Furthermore, Client understands that the presence of mold/mildew and the like are results of prolonged or repeated exposure to moisture and the lack of corrective action. Client also understands that corrective action is a operation, maintenance and repair activity for which the Engineer is not responsible.

**FIRST AMENDMENT TO THE GENERAL TERMS AND CONDITIONS OF THAT
CERTAIN AGREEMENT BY AND BETWEEN CHRISTOPHER B. BURKE
ENGINEERING, LTD. AND THE VILLAGE OF WILLOWBROOK FOR
PROFESSIONAL ENGINEERING SERVICES FOR CONSTRUCTION OBSERVATION
OF THE 3 MG STANDPIPE PAINTING PROJECT**

That certain Agreement by and between CHRISTOPHER B. BURKE ENGINEERING, LTD. (the "Engineer") and THE VILLAGE OF WILLOWBROOK (the "Client"), to provide professional engineering services to The Village of Willowbrook in connection with the professional engineering services for construction observation of the three million gallon painting project, is hereby amended, by amending the "Christopher B. Burke Engineering, Ltd. General Terms and Conditions" as hereinafter set forth:

1. Paragraph 9, entitled "Compliance with Laws" of the General Conditions is hereby amended by deleting, in its entirety, the second paragraph therein.

2. Paragraph 10, entitled "Indemnification" of the General Terms and Conditions is hereby amended to read as follows:

Indemnification: Engineer shall indemnify and hold harmless Client. Engineer shall defend, indemnify and hold harmless Client, its elected officials, managers, officers, employees, agents, representatives and successors and all persons acting by, through, under or in concert with them, from and against any and all liabilities, claims, suits, obligations, losses, penalties, judgments, including costs and reasonable attorneys' fees, to the extent caused by the sole negligent or willful act, or error or omission of Engineer, its employees, agents or assigns.

Indemnification: Client shall indemnify and hold harmless Engineer. Client agrees to defend, indemnify and hold harmless Engineer, its elected officials, managers, officers, employees, agents, representatives and successors and all persons acting by, through,

under or in concert with them, from and against any and all liabilities, claims, suits, obligations, losses, penalties, judgments, including costs and reasonable attorneys' fees, to the extent caused by the sole willful or wanton act of Client, its employees or agents.

Neither party shall be liable for any special incidental or consequential damages including, but not limited to loss of profits, revenue, use of capital, claims of customers, cost of purchased or replacement power, or for any other loss of any nature, whether based on contract, tort, negligence, strict liability or otherwise, by reasons of the services rendered under this Agreement.

3. Paragraph 23, entitled "Limit of Liability" of the General Terms and Conditions, shall be deleted in its entirety.

4. Paragraph 24, entitled "Client's Responsibilities" of the General Terms and Conditions shall be amended to read as follows:

Additional Responsibilities of Client and Engineer: The Client agrees to provide full information regarding requirements for and about the Project, including a program which shall set forth the Client's objectives, schedule, constraints, criteria, special equipment, systems and site requirements.

The Client shall name the Engineer, its agents and consultants, as an additional insured on the Client's policy or policies of general liability insurance.

Client shall provide Engineer a copy of said Certificate of Insurance and shall provide that the Engineer be given thirty (30) days, unqualified written notice prior to cancellation thereof.

The Engineer further agrees to name the Client, its agents, employees and elected officials as additional insureds on Engineer's policy or policies of comprehensive and/or

commercial general liability insurance including Engineer's policies of insurance for workers' compensation. Workers' Compensation Insurance shall be in such amounts as required by the Illinois Department of Labor. Engineer shall provide Client with a Certificate of Insurance naming Client as an additional insured and Client shall be given thirty (30) days, unqualified written notice prior to any cancellation thereof.

5. Paragraph 26, entitled "Payment" of the General Terms and Conditions, shall be amended to read as follows:

Payment: Client shall be invoiced once a month for work performed during the preceding month. Client agrees to pay each invoice in accord with the provisions of the Illinois Governmental Prompt Payment Act.

Suspension of Services: If Client fails to make payments when due, or otherwise is in breach of this Agreement, the Engineer may suspend performance of services upon five (5) business days' written notice to the Client. The Engineer shall have no liability whatsoever to the Client for any costs or damages as a result of such suspension caused by any breach of this Agreement by the Client. Client will reimburse Engineer for all associated costs previously set forth in (Item 4 of) this agreement.

6. The remaining provisions of the General Terms and Conditions, unamended by this First Amendment to the Christopher B. Burke Engineering, Ltd. General Terms and Conditions, shall remain in full force and effect and unamended by this First Amendment.

(REMAINDER OF PAGE LEFT BLANK INTENTIONALLY)

READ, APPROVED AND AGREED
THE VILLAGE OF WILLOWBROOK

READ, APPROVED AND AGREED
CHRISTOPHER B. BURKE ENGINEERING,
LTD.

By: _____
Frank Trilla, Mayor

By: _____
Christopher B. Burke, President

Date: _____

Date: _____

ATTEST:

ATTEST:

Village Clerk

VILLAGE OF WILLOWBROOK

BOARD MEETING AGENDA ITEM - HISTORY/COMMENTARY

ITEM TITLE:

A RESOLUTION AUTHORIZING THE MAYOR AND VILLAGE CLERK TO ACCEPT AND EXECUTE A PROPOSAL FOR SURVEYING AND PROFESSIONAL ENGINEERING SERVICES BETWEEN THE VILLAGE OF WILLOWBROOK AND CHRISTOPHER B. BURKE ENGINEERING, LTD. – 67TH STREET WIDENING PROJECT, FOR A LEFT TURN LANE

AGENDA NO. 5h

AGENDA DATE: 4/25/16

STAFF REVIEW: Tim Halik, Village Administrator

SIGNATURE: TEHLB

LEGAL REVIEW: Thomas Bastian, Village Attorney

SIGNATURE: THOMAS BASTIAN JR.

RECOMMENDED BY: Tim Halik, Village Administrator

SIGNATURE: TEHLB

REVIEWED & APPROVED BY COMMITTEE: YES NO N/A

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

During the FY 2016/17 Board Budget Workshop meeting, staff presented for consideration, as one of the discretionary items, an intersection improvement project at 67th Street and Clarendon Hills Road. The intersection itself is under the jurisdiction of the City of Darien. However, both the north and east legs of it are in Willowbrook. The Village has received traffic concerns regarding this intersection for a number of years. Two (2) recent attempts made jointly with the City of Darien to secure grant funding to signalize this intersection have thus far failed. This is primarily due to the fact that the intersection does not currently meet warrants for signalization.

During our attempts to secure grant funding, it was noted that traffic counts taken at peak times revealed significant traffic volume traveling westbound 67th Street and turning southbound onto Clarendon Hills Road. This may represent southbound Kingery Highway drivers turning west onto 67th Street to avoid the Kingery & Plainfield intersection.

In order to address the traffic concerns, last fall the Village hired Christopher B. Burke Engineering, Ltd. (CBBEL) to evaluate available options to improve the operation of the intersection. The CBBEL evaluation report was received in December 2015 and discussed with the Board at the Budget Workshop in March 2016. The most economical solution recommended by CBBEL includes the widening of the east leg of the intersection (67th Street) to provide for a new dedicated left turn lane. This would enable the right lane to become a combination through lane and right turn lane. This improvement would improve flow through the intersection. The estimated cost of this project is \$135,584 which was included in the FY 2016/17 budget.

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

This improvement must be designed so that proposals from roadway contractors can be obtained. The design work will include a limited topographic survey and preparation of plans in order to obtain a price proposal. The estimated fee to perform this work is \$12,900 which is \$1,600 lower than the estimated amount shared with the Board during the Budget Workshop meeting. The goal would be to perform this work in conjunction with the Clarendon Hills Road STP grant project, which will occur this summer.

ACTION PROPOSED:

Adopt Resolution.

RESOLUTION NO. 16-R-_____

A RESOLUTION AUTHORIZING THE MAYOR AND VILLAGE CLERK TO ACCEPT AND EXECUTE A PROPOSAL FOR SURVEYING AND PROFESSIONAL ENGINEERING SERVICES BETWEEN THE VILLAGE OF WILLOWBROOK AND CHRISTOPHER B. BURKE ENGINEERING, LTD. – 67TH STREET WIDENING PROJECT, FOR A LEFT TURN LANE

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 accept and execute a proposal for surveying and professional engineering services between the Village of Willowbrook and Christopher B. Burke Engineering, Ltd. relating to the 67th Street widening project, along with General Terms and Conditions and First Amendment to the General Terms and Conditions for the projects, a copy of which is attached hereto as "Exhibit A", which is by this reference expressly incorporated herein.

ADOPTED and APPROVED this 25th day of April 2016.

APPROVED:

Mayor

ATTEST:

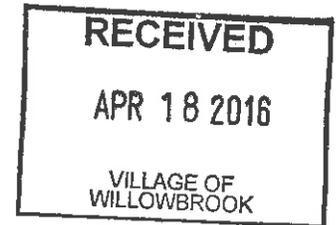
Village Clerk

ROLL CALL VOTE: AYES: _____

NAYS: _____

ABSTENTIONS: _____

ABSENT: _____



CHRISTOPHER B. BURKE ENGINEERING, LTD.

9575 West Higgins Road Suite 600 Rosemont, Illinois 60018 TEL (847) 823-0500 FAX (847) 823-0520

April 13, 2016

Village of Willowbrook
835 Midway Drive
Willowbrook, IL 60527

Attention: Mr. Tim Halik
Director of Municipal Services

Subject: 67th Street Widening for a Left Turn Lane
Proposal for Surveying and Professional Engineering Services

Dear Tim:

Thank you for requesting this proposal to survey and design the widening of 67th Street at Clarendon Hills Road in order to provide a left turn lane on the east leg of 67th Street. We previously completed a conceptual analysis of 4 potential options to provide the left turn lane. We understand the Village prefers Option 1 which involves widening on the north side of the road only. We understand that the Village intends to obtain a price proposal from a contractor that has been awarded a contract for an adjacent roadway project. This proposal assumes this project will not be openly bid and provides the minimal engineering required to construct the project.

SCOPE OF SERVICES

Task 1 – Topographic Survey

CBBEL will survey the north half of 67th Street for the length of the project. Existing conditions base sheets will be prepared at a scale of 1"=20' to be used for the proposed design.

Task 2 – Plans and Proposal

CBBEL will prepare plans at a scale of 1"=20' to be used to obtain a price proposal and construct the improvements. The following sheets will be prepared.

- Typical Section/Summary of Quantities
- Existing Conditions
- Proposed Geometric Plan
- Proposed Pavement Marking Plan
- Landscaping and Erosion Control Plan

A price proposal form/contract will be prepared to accompany the plans.

ESTIMATE OF FEE

CBBEL estimates the following fees for each of the tasks described above:

Task 1 – Topographic Survey	\$	3,500
Task 2 – Plans and Proposal	\$	9,400
	TOTAL	\$ 12,900

We will bill you at the hourly rates specified on the attached Schedule of Charges and establish our contract in accordance with the attached General Terms and Conditions. These General Terms and Conditions are expressly incorporated into and are an integral part of this contract for professional services. Please note that any requested meetings or additional services are not included in the preceding fee estimate and will be billed at the attached hourly rates.

Please sign and return one copy of this proposal as an indication of acceptance and notice to proceed. Please feel free to contact us anytime.

Sincerely,



Christopher B. Burke, PhD, PE, D.WRE, Dist.M.ASCE
President

Encl. Schedule of Charges
General Terms and Conditions

THIS PROPOSAL, SCHEDULE OF CHARGES AND GENERAL TERMS AND CONDITIONS ACCEPTED FOR THE VILLAGE OF WILLOWBROOK.

BY: _____

TITLE: _____

DATE: _____

CHRISTOPHER B. BURKE ENGINEERING, LTD.
STANDARD CHARGES FOR PROFESSIONAL SERVICES
JANUARY, 2016

<u>Personnel</u>	<u>Charges*</u> <u>(\$/Hr)</u>
Principal	257
Engineer VI	232
Engineer V	191
Engineer IV	152
Engineer III	138
Engineer I/II	109
Survey V	213
Survey IV	180
Survey III	153
Survey II	111
Survey I	87
Engineering Technician V	180
Engineering Technician IV	146
Engineering Technician III	131
Engineering Technician I/II	114
CAD Manager	159
Assistant CAD Manager	139
CAD II	138
CAD I	108
GIS Specialist III	132
GIS Specialist I/II	73
Landscape Architect	152
Environmental Resource Specialist V	195
Environmental Resource Specialist IV	150
Environmental Resource Specialist III	126
Environmental Resource Specialist I/II	103
Environmental Resource Technician	99
Administrative	98
Engineering Intern	59
Information Technician III	116
Information Technician I/II	107

Direct Costs

Outside Copies, Blueprints, Messenger, Delivery Services, Mileage Cost + 12%

*Charges include overhead and profit

Christopher B. Burke Engineering, Ltd. reserves the right to increase these rates and costs by 5% after December 31, 2016.

CHRISTOPHER B. BURKE ENGINEERING, LTD.
GENERAL TERMS AND CONDITIONS

1. **Relationship Between Engineer and Client:** Christopher B. Burke Engineering, Ltd. (Engineer) shall serve as Client's professional engineer consultant in those phases of the Project to which this Agreement applies. This relationship is that of a buyer and seller of professional services and as such the Engineer is an independent contractor in the performance of this Agreement and it is understood that the parties have not entered into any joint venture or partnership with the other. The Engineer shall not be considered to be the agent of the Client. Nothing contained in this Agreement shall create a contractual relationship with a cause of action in favor of a third party against either the Client or Engineer.

Furthermore, causes of action between the parties to this Agreement pertaining to acts of failures to act shall be deemed to have accrued and the applicable statute of limitations shall commence to run not later than the date of substantial completion.

2. **Responsibility of the Engineer:** Engineer will strive to perform services under this Agreement in accordance with generally accepted and currently recognized engineering practices and principles, and in a manner consistent with that level of care and skill ordinarily exercised by members of the profession currently practicing in the same locality under similar conditions. No other representation, express or implied, and no warranty or guarantee is included or intended in this Agreement, or in any report, opinion, document, or otherwise.

Notwithstanding anything to the contrary which may be contained in this Agreement or any other material incorporated herein by reference, or in any Agreement between the Client and any other party concerning the Project, the Engineer shall not have control or be in charge of and shall not be responsible for the means, methods, techniques, sequences or procedures of construction, or the safety, safety precautions or programs of the Client, the construction contractor, other contractors or subcontractors performing any of the work or providing any of the services on the Project. Nor shall the Engineer be responsible for the acts or omissions of the Client, or for the failure of the Client, any architect, engineer, consultant, contractor or subcontractor to carry out their respective responsibilities in accordance with the Project documents, this Agreement or any other agreement concerning the Project. Any provision which purports to amend this provision shall be without effect unless it contains a reference that the content of this condition is expressly amended for the purposes described in such amendment and is signed by the Engineer.

3. **Changes:** Client reserves the right by written change order or amendment to make changes in requirements, amount of work, or engineering time schedule adjustments, and Engineer and Client shall negotiate appropriate adjustments acceptable to both parties to accommodate any changes, if commercially possible.
4. **Suspension of Services:** Client may, at any time, by written order to Engineer (Suspension of Services Order) require Engineer to stop all, or any part, of the services required by this Agreement. Upon receipt of such an order, Engineer shall immediately comply with its terms and take all reasonable steps to minimize the costs associated with the services affected by such order. Client, however, shall pay all costs incurred by the suspension, including all costs necessary to maintain continuity and for the resumptions

of the services upon expiration of the Suspension of Services Order. Engineer will not be obligated to provide the same personnel employed prior to suspension, when the services are resumed, in the event that the period of suspension is greater than thirty (30) days.

5. **Termination:** This Agreement may be terminated by either party upon thirty (30) days written notice in the event of substantial failure by the other party to perform in accordance with the terms hereof through no fault of the terminating party. This Agreement may be terminated by Client, under the same terms, whenever Client shall determine that termination is in its best interests. Cost of termination, including salaries, overhead and fee, incurred by Engineer either before or after the termination date shall be reimbursed by Client.
6. **Documents Delivered to Client:** Drawings, specifications, reports, and any other Project Documents prepared by Engineer in connection with any or all of the services furnished hereunder shall be delivered to the Client for the use of the Client. Engineer shall have the right to retain originals of all Project Documents and drawings for its files. Furthermore, it is understood and agreed that the Project Documents such as, but not limited to reports, calculations, drawings, and specifications prepared for the Project, whether in hard copy or machine readable form, are instruments of professional service intended for one-time use in the construction of this Project. These Project Documents are and shall remain the property of the Engineer. The Client may retain copies, including copies stored on magnetic tape or disk, for information and reference in connection with the occupancy and use of the Project.

When and if record drawings are to be provided by the Engineer, Client understands that information used in the preparation of record drawings is provided by others and Engineer is not responsible for accuracy, completeness, nor sufficiency of such information. Client also understands that the level of detail illustrated by record drawings will generally be the same as the level of detail illustrated by the design drawing used for project construction. If additional detail is requested by the Client to be included on the record drawings, then the Client understands and agrees that the Engineer will be due additional compensation for additional services.

It is also understood and agreed that because of the possibility that information and data delivered in machine readable form may be altered, whether inadvertently or otherwise, the Engineer reserves the right to retain the original tapes/disks and to remove from copies provided to the Client all identification reflecting the involvement of the Engineer in their preparation. The Engineer also reserves the right to retain hard copy originals of all Project Documentation delivered to the Client in machine readable form, which originals shall be referred to and shall govern in the event of any inconsistency between the two.

The Client understands that the automated conversion of information and data from the system and format used by the Engineer to an alternate system or format cannot be accomplished without the introduction of inexactitudes, anomalies, and errors. In the event Project Documentation provided to the Client in machine readable form is so converted, the Client agrees to assume all risks associated therewith and, to the fullest

extent permitted by law, to hold harmless and indemnify the Engineer from and against all claims, liabilities, losses, damages, and costs, including but not limited to attorney's fees, arising therefrom or in connection therewith.

The Client recognizes that changes or modifications to the Engineer's instruments of professional service introduced by anyone other than the Engineer may result in adverse consequences which the Engineer can neither predict nor control. Therefore, and in consideration of the Engineer's agreement to deliver its instruments of professional service in machine readable form, the Client agrees, to the fullest extent permitted by law, to hold harmless and indemnify the Engineer from and against all claims, liabilities, losses, damages, and costs, including but not limited to attorney's fees, arising out of or in any way connected with the modification, misinterpretation, misuse, or reuse by others of the machine readable information and data provided by the Engineer under this Agreement. The foregoing indemnification applies, without limitation, to any use of the Project Documentation on other projects, for additions to this Project, or for completion of this Project by others, excepting only such use as may be authorized, in writing, by the Engineer.

7. **Reuse of Documents:** All Project Documents including but not limited to reports, opinions of probable costs, drawings and specifications furnished by Engineer pursuant to this Agreement are intended for use on the Project only. They cannot be used by Client or others on extensions of the Project or any other project. Any reuse, without specific written verification or adaptation by Engineer, shall be at Client's sole risk, and Client shall indemnify and hold harmless Engineer from all claims, damages, losses, and expenses including attorney's fees arising out of or resulting therefrom.

The Engineer shall have the right to include representations of the design of the Project, including photographs of the exterior and interior, among the Engineer's promotional and professional materials. The Engineer's materials shall not include the Client's confidential and proprietary information if the Client has previously advised the Engineer in writing of the specific information considered by the Client to be confidential and proprietary.

8. **Standard of Practice:** The Engineer will strive to conduct services under this agreement in a manner consistent with that level of care and skill ordinarily exercised by members of the profession currently practicing in the same locality under similar conditions as of the date of this Agreement.
9. **Compliance With Laws:** The Engineer will strive to exercise usual and customary professional care in his/her efforts to comply with those laws, codes, ordinance and regulations which are in effect as of the date of this Agreement.

With specific respect to prescribed requirements of the Americans with Disabilities Act of 1990 or certified state or local accessibility regulations (ADA), Client understands ADA is a civil rights legislation and that interpretation of ADA is a legal issue and not a design issue and, accordingly, retention of legal counsel (by Client) for purposes of interpretation is advisable. As such and with respect to ADA, Client agrees to waive any action against Engineer, and to indemnify and defend Engineer against any claim arising from Engineer's alleged failure to meet ADA requirements prescribed.

Further to the law and code compliance, the Client understands that the Engineer will strive to provide designs in accordance with the prevailing Standards of Practice as previously set forth, but that the Engineer does not warrant that any reviewing agency having jurisdiction will not for its own purposes comment, request changes and/or additions to such designs. In the event such design requests are made by a reviewing agency, but which do not exist in the form of a written regulation, ordinance or other similar document as published by the reviewing agency, then such design changes (at substantial variance from the intended design developed by the Engineer), if effected and incorporated into the project documents by the Engineer, shall be considered as Supplementary Task(s) to the Engineer's Scope of Service and compensated for accordingly.

10. Indemnification: Engineer shall indemnify and hold harmless Client up to the amount of this contract fee (for services) from loss or expense, including reasonable attorney's fees for claims for personal injury (including death) or property damage to the extent caused by the sole negligent act, error or omission of Engineer.

Client shall indemnify and hold harmless Engineer under this Agreement, from loss or expense, including reasonable attorney's fees, for claims for personal injuries (including death) or property damage arising out of the sole negligent act, error omission of Client.

In the event of joint or concurrent negligence of Engineer and Client, each shall bear that portion of the loss or expense that its share of the joint or concurrent negligence bears to the total negligence (including that of third parties), which caused the personal injury or property damage.

Engineer shall not be liable for special, incidental or consequential damages, including, but not limited to loss of profits, revenue, use of capital, claims of customers, cost of purchased or replacement power, or for any other loss of any nature, whether based on contract, tort, negligence, strict liability or otherwise, by reasons of the services rendered under this Agreement.

11. Opinions of Probable Cost: Since Engineer has no control over the cost of labor, materials or equipment, or over the Contractor(s) method of determining process, or over competitive bidding or market conditions, his/her opinions of probable Project Construction Cost provided for herein are to be made on the basis of his/her experience and qualifications and represent his/her judgement as a design professional familiar with the construction industry, but Engineer cannot and does not guarantee that proposal, bids or the Construction Cost will not vary from opinions of probable construction cost prepared by him/her. If prior to the Bidding or Negotiating Phase, Client wishes greater accuracy as to the Construction Cost, the Client shall employ an independent cost estimator Consultant for the purpose of obtaining a second construction cost opinion independent from Engineer.
12. Governing Law & Dispute Resolutions: This Agreement shall be governed by and construed in accordance with Articles previously set forth by (Item 9 of) this Agreement, together with the laws of the **State of Illinois**.

Any claim, dispute or other matter in question arising out of or related to this Agreement, which can not be mutually resolved by the parties of this Agreement, shall be subject to mediation as a condition precedent to arbitration (if arbitration is agreed upon by the parties of this Agreement) or the institution of legal or equitable proceedings by either party. If such matter relates to or is the subject of a lien arising out of the Engineer's services, the Engineer may proceed in accordance with applicable law to comply with the lien notice or filing deadlines prior to resolution of the matter by mediation or by arbitration.

The Client and Engineer shall endeavor to resolve claims, disputes and other matters in question between them by mediation which, unless the parties mutually agree otherwise, shall be in accordance with the Construction Industry Mediation Rules of the American Arbitration Association currently in effect. Requests for mediation shall be filed in writing with the other party to this Agreement and with the American Arbitration Association. The request may be made concurrently with the filing of a demand for arbitration but, in such event, mediation shall proceed in advance of arbitration or legal or equitable proceedings, which shall be stayed pending mediation for a period of 60 days from the date of filing, unless stayed for a longer period by agreement of the parties or court order.

The parties shall share the mediator's fee and any filing fees equally. The mediation shall be held in the place where the Project is located, unless another location is mutually agreed upon. Agreements reached in mediation shall be enforceable as settlement agreements in any court having jurisdiction thereof.

13. **Successors and Assigns:** The terms of this Agreement shall be binding upon and inure to the benefit of the parties and their respective successors and assigns: provided, however, that neither party shall assign this Agreement in whole or in part without the prior written approval of the other.
14. **Waiver of Contract Breach:** The waiver of one party of any breach of this Agreement or the failure of one party to enforce at any time, or for any period of time, any of the provisions hereof, shall be limited to the particular instance, shall not operate or be deemed to waive any future breaches of this Agreement and shall not be construed to be a waiver of any provision, except for the particular instance.
15. **Entire Understanding of Agreement:** This Agreement represents and incorporates the entire understanding of the parties hereto, and each party acknowledges that there are no warranties, representations, covenants or understandings of any kind, matter or description whatsoever, made by either party to the other except as expressly set forth herein. Client and the Engineer hereby agree that any purchase orders, invoices, confirmations, acknowledgments or other similar documents executed or delivered with respect to the subject matter hereof that conflict with the terms of the Agreement shall be null, void and without effect to the extent they conflict with the terms of this Agreement.
16. **Amendment:** This Agreement shall not be subject to amendment unless another instrument is duly executed by duly authorized representatives of each of the parties and entitled "Amendment of Agreement".

17. **Severability of Invalid Provisions:** If any provision of the Agreement shall be held to contravene or to be invalid under the laws of any particular state, county or jurisdiction where used, such contravention shall not invalidate the entire Agreement, but it shall be construed as if not containing the particular provisions held to be invalid in the particular state, country or jurisdiction and the rights or obligations of the parties hereto shall be construed and enforced accordingly.
18. **Force Majeure:** Neither Client nor Engineer shall be liable for any fault or delay caused by any contingency beyond their control including but not limited to acts of God, wars, strikes, walkouts, fires, natural calamities, or demands or requirements of governmental agencies.
19. **Subcontracts:** Engineer may subcontract portions of the work, but each subcontractor must be approved by Client in writing.
20. **Access and Permits:** Client shall arrange for Engineer to enter upon public and private property and obtain all necessary approvals and permits required from all governmental authorities having jurisdiction over the Project. Client shall pay costs (including Engineer's employee salaries, overhead and fee) incident to any effort by Engineer toward assisting Client in such access, permits or approvals, if Engineer perform such services.
21. **Designation of Authorized Representative:** Each party (to this Agreement) shall designate one or more persons to act with authority in its behalf in respect to appropriate aspects of the Project. The persons designated shall review and respond promptly to all communications received from the other party.
22. **Notices:** Any notice or designation required to be given to either party hereto shall be in writing, and unless receipt of such notice is expressly required by the terms hereof shall be deemed to be effectively served when deposited in the mail with sufficient first class postage affixed, and addressed to the party to whom such notice is directed at such party's place of business or such other address as either party shall hereafter furnish to the other party by written notice as herein provided.
23. **Limit of Liability:** The Client and the Engineer have discussed the risks, rewards, and benefits of the project and the Engineer's total fee for services. In recognition of the relative risks and benefits of the Project to both the Client and the Engineer, the risks have been allocated such that the Client agrees that to the fullest extent permitted by law, the Engineer's total aggregate liability to the Client for any and all injuries, claims, costs, losses, expenses, damages of any nature whatsoever or claim expenses arising out of this Agreement from any cause or causes, including attorney's fees and costs, and expert witness fees and costs, shall not exceed the total Engineer's fee for professional engineering services rendered on this project as made part of this Agreement. Such causes included but are not limited to the Engineer's negligence, errors, omissions, strict liability or breach of contract. It is intended that this limitation apply to any and all liability or cause of action however alleged or arising, unless otherwise prohibited by law.

24. **Client's Responsibilities:** The Client agrees to provide full information regarding requirements for and about the Project, including a program which shall set forth the Client's objectives, schedule, constraints, criteria, special equipment, systems and site requirements.

The Client agrees to furnish and pay for all legal, accounting and insurance counseling services as may be necessary at any time for the Project, including auditing services which the Client may require to verify the Contractor's Application for Payment or to ascertain how or for what purpose the Contractor has used the money paid by or on behalf of the Client.

The Client agrees to require the Contractor, to the fullest extent permitted by law, to indemnify, hold harmless, and defend the Engineer, its consultants, and the employees and agents of any of them from and against any and all claims, suits, demands, liabilities, losses, damages, and costs ("Losses"), including but not limited to costs of defense, arising in whole or in part out of the negligence of the Contractor, its subcontractors, the officers, employees, agents, and subcontractors of any of them, or anyone for whose acts any of them may be liable, regardless of whether or not such Losses are caused in part by a party indemnified hereunder. Specifically excluded from the foregoing are Losses arising out of the preparation or approval of maps, drawings, opinions, reports, surveys, change orders, designs, or specifications, and the giving of or failure to give directions by the Engineer, its consultants, and the agents and employees of any of them, provided such giving or failure to give is the primary cause of Loss. The Client also agrees to require the Contractor to provide to the Engineer the required certificate of insurance.

The Client further agrees to require the Contractor to name the Engineer, its agents and consultants as additional insureds on the Contractor's policy or policies of comprehensive or commercial general liability insurance. Such insurance shall include products and completed operations and contractual liability coverages, shall be primary and noncontributing with any insurance maintained by the Engineer or its agents and consultants, and shall provide that the Engineer be given thirty days, unqualified written notice prior to any cancellation thereof.

In the event the foregoing requirements, or any of them, are not established by the Client and met by the Contractor, the Client agrees to indemnify and hold harmless the Engineer, its employees, agents, and consultants from and against any and all Losses which would have been indemnified and insured against by the Contractor, but were not.

When Contract Documents prepared under the Scope of Services of this contract require insurance(s) to be provided, obtained and/or otherwise maintained by the Contractor, the Client agrees to be wholly responsible for setting forth any and all such insurance requirements. Furthermore, any document provided for Client review by the Engineer under this Contract related to such insurance(s) shall be considered as sample insurance requirements and not the recommendation of the Engineer. Client agrees to have their own risk management department review any and all insurance requirements for adequacy and to determine specific types of insurance(s) required for the project. Client further agrees that decisions concerning types and amounts of insurance are

specific to the project and shall be the product of the Client. As such, any and all insurance requirements made part of Contract Documents prepared by the Engineer are not to be considered the Engineer's recommendation, and the Client shall make the final decision regarding insurance requirements.

25. Information Provided by Others: The Engineer shall indicate to the Client the information needed for rendering of the services of this Agreement. The Client shall provide to the Engineer such information as is available to the Client and the Client's consultants and contractors, and the Engineer shall be entitled to rely upon the accuracy and completeness thereof. The Client recognizes that it is impossible for the Engineer to assure the accuracy, completeness and sufficiency of such information, either because it is impossible to verify, or because of errors or omissions which may have occurred in assembling the information the Client is providing. Accordingly, the Client agrees, to the fullest extent permitted by law, to indemnify and hold the Engineer and the Engineer's subconsultants harmless from any claim, liability or cost (including reasonable attorneys' fees and cost of defense) for injury or loss arising or allegedly arising from errors, omissions or inaccuracies in documents or other information provided by the Client to the Engineer.

26. Payment: Client shall be invoiced once each month for work performed during the preceding period. Client agrees to pay each invoice within thirty (30) days of its receipt. The client further agrees to pay interest on all amounts invoiced and not paid or objected to for valid cause within said thirty (30) day period at the rate of eighteen (18) percent per annum (or the maximum interest rate permitted under applicable law, whichever is the lesser) until paid. Client further agrees to pay Engineer's cost of collection of all amounts due and unpaid after sixty (60) days, including court costs and reasonable attorney's fees, as well as costs attributed to suspension of services accordingly and as follows:

Collection Costs. In the event legal action is necessary to enforce the payment provisions of this Agreement, the Engineer shall be entitled to collect from the Client any judgement or settlement sums due, reasonable attorneys' fees, court costs and expenses incurred by the Engineer in connection therewith and, in addition, the reasonable value of the Engineer's time and expenses spent in connection with such collection action, computed at the Engineer's prevailing fee schedule and expense policies.

Suspension of Services. If the Client fails to make payments when due or otherwise is in breach of this Agreement, the Engineer may suspend performance of services upon five (5) calendar days' notice to the Client. The Engineer shall have no liability whatsoever to the Client for any costs or damages as a result of such suspension caused by any breach of this Agreement by the Client. Client will reimburse Engineer for all associated costs as previously set forth in (Item 4 of) this Agreement.

27. When construction observation tasks are part of the service to be performed by the Engineer under this Agreement, the Client will include the following clause in the construction contract documents and Client agrees not to modify or delete it:

Kotecki Waiver. Contractor (and any subcontractor into whose subcontract this clause is incorporated) agrees to assume the entire liability for all personal injury claims suffered by its own employees, including without limitation claims under the Illinois Structural Work Act, asserted by persons allegedly injured on the Project; waives any limitation of liability defense based upon the Worker's Compensation Act, court interpretations of said Act or otherwise; and to the fullest extent permitted by law, agrees to indemnify and hold harmless and defend Owner and Engineer and their agents, employees and consultants (the "Indemnitees") from and against all such loss, expense, damage or injury, including reasonable attorneys' fees, that the Indemnitees may sustain as a result of such claims, except to the extent that Illinois law prohibits indemnity for the Indemnitees' own negligence. The Owner and Engineer are designated and recognized as explicit third party beneficiaries of the Kotecki Waiver within the general contract and all subcontracts entered into in furtherance of the general contract.

28. **Job Site Safety/Supervision & Construction Observation:** The Engineer shall neither have control over or charge of, nor be responsible for, the construction means, methods, techniques, sequences of procedures, or for safety precautions and programs in connection with the Work since they are solely the Contractor's rights and responsibilities. The Client agrees that the Contractor shall supervise and direct the work efficiently with his/her best skill and attention; and that the Contractor shall be solely responsible for the means, methods, techniques, sequences and procedures of construction and safety at the job site. The Client agrees and warrants that this intent shall be carried out in the Client's contract with the Contractor. The Client further agrees that the Contractor shall be responsible for initiating, maintaining and supervising all safety precautions and programs in connection with the work; and that the Contractor shall take all necessary precautions for the safety of, and shall provide the necessary protection to prevent damage, injury or loss to all employees on the subject site and all other persons who may be affected thereby. The Engineer shall have no authority to stop the work of the Contractor or the work of any subcontractor on the project.

When construction observation services are included in the Scope of Services, the Engineer shall visit the site at intervals appropriate to the stage of the Contractor's operation, or as otherwise agreed to by the Client and the Engineer to: 1) become generally familiar with and to keep the Client informed about the progress and quality of the Work; 2) to strive to bring to the Client's attention defects and deficiencies in the Work and; 3) to determine in general if the Work is being performed in a manner indicating that the Work, when fully completed, will be in accordance with the Contract Documents. However, the Engineer shall not be required to make exhaustive or continuous on-site inspections to check the quality or quantity of the Work. If the Client desires more extensive project observation, the Client shall request that such services be provided by the Engineer as Additional and Supplemental Construction Observation Services in accordance with the terms of this Agreement.

The Engineer shall not be responsible for any acts or omissions of the Contractor, subcontractor, any entity performing any portions of the Work, or any agents or employees of any of them. The Engineer does not guarantee the performance of the

Contractor and shall not be responsible for the Contractor's failure to perform its Work in accordance with the Contract Documents or any applicable laws, codes, rules or regulations.

When municipal review services are included in the Scope of Services, the Engineer (acting on behalf of the municipality), when acting in good faith in the discharge of its duties, shall not thereby render itself liable personally and is, to the maximum extent permitted by law, relieved from all liability for any damage that may accrue to persons or property by reason of any act or omission in the discharge of its duties. Any suit brought against the Engineer which involve the acts or omissions performed by it in the enforcement of any provisions of the Client's rules, regulation and/or ordinance shall be defended by the Client until final termination of the proceedings. The Engineer shall be entitled to all defenses and municipal immunities that are, or would be, available to the Client.

29. Insurance and Indemnification: The Engineer and the Client understand and agree that the Client will contractually require the Contractor to defend and indemnify the Engineer and/or any subconsultants from any claims arising from the Work. The Engineer and the Client further understand and agree that the Client will contractually require the Contractor to procure commercial general liability insurance naming the Engineer as an additional named insured with respect to the work. The Contractor shall provide to the Client certificates of insurance evidencing that the contractually required insurance coverage has been procured. However, the Contractor's failure to provide the Client with the requisite certificates of insurance shall not constitute a waiver of this provision by the Engineer.

The Client and Engineer waive all rights against each other and against the Contractor and consultants, agents and employees of each of them for damages to the extent covered by property insurance during construction. The Client and Engineer each shall require similar waivers from the Contractor, consultants, agents and persons or entities awarded separate contracts administered under the Client's own forces.

30. Hazardous Materials/Pollutants: Unless otherwise provided by this Agreement, the Engineer and Engineer's consultants shall have no responsibility for the discovery, presence, handling, removal or disposal of or exposure of persons to hazardous materials/pollutants in any form at the Project site, including but not limited to mold/mildew, asbestos, asbestos products, polychlorinated biphenyl (PCB) or other toxic/hazardous/pollutant type substances.

Furthermore, Client understands that the presence of mold/mildew and the like are results of prolonged or repeated exposure to moisture and the lack of corrective action. Client also understands that corrective action is a operation, maintenance and repair activity for which the Engineer is not responsible.

June 13, 2005

P:\Proposals\Terms and Conditions\GT&C 2005.061305.doc

**FIRST AMENDMENT TO THE GENERAL TERMS AND CONDITIONS OF THAT
CERTAIN AGREEMENT BY AND BETWEEN CHRISTOPHER B. BURKE
ENGINEERING, LTD. AND THE VILLAGE OF WILLOWBROOK FOR SURVEYING
AND PROFESSIONAL ENGINEERING SERVICES RELATED TO THE WIDENING
OF 67TH STREET TO PROVIDE FOR A NEW WESTBOUND TO SOUTHBOUND LEFT
TURN LANE AT THE INTERSECTION WITH CLARENDON HILLS ROAD**

That certain Agreement by and between CHRISTOPHER B. BURKE ENGINEERING, LTD. (the "Engineer") and THE VILLAGE OF WILLOWBROOK (the "Client"), to provide professional engineering services to The Village of Willowbrook in connection with the surveying and professional engineering services for the widening of 67th Street to provide for a left turn lane at the Clarendon Hills Road intersection, is hereby amended, by amending the "Christopher B. Burke Engineering, Ltd. General Terms and Conditions" as hereinafter set forth:

1. Paragraph 9, entitled "Compliance with Laws" of the General Conditions is hereby amended by deleting, in its entirety, the second paragraph therein.

2. Paragraph 10, entitled "Indemnification" of the General Terms and Conditions is hereby amended to read as follows:

Indemnification: Engineer shall indemnify and hold harmless Client. Engineer shall defend, indemnify and hold harmless Client, its elected officials, managers, officers, employees, agents, representatives and successors and all persons acting by, through, under or in concert with them, from and against any and all liabilities, claims, suits, obligations, losses, penalties, judgments, including costs and reasonable attorneys' fees, to the extent caused by the sole negligent or willful act, or error or omission of Engineer, its employees, agents or assigns.

Indemnification: Client shall indemnify and hold harmless Engineer. Client agrees to defend, indemnify and hold harmless Engineer, its elected officials, managers, officers, employees, agents, representatives and successors and all persons acting by, through,

under or in concert with them, from and against any and all liabilities, claims, suits, obligations, losses, penalties, judgments, including costs and reasonable attorneys' fees, to the extent caused by the sole willful or wanton act of Client, its employees or agents.

Neither party shall be liable for any special incidental or consequential damages including, but not limited to loss of profits, revenue, use of capital, claims of customers, cost of purchased or replacement power, or for any other loss of any nature, whether based on contract, tort, negligence, strict liability or otherwise, by reasons of the services rendered under this Agreement.

3. Paragraph 23, entitled "Limit of Liability" of the General Terms and Conditions, shall be deleted in its entirety.

4. Paragraph 24, entitled "Client's Responsibilities" of the General Terms and Conditions shall be amended to read as follows:

Additional Responsibilities of Client and Engineer: The Client agrees to provide full information regarding requirements for and about the Project, including a program which shall set forth the Client's objectives, schedule, constraints, criteria, special equipment, systems and site requirements.

The Client shall name the Engineer, its agents and consultants, as an additional insured on the Client's policy or policies of general liability insurance.

Client shall provide Engineer a copy of said Certificate of Insurance and shall provide that the Engineer be given thirty (30) days, unqualified written notice prior to cancellation thereof.

The Engineer further agrees to name the Client, its agents, employees and elected officials as additional insureds on Engineer's policy or policies of comprehensive and/or

commercial general liability insurance including Engineer's policies of insurance for workers' compensation. Workers' Compensation Insurance shall be in such amounts as required by the Illinois Department of Labor. Engineer shall provide Client with a Certificate of Insurance naming Client as an additional insured and Client shall be given thirty (30) days, unqualified written notice prior to any cancellation thereof.

5. Paragraph 26, entitled "Payment" of the General Terms and Conditions, shall be amended to read as follows:

Payment: Client shall be invoiced once a month for work performed during the preceding month. Client agrees to pay each invoice in accord with the provisions of the Illinois Governmental Prompt Payment Act.

Suspension of Services: If Client fails to make payments when due, or otherwise is in breach of this Agreement, the Engineer may suspend performance of services upon five (5) business days' written notice to the Client. The Engineer shall have no liability whatsoever to the Client for any costs or damages as a result of such suspension caused by any breach of this Agreement by the Client. Client will reimburse Engineer for all associated costs previously set forth in (Item 4 of) this agreement.

6. The remaining provisions of the General Terms and Conditions, unamended by this First Amendment to the Christopher B. Burke Engineering, Ltd. General Terms and Conditions, shall remain in full force and effect and unamended by this First Amendment.

(REMAINDER OF THIS PAGE LEFT BLANK INTENTIONALLY)

READ, APPROVED AND AGREED
THE VILLAGE OF WILLOWBROOK

READ, APPROVED AND AGREED
CHRISTOPHER B. BURKE ENGINEERING,
LTD.

By: _____
Frank Trilla, Mayor

By: _____
Christopher B. Burke, President

Date: _____

Date: _____

ATTEST:

ATTEST:

Village Clerk

VILLAGE OF WILLOWBROOK

BOARD MEETING AGENDA ITEM - HISTORY/COMMENTARY

ITEM TITLE:

A RESOLUTION AUTHORIZING THE MAYOR AND VILLAGE CLERK TO ACCEPT A PROPOSAL TO PROVIDE HEATING VENTILATION AND AIR CONDITIONING (HVAC) MAINTENANCE SERVICES – THE HEAT ENGINEERING COMPANY

AGENDA NO.

5i

AGENDA DATE: 4/25/16

STAFF REVIEW: Tim Halik, Village Administrator

SIGNATURE: THALIK

LEGAL REVIEW: Thomas Bastian, Village Attorney

SIGNATURE: THOMAS BASTIAN TH.

RECOMMENDED BY: Tim Halik, Village Administrator

SIGNATURE: THALIK

REVIEWED & APPROVED BY COMMITTEE: YES NO N/A

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

After acquiring both the 825 and 835 Midway Drive buildings, staff solicited proposals from various HVAC maintenance vendors to provide HVAC maintenance services to each Village-owned facility. At that time, The Heat Engineering Company, Countryside, provided the lowest proposal. On May 26, 2015, the Village Board accepted a one-year maintenance agreement with Heat Engineering, which included four (4) buildings at a total annual cost of \$4,030.

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

Staff has been very satisfied with the level of response and quality of service provided by Heat Engineering, so we have asked them to submit another service proposal for FY 2016/17, and to also include an additional location – the 67th Street water tank site. The control apparatus in the base of this water tank is protected from freezing by three (3) individual heating units. These units require preventative maintenance service as well to ensure their continued proper operation. The following is a cost summary for a one-year HVAC service agreement, including preventative maintenance service inspections twice a year, and filter changes three times a year:

LOCATION	The Heat Engineering Co.
7760 Quincy Street (Police)	\$4,228
700 WB Centre. Pkwy. (PW Garage)	(included in the above price)
825 Midway Drive (CRC)	(included in the above price)
835 Midway Drive (Village Hall)	(included in the above price)
67 th Street Water Tank	(included in the above price)
Annual Total Cost:	\$4,228

ACTION PROPOSED:

Adopt Resolution.

RESOLUTION NO. 16-R-_____

A RESOLUTION AUTHORIZING THE MAYOR AND VILLAGE CLERK TO ACCEPT A PROPOSAL TO PROVIDE HEATING VENTILATION AND AIR CONDITIONING (HVAC) MAINTENANCE SERVICES – THE HEAT ENGINEERING COMPANY

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 the proposal from The Heat Engineering Company to provide heating ventilation and air conditioning maintenance services for Village facilities in accordance with the proposal attached hereto as Exhibit "A" which is, by this reference, expressly incorporated herein, in the amount of \$4,228.00.

ADOPTED and APPROVED this 25th day of April, 2016

APPROVED:

Mayor

ATTEST:

Village Clerk

ROLL CALL VOTE:

AYES: _____

NAYS: _____

ABSTENTIONS: _____

ABSENT: _____

Exhibit "A"

Service Agreement Invoice



6500 Joliet Road
Countryside, IL 60525

708-246-3300

Bill Addr

VILLAGE OF WILLOWBROOK*
C/O TIM HALIK
835 MIDWAY DR.
WILLOWBROOK, IL 60527



Invoice Date

5/1/2016

Invoice #

19326

Account #

68667

Service Addr

835 MIDWAY DR.
WILLOWBROOK, IL 60527

AGREEMENT TYPE SAM

EQUIPMENT 6RTU 2 UNIT HT

Terms

Due on receipt

Quantity	Description	U/M	Rate	Amount
	<p>Service Agreement Maintenance Renewal covers the following locations Village Hall 835 Midway, Police Station 7760 Quincey, Public Works Garage 700 Willowbrook Center Parkway, Community Resource Center 825 Midway and Water Tower across from 77 Lake Hinsdale.</p> <p>AGREEMENT TERM 5/26/16-5/25/17</p>			4,228.00

We greatly appreciate the confidence you place in us. Thank you!

Total

\$4,228.00

the HEAT engineering co.



6500 JOLIET ROAD
COUNTRYSIDE, ILLINOIS 60525
PHONE: 708-246-3300
FAX: 708-579-0264
www.heatengineering.com

HEATING AND AIR CONDITIONING CONTRACTORS

To our Preferred Customers;

Thank you for your business over the past year. Enclosed is the renewal for your Maintenance Agreement. Preventative maintenance is the most important investment you can make for your heating and cooling system. The heating system can run over 5000 hours in a typical winter and the cooling system can run over 1000 hours. With this type of run hours, a good professional clean and check will ensure the system runs at peak efficiency and runs safely as well. It may also help to identify potential issues and prevent a costly breakdown. But don't just take our word for it...The Environmental Protection Agency/Energy Star recommends that you maintain your equipment with professional check-ups. For more information, go to www.energystar.gov. The factory warranty on the equipment may also stipulate that damage or repairs resulting from lack of periodic maintenance will not be covered.

Some other benefits of *the HEAT Engineering Company* maintenance agreement:

- Annual scheduled maintenance inspections set up for you, so you don't have the responsibility of arranging each visit.
- Increased equipment life reduces replacement costs and future repairs
- 10% discount on material costs and a discounted labor rate
- Preferential treatment for emergency service calls
- Peace of mind knowing your equipment is being taken care of by factory trained service technicians.
- Reduced operating costs and energy consumption since well-maintained equipment operates at maximum efficiency
- We also offer agreements including labor and parts and labor

Check our website for additional information on our service agreements at www.heatengineering.com and select the service tab. We value you as our customer and we'll do all we can to keep your home or business feeling as comfortable as possible. On behalf of our entire staff, thank you for your continued business.

If you have any questions, please call the Heat Engineering Company at 708-246-3300 or email us at info@heatengineering.com.

Sincerely,

C.J. Mueller
President

P.S. If you are interested in upgrading to a high efficiency system, please call 708-246-3300. My extension is 231. Or feel free to shoot me an email at cjmheat@yahoo.com.

RECEIVED

APR 18 2016

VILLAGE OF
WILLOWBROOK

"...installation and service performance that pleases since 1948"

"...installation and service performance that pleases since 1948"

VILLAGE OF WILLOWBROOK

BOARD MEETING

AGENDA ITEM - HISTORY/COMMENTARY

ITEM TITLE: A RESOLUTION AUTHORIZING THE VILLAGE ADMINISTRATOR TO ENTER INTO A PURCHASE AGREEMENT WITH CDW-G FOR COMPUTER EQUIPMENT AND SOFTWARE

AGENDA NO. 5j
AGENDA DATE: 4/25/2016

STAFF REVIEW: Garrett Hummel, Asst to the Vil Admin

SIGNATURE: 

LEGAL REVIEW: Tom 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)

In May 2012, the Village entered into a 3-year lease with American Capital Financial Services for 26 computer workstations. At the end of the lease in 2015, the Village bought out the computers. These computers are closing in on 4 years of age which is past their useful lifecycle. The Village in FY 2016-2017 has the need for 34 workstations.

During the budget workshop, the Board approved funding for the purchase of these computers. Quotes were solicited based on the PCS International (Village's IT consultant) recommendation that the Village continue utilizing HP products. PCS listed several factors for recommending HP products such as reliability, service, and ease of parts replacement. Quotes were collected from 3 HP vendors. The vendors were all given the specifications that PCS suggested for optimal system performance.

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

The following is a breakdown of the quotes the Village received for the previously mentioned desktop workstation computers:

	CDW-G	PCS	Konica Minolta	Budgeted*
Hardware - PCs & Monitors	\$22,289.48	\$22,974.12	\$24,208.00	\$28,000.00
Software	\$6,559.68	\$6,851.20	\$9,504.00	\$8,400.00
Shipping	\$0.00	\$272.35	\$291.00	-
Total Cost	\$28,849.16	\$30,097.67	\$30,602.70	\$36,400.00

*The budgeted number includes both hardware and software (not labor costs) costs.

As the numbers show, CDW-G's proposal came in at the lowest price of \$28,849.16. Although the budgeted number was developed assuming 28 new workstations not 34, the CDW-G proposal came in \$7,550.84 under budget. The Village has used CDW-G for its IT purchases in the past and would recommend the Village Board accept the attached proposal.

ACTION PROPOSED: ADOPT THE ATTACHED RESOLUTION

RESOLUTION NO. 16-R-_____

A RESOLUTION AUTHORIZING THE VILLAGE ADMINISTRATOR TO ENTER INTO A PURCHASE AGREEMENT WITH CDW-G FOR COMPUTER EQUIPMENT AND SOFTWARE.

WHEREAS, the Village of Willowbrook is equipped with various computer equipment and software including desktop personal computers and operating systems;

WHEREAS, periodically, and generally on a three (3) year basis, the Village of Willowbrook will purchase this computer equipment and software; and

WHEREAS, the Village of Willowbrook solicited proposals and CDW-G offered the least expensive responsive proposal;

BE IT RESOLVED by the Mayor and Board of Trustees of the Village of Willowbrook, DuPage County, Illinois, that the Village Administrator be hereby authorized to execute a purchase agreement for said computer equipment and software with CDW-G in substantially the form of the proposal attached hereto as Exhibit "A" and made a part hereof.

ADOPTED and APPROVED this 25th day of April, 2016.

APPROVED:

Mayor

ATTEST:

Village Clerk

ROLL CALL VOTE:

AYES: _____

NAYS: _____

ABSTENTIONS: _____

ABSENT: _____



CDWG.com | 800.594.4239

SALES QUOTATION

QUOTE NO.	ACCOUNT NO.	DATE
GZMQ091	5869717	4/18/2016

BILL TO:
 VILLAGE OF WILLOWBROOK
 835 MIDWAY DR.

SHIP TO:
 VILLAGE OF WILLOWBROOK
 Attention To: ACCTS RECEIVABLE
 835 MIDWAY DR.

Accounts Payable
 WILLOWBROOK , IL 60527-5594

WILLOWBROOK , IL 60527-5594
 Contact: GARRETT
 HUMMEL 630.323.8125

Customer Phone #630.323.8215

Customer P.O. # HP G3 QUOTE

ACCOUNT MANAGER		SHIPPING METHOD	TERMS	EXEMPTION CERTIFICATE
CHAD MCCARRON 877.533.0299		Dynamex Messenger Overnight 4:30 pm	Net 30 Days-Govt State/Local	GOVT-EXEMPT
QTY	ITEM NO.	DESCRIPTION	UNIT PRICE	EXTENDED PRICE
34	4033745	HP SB 400 G3 I5-6500 1TB 8GB W7P Mfg#: P5V81UT#ABA Contract: MARKET	599.99	20,399.66
18	3651355	HP SB PRODISPLAY P202 MONITOR Mfg#: K7X27A8#ABA Contract: MARKET	104.99	1,889.82
32	3798129	MS OFFICE HOME & BUS 2016 ENG 1 LIC Mfg#: T5D-02375 Contract: MARKET	204.99	6,559.68
SUBTOTAL				28,849.16
FREIGHT				0.00
TAX				0.00
US CURRENCY				
TOTAL				28,849.16

CDW Government
 230 North Milwaukee Ave.
 Vernon Hills, IL 60061

Fax: 312.705.7709

Please remit payment to:
 CDW Government
 75 Remittance Drive
 Suite 1515
 Chicago, IL 60675-1515

VILLAGE OF WILLOWBROOK

BOARD MEETING AGENDA ITEM - HISTORY/COMMENTARY

ITEM TITLE:

MOTION TO APPROVE - FY 2016-17 BUDGET

AGENDA NO.

5k

AGENDA DATE: 04/25/2016**STAFF REVIEW:** Carrie Dittman, Director of Finance**SIGNATURE:** Carrie Dittman**LEGAL REVIEW:** Thomas Bastian, Village Attorney**SIGNATURE:** THOMAS BASTIAN TH**RECOMMENDED BY:** Timothy Halik, Village Administrator**SIGNATURE:** THalik**REVIEWED & APPROVED BY COMMITTEE:** YES NO N/A **ITEM HISTORY (PREVIOUS VILLAGE BOARD REVIEWS, ACTIONS RELATED TO THIS ITEM, OTHER PERTINENT HISTORY)**

We are pleased to present the FY 2016-17 Budget for your approval. The final budget incorporates all items discussed during the Board Budget Workshop held on March 16, 2016, including the three (3) discretionary items, along with subsequent budget related discussions. The Village's General Fund balance is projected to be at \$4,012,188 at April 30, 2017, which represents **174 days** of operating reserves.

The Village is required to comply with the State Appropriation Act and each year must adopt an appropriation ordinance. While the appropriation ordinance provides the Village 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 2016-17 Appropriation Ordinance will be placed on the Board's agenda in June for consideration.

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

Staff will be submitting the FY 2016-17 Budget to the Government Finance Officers Association (GFOA) as part of our application for the Distinguished Budget Presentation Award at a later date.

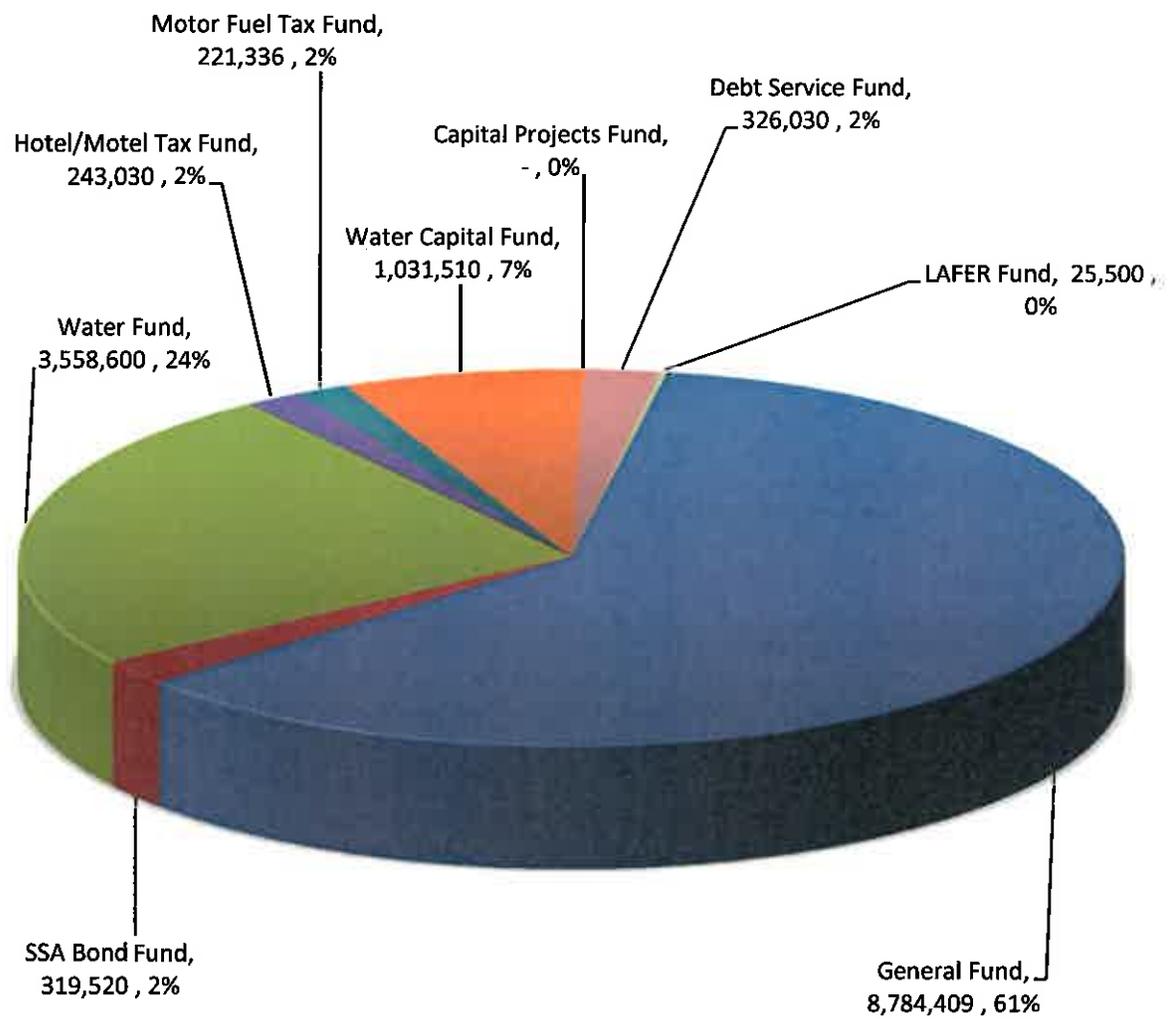
ACTION PROPOSED: APPROVE THE MOTION



DuPage County, Illinois

**Administrative Budget
May 1, 2016 – April 30, 2017**

FY 2016-17 All Fund Revenues - \$14,509,935



**Village of Willowbrook
Revenue Summary - All Funds**

Description	FY 11-12 Actual	FY 12-13 Actual	FY 13-14 Actual	FY 14-15 Actual	FY 15-16 Budget	FY 15-16 Estimated Actual	FY 16-17 Proposed Budget
General Corporate Fund	\$ 8,200,265	\$ 8,476,090	\$ 8,830,077	\$ 8,544,846	\$ 8,652,664	\$ 8,578,122	\$ 8,784,409
Water Fund	1,917,390	2,366,871	2,979,122	3,031,328	3,330,190	3,494,645	3,558,600
Hotel/Motel/Tax Fund	66,668	65,255	53,283	50,014	210,000	200,022	243,030
Motor Fuel Tax Fund	251,526	242,455	249,823	287,228	203,297	219,273	221,336
Tax Increment Financing Fund (closed)	743,815	801,399	806,079	825,830	-	-	-
SSA Bond & Interest Fund	320,018	320,947	321,324	320,911	322,320	325,582	319,520
SSA Project Fund (closed)	147	139	-	-	-	-	-
Water Capital Improvements Fund	281,643	120,691	175,092	411,074	100,050	100,300	1,031,510
Capital Projects Fund	201	132	19	3,825	10	-	-
Debt Service Fund	156,669	158,744	160,603	1,744,363	(1) 218,312	210,349	326,030
Land Acquisition, Facility Expansion & Renovation Fund	-	2,743	404	3,867,007	(2) 100	112,198	25,500
Total Revenues	\$ 11,938,342	\$ 12,555,466	\$ 13,575,826	\$ 19,086,426	\$ 13,036,943	\$ 13,240,491	\$ 14,509,935

Difference from Budget 15-16 to Proposed 16-17: 11.30% \$ 1,472,992

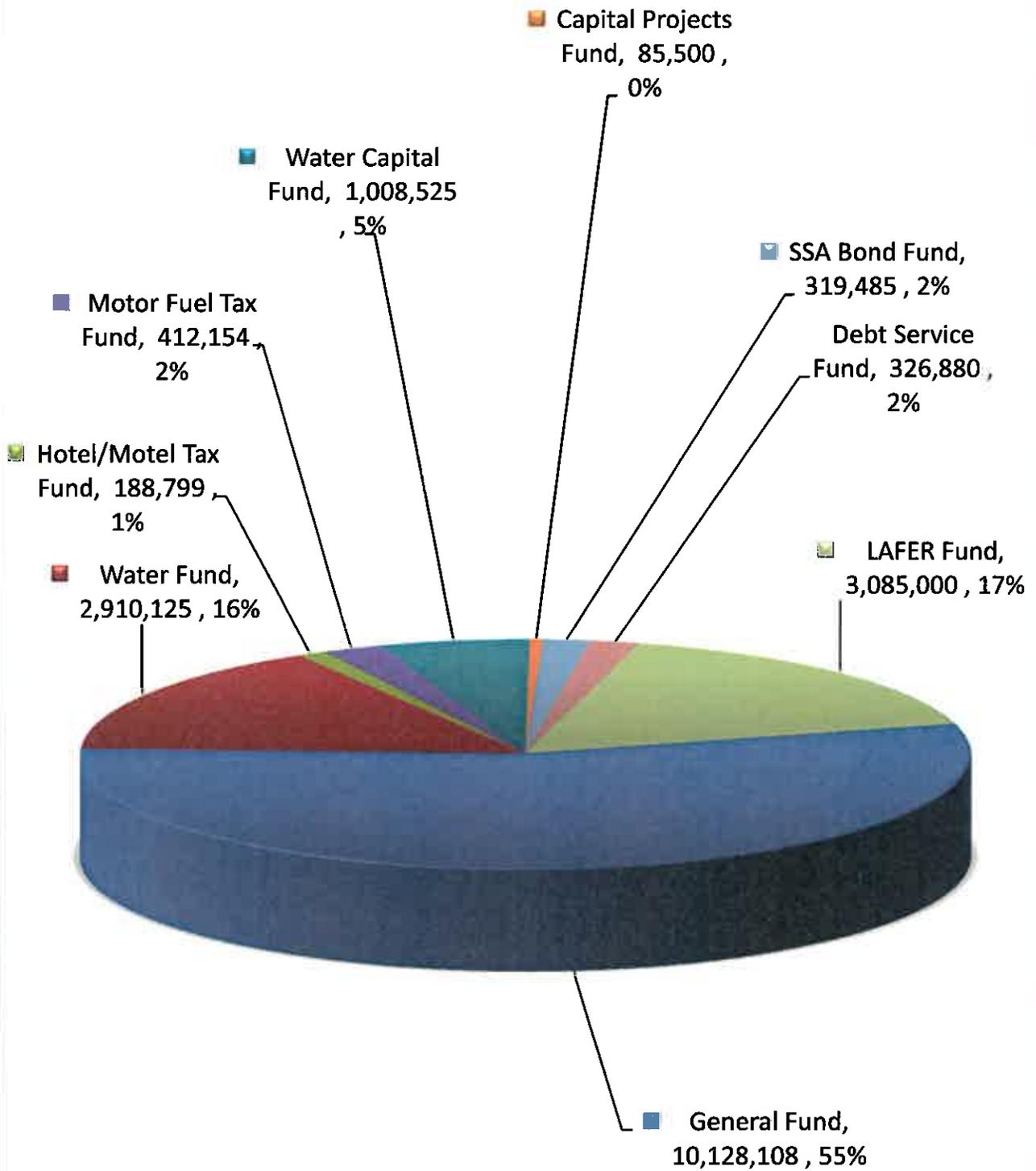
Difference from Budget 15-16 to Estimated Actual 15-16: 1.56% \$ 203,548

Difference from Estimated Actual 15-16 to Proposed 16-17: 9.59% \$ 1,269,444

(1) Includes bond proceeds of \$1,485,000 (to refund existing 2008 bonds).

(2) Includes bond proceeds of \$3,210,000 for police station renovation (\$3,140,000) & bond issuance costs (\$70,000).

FY 2016-17 All Fund Expenditures - \$18,464,576



**Village of Willowbrook
Expenditure Summary - All Funds**

Description	FY 11-12 Actual	FY 12-13 Actual	FY 13-14 Actual	FY 14-15 Actual	FY 15-16 Budget	FY 15-16 Estimated Actual	FY 16-17 Proposed Budget
General Corporate Fund	\$ 10,539,264	\$ 7,123,033	\$ 7,983,016	\$ 7,489,726	\$ 9,802,441	\$ 8,894,972	\$ 10,128,108
Water Fund	2,300,995	2,478,246	2,902,620	3,252,751	2,927,559	2,968,568	2,910,125
Hotel/Motel/Tax Fund	62,573	81,378	53,863	56,918	82,825	92,398	188,799
Motor Fuel Tax Fund	267,525	186,000	132,480	235,745	225,000	184,854	412,154
Tax Increment Financing Fund (closed)	723,122	811,092	671,090	981,166	-	-	-
SSA Bond & Interest Fund	320,050	320,760	321,160	319,440	322,315	322,315	319,485
SSA Project Fund (closed)	-	51,835	-	44	-	-	-
Water Capital Improvements Fund	30,338	56,297	31,150	338,813	413,400	414,188	1,008,525
Capital Projects Fund	60,428	53,444	428	4,614	85,498	-	85,500
Debt Service Fund	156,744	158,744	160,556	1,743,370 ¹	218,312	211,152	326,880
Land Acquisition, Facility Expansion & Renovation Fund	-	-	2,115,811	1,830,797	3,192,500 ²	140,321	3,085,000 ²
Total Expenditures	\$ 14,461,039	\$ 11,320,829	\$ 14,372,174	\$ 16,253,384	\$ 17,269,850	\$ 13,228,768	\$ 18,464,576

Difference from Budget 15-16 to Proposed 16-17: 6.92% \$ 1,194,726

Difference from Budget 15-16 to Estimated Actual 15-16: -23.40% \$ (4,041,082)

Difference from Estimated Actual 15-16 to Proposed 16-17: 39.58% \$ 5,235,808

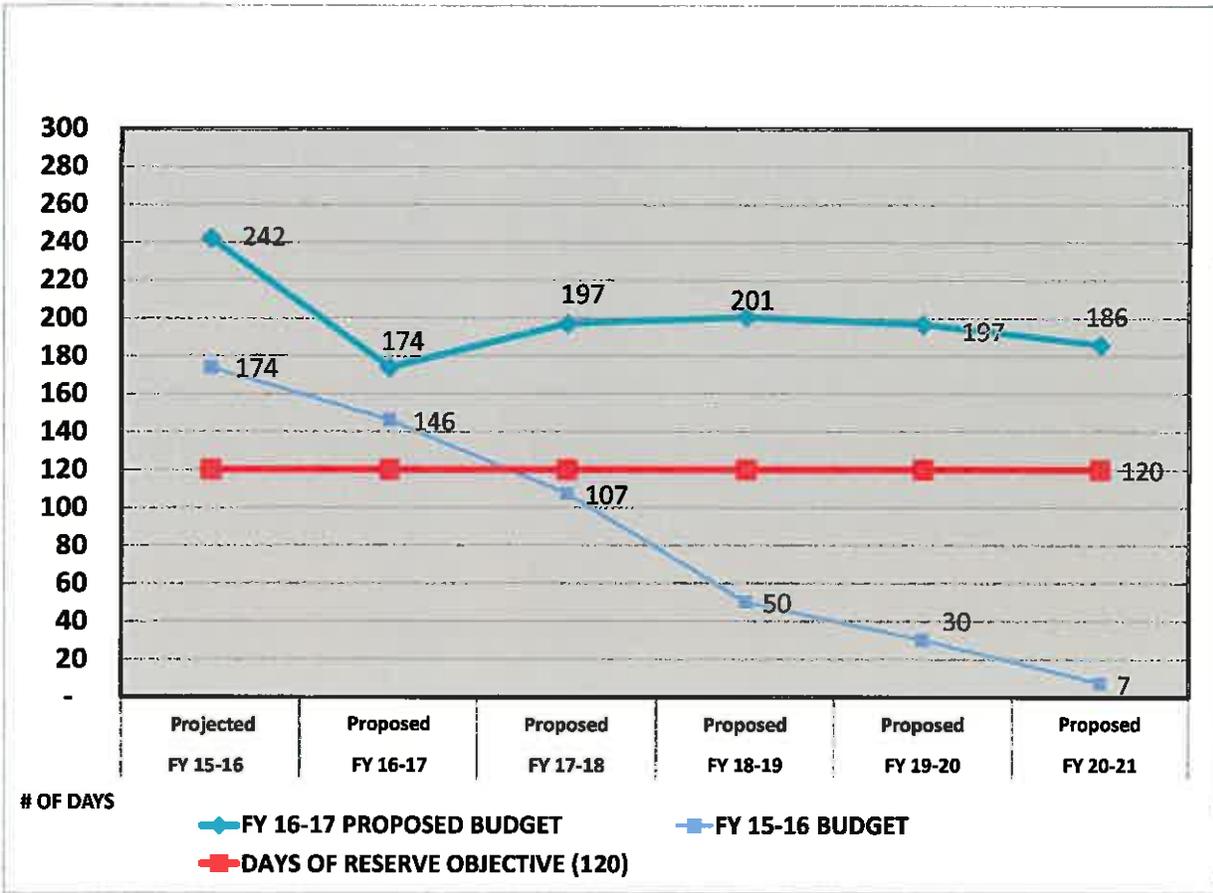
(1) Includes payment to escrow agent of \$1,456,751 (to refund existing 2008 bonds).

(2) The police station renovation was budgeted in FY 15-16 but is expected to occur in FY 16-17.

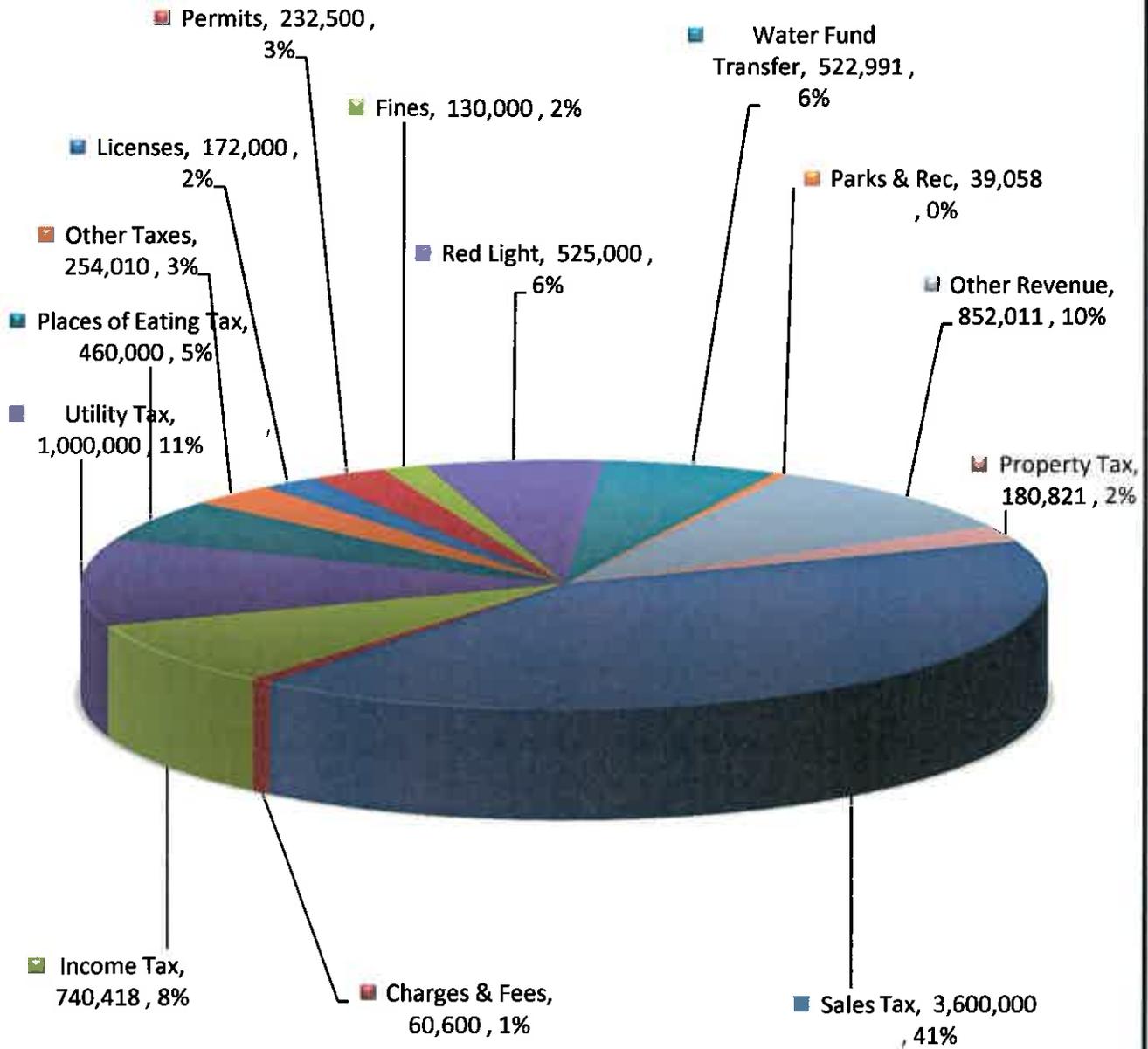
**GENERAL FUND
FINANCIAL SUMMARY FY 2016-17
CURRENT YEAR AND 5 YEAR FORECAST**

	FY 14-15 Actual	FY 15-16 Budget	FY 15-16 Projected	Year 1 FY 16-17 Proposed	Year 2 FY 17-18 Proposed	Year 3 FY 18-19 Proposed	Year 4 FY 19-20 Proposed	Year 5 FY 20-21 Proposed
Beginning Fund Balance	\$ 4,615,117	\$ 5,102,652	\$ 5,670,237	\$ 5,355,887	\$ 4,012,188	\$ 4,385,045	\$ 4,607,243	\$ 4,667,391
Revenues	8,544,846	8,652,664	8,578,122	8,784,409	8,817,605	8,924,214	9,032,258	9,141,758
% change				1.52%	0.38%	1.21%	1.21%	1.21%
Operating Expenses	7,382,996	8,302,860	8,069,585	8,425,028	8,131,028	8,386,083	8,655,120	8,939,201
Capital Expenses		1,335,552	559,658	1,399,101	35,928	37,006	38,116	39,260
Transfers Out	106,730	164,029	263,229	303,979	277,791	278,927	278,873	279,851
Total Expenses/Transfers Out	7,489,726	9,802,441	8,892,472	10,128,108	8,444,747	8,702,016	8,972,109	9,258,312
% change				3.32%	-16.62%	3.05%	3.10%	3.19%
Net Surplus (Deficit)	1,055,120	(1,149,777)	(314,350)	(1,343,699)	372,857	222,198	60,148	(1,16,554)
Ending Fund Balance	\$ 5,670,237	\$ 3,952,875	\$ 5,355,887	\$ 4,012,188	\$ 4,385,045	\$ 4,607,243	\$ 4,667,391	\$ 4,550,837
Daily Operating Cost	\$ 20,227	\$ 22,748	\$ 22,108	\$ 23,082	\$ 22,277	\$ 22,976	\$ 23,713	\$ 24,491
# Days Fund Balance Reserve	280	174	242	174	197	201	197	186
# Days Reserve Objective	120	120	120	120	120	120	120	120
Prior Year Adopted Budget Reserve Days			174	146	107	50	30	7

**GENERAL FUND - NUMBER OF DAYS OPERATING EXPENSE
FY 2015-16 PROJECTED AND NEXT 5 YEARS**



FY 2016-17 General Fund Revenues- \$8,784,409



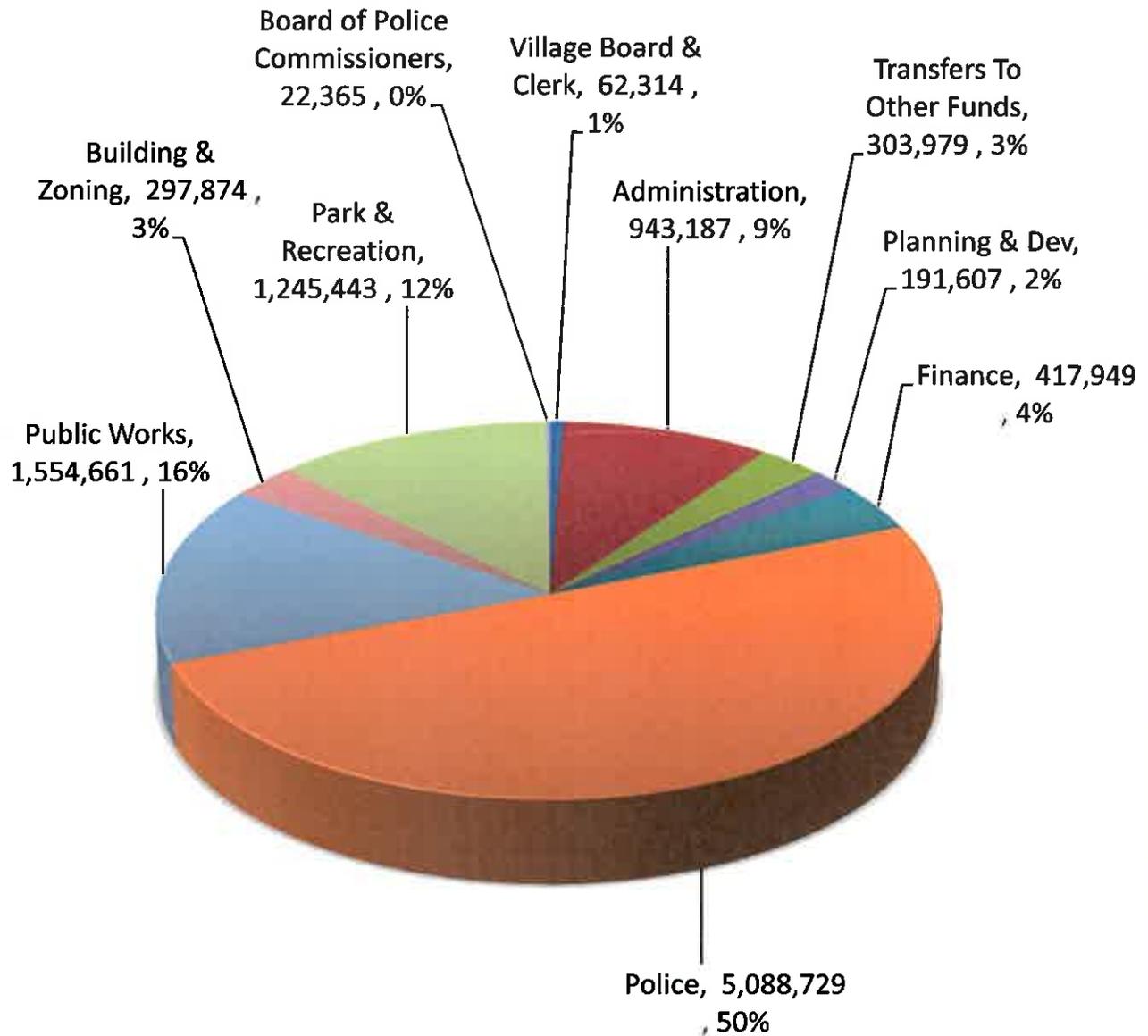
VILLAGE OF WILLOWBROOK
GENERAL FUND
REVENUES
MAY 1, 2016 - APRIL 30, 2017

GL NUMBER	DESCRIPTION	2015-16 ORIGINAL BUDGET	2015-16 PROJECTED ACTIVITY	2016-17 PROPOSED BUDGET	2016-17 PROPOSED AMT CHANGE	2016-17 PROPOSED % CHANGE
Fund 01 - GENERAL FUND						
ESTIMATED REVENUES						
Function: Unclassified						
Dept 00						
PROPERTY TAX						
01-00-310-101	PROPERTY TAX LEVY - SRA	73,181	75,582	74,620	1,439	1.97
01-00-310-102	PROPERTY TAX LEVY - ROAD & BRIDGE	101,938	104,352	106,201	4,263	4.18
	PROPERTY TAX	175,119	179,934	180,821	5,702	3.26
OTHER TAXES						
01-00-310-201	MUNICIPAL SALES TAX	3,600,000	3,746,033	3,600,000		
01-00-310-202	ILLINOIS INCOME TAX	634,095	896,700	740,418	106,323	16.77
01-00-310-203	AMUSEMENT TAX	69,984	69,984	74,790	4,806	6.87
01-00-310-204	REPLACEMENT TAX	1,220	1,220	1,220		
01-00-310-205	UTILITY TAX	1,075,000	993,615	1,000,000	(75,000)	(6.98)
01-00-310-207	TELECOMMUNICATION LEASE					
01-00-310-208	PLACES OF EATING TAX	460,000	525,507	475,000	15,000	3.26
01-00-310-209	WATER TAX	165,800	173,228	177,000	11,200	6.76
01-00-310-210	WATER TAX - CLARENDON WATER CO	1,000	1,000	1,000		
	OTHER TAXES	6,007,099	6,407,287	6,069,428	62,329	1.04
LICENSES						
01-00-310-301	VEHICLE LICENSES					
01-00-310-302	LIQUOR LICENSES	60,500	83,250	80,000	19,500	32.23
01-00-310-303	BUSINESS LICENSES	82,000	90,000	82,000		
01-00-310-305	VENDING MACHINE	2,000	3,000	2,000		
01-00-310-306	SCAVENGER LICENSES	6,000	8,000	8,000	2,000	33.33
	LICENSES	150,500	184,250	172,000	21,500	14.29
PERMITS						
01-00-310-401	BUILDING PERMITS	200,000	300,000	225,000	25,000	12.50
01-00-310-402	SIGN PERMITS	5,000	2,500	5,000		
01-00-310-403	OTHER PERMITS	500	500	500		
01-00-310-404	COUNTY BMP FEE	2,000	18,276	2,000		
	PERMITS	207,500	321,276	232,500	25,000	12.05
FINES						
01-00-310-501	CIRCUIT COURT FINES	120,000	103,000	105,000	(15,000)	(12.50)
01-00-310-502	TRAFFIC FINES	25,000	25,000	25,000		
01-00-310-503	RED LIGHT FINES	540,000	310,000	525,000	(15,000)	(2.78)
	FINES	685,000	438,000	655,000	(30,000)	(4.38)
OVERHEAD REIMBURSEMENT						
01-00-310-601	ADMINISTRATIVE SUPPORT REIMB - WATER	470,218	470,218	522,991	52,773	11.22
	OVERHEAD REIMBURSEMENT	470,218	470,218	522,991	52,773	11.22
CHARGES & FEES						
01-00-310-700	PLANNING APPLICATION FEES	10,000	10,000	10,000		
01-00-310-701	PUBLIC HEARING FEES	2,550	2,550	2,550		
01-00-310-702	PLANNING REVIEW FEES	6,000	6,000	6,000		
01-00-310-703	ANNEXATION FEES	500			(500)	(100.00)
01-00-310-704	ACCIDENT REPORT COPIES	2,000	2,000	2,000		
01-00-310-705	VIDEO GAMING FEES	8,300	22,790	20,000	11,700	140.96
01-00-310-706	COPIES-ORDINANCES & MAPS	200	200	50	(150)	(75.00)
01-00-310-723	ELEVATOR INSPECTION FEES	5,000	5,000	5,000		
01-00-310-724	BURGLAR ALARM FEES	15,000	15,000	15,000		
01-00-310-726	NSF FEE					
	CHARGES & FEES	49,550	63,540	60,600	11,050	22.30
PARK & RECREATION CHARGES						

VILLAGE OF WILLOWBROOK
GENERAL FUND
REVENUES
MAY 1, 2016 - APRIL 30, 2017

GL NUMBER	DESCRIPTION	2015-16 ORIGINAL BUDGET	2015-16 PROJECTED ACTIVITY	2016-17 PROPOSED BUDGET	2016-17 PROPOSED AMT CHANGE	2016-17 PROPOSED % CHANGE
01-00-310-813	PARK & REC CONTRIBUTION	2,250	2,250	2,250		
01-00-310-814	PARK PERMIT FEES	3,000	2,000	3,000		
01-00-310-815	SUMMER RECREATION FEES	18,736	10,290	840	(17,896)	(95.52)
01-00-310-816	WINTER RECREATION FEES	8,485	982	8,485		
01-00-310-817	SPECIAL EVENTS	5,380	1,169	2,600	(2,780)	(51.67)
01-00-310-818	FALL RECREATION FEES	6,718	50	6,718		
01-00-310-819	BURR RIDGE/WILLOWBROOK BASEBALL REIME	6,500	6,500	6,500		
01-00-310-820	HOLIDAY CONTRIBUTION	1,300	2,899	1,300		
01-00-310-821	CHECK PROCESSING FEE - GIFT CERTS					
01-00-310-822	BR/WB BASEBALL REIMB FACILITY	6,600	6,600	6,600		
01-00-310-823	SPRING RECREATION FEES	4,689		765	(3,924)	(83.69)
	PARK & RECREATION CHARGES	63,658	32,740	39,058	(24,600)	(38.64)
OTHER REVENUE						
01-00-310-901	REIMBURSEMENTS - IRMA	5,000	19,313	5,000		
01-00-310-902	WASTE STICKERS PROCEEDS					
01-00-310-903	REIMB - POLICE TRAINING					
01-00-310-904	REIMB - ETSB CAPITAL (DUCOMM)			72,000	72,000	
01-00-310-905	ARC - RECYCLE BINS					
01-00-310-907	BID PROPOSAL DEPOSIT	150			(150)	(100.00)
01-00-310-908	RENTAL INCOME - 825 MIDWAY DRIVE	82,500	42,606		(82,500)	(100.00)
01-00-310-909	SALE - FIXED ASSETS	7,500	21,826	7,500		
01-00-310-910	REIMBURSEMENTS - TREE PLANTING	500	500	500		
01-00-310-911	OTHER REIMBURSEMENTS-REFUNDS	8,000	24,253	8,000		
01-00-310-912	REIMBURSEMENTS-BRUSH PICK-UP	11,600	11,600	11,600		
01-00-310-913	OTHER RECEIPTS	500	524	500		
01-00-310-914	REIMB - PARK & REC MEMORIAL PROGRAM	1,000		1,000		
01-00-310-915	REIMBURSEMENTS - POLICE SPECIAL DETAILS	8,000	4,000	4,000	(4,000)	(50.00)
01-00-310-916	DONATIONS		30			
01-00-310-917	REIMBURSEMENTS - PUBLIC WORKS OTHER	16,520	17,460	16,500	(20)	(0.12)
01-00-310-919	REIMBURSEMENTS - CD ENGINEERING	1,000		1,000		
01-00-310-920	REIMBURSEMENTS - PW ENGINEERING	1,000		1,000		
01-00-310-921	REIMBURSEMENTS - PW CONSTRUCTION					
01-00-310-922	FEDERAL/STATE GRANTS	451,100	92,000	456,189	5,089	1.13
01-00-310-923	REIMBURSEMENTS - ATTORNEY FEES					
01-00-310-925	NICOR GAS ANNUAL PAYMENT	14,900	30,576	17,472	2,572	17.26
01-00-310-926	CABLE FRANCHISE FEES	194,000	194,000	208,000	14,000	7.22
01-00-310-927	CADET - FUNDRAISING					
01-00-310-928	DRUG FORFEITURES - STATE					
01-00-310-929	DRUG FORFEITURES - FEDERAL					
01-00-310-930	DRUG FORFEITURES - DEA	40,000	20,439	40,000		
01-00-310-932	ARC - GARBAGE BINS					
01-00-310-933	NARCINT REVENUE					
	OTHER REVENUE	843,270	479,127	850,261	6,991	0.83
NON-OPERATING						
01-00-320-108	INTEREST INCOME	750	1,750	1,750	1,000	133.33
01-00-320-109	CHANGES IN MARKET VALUE					
	NON-OPERATING	750	1,750	1,750	1,000	133.33
Totals for dept 00-		8,652,664	8,578,122	8,784,409	131,745	1.52
Total - Function Unclassified		8,652,664	8,578,122	8,784,409	131,745	1.52
TOTAL ESTIMATED REVENUES		8,652,664	8,578,122	8,784,409	131,745	1.52

FY 2016-17 General Fund Expenditures Summary \$10,128,108



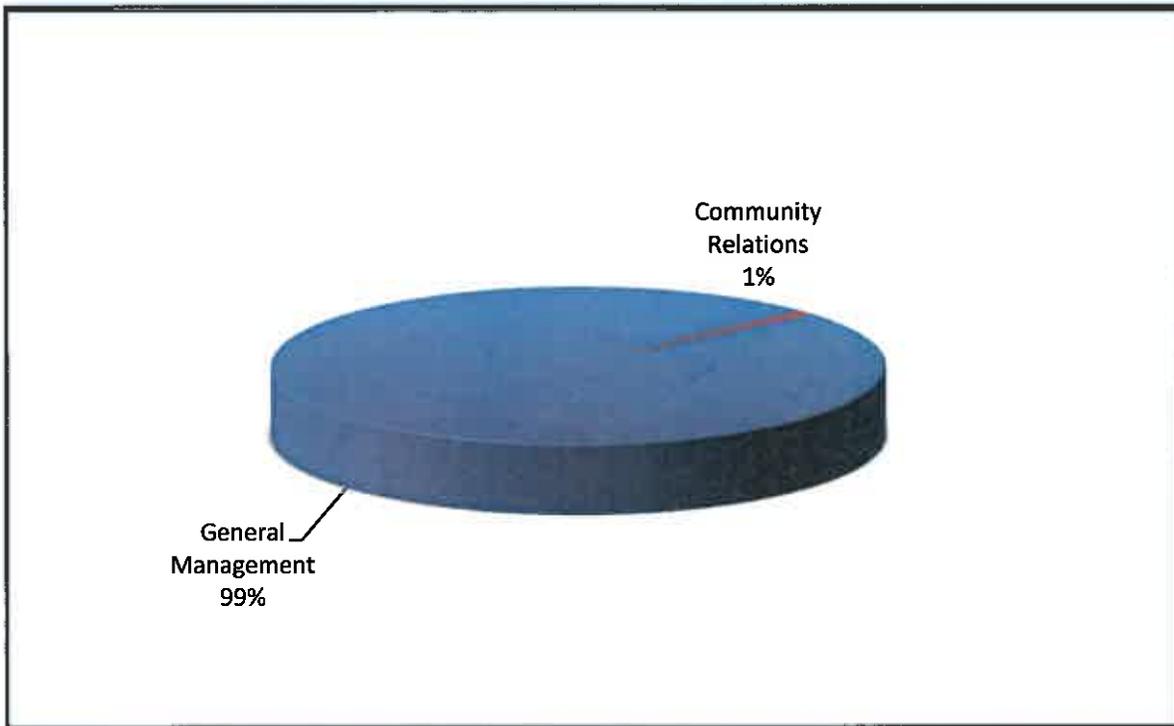
General Fund Expenditure Summary by Department

Department	FY 2015-16 Budget	FY 2016-17 Budget	% Change	\$ Change
Village Board & Clerk	\$ 62,663	\$ 62,314	-0.56%	\$ (349)
Board of Police Commissioners	22,165	22,365	0.90%	200
Administration	1,189,556	943,187	-20.71%	(246,369)
Planning & Econ. Development	179,154	191,607	6.95%	12,453
Parks & Recreation	1,226,282	1,245,443	1.56%	19,161
Finance	628,527	417,949	-33.50%	(210,578)
Police	4,846,673	5,088,729	4.99%	242,056
Public Works	1,186,302	1,554,661	31.05%	368,359
Building & Zoning	297,090	297,874	0.26%	784
Fund Transfers *	164,029	303,979	85.32%	139,950
Total	\$ 9,802,441	\$ 10,128,108		\$ 325,667

* Included in Administration Department

Village Board and Clerk Budget Fiscal Year 2016-17

<u>Program</u>	<u>Description</u>	<u>FY 2015-16 Budget</u>	<u>FY 2016-17 Budget</u>
410	General Management	\$ 62,163	\$ 61,814
420	Community Relations	500	500
425	Capital Improvements	-	-
430	Contingencies	-	-
	Total	\$ 62,663	\$ 62,314
	Percent Difference		-0.56%

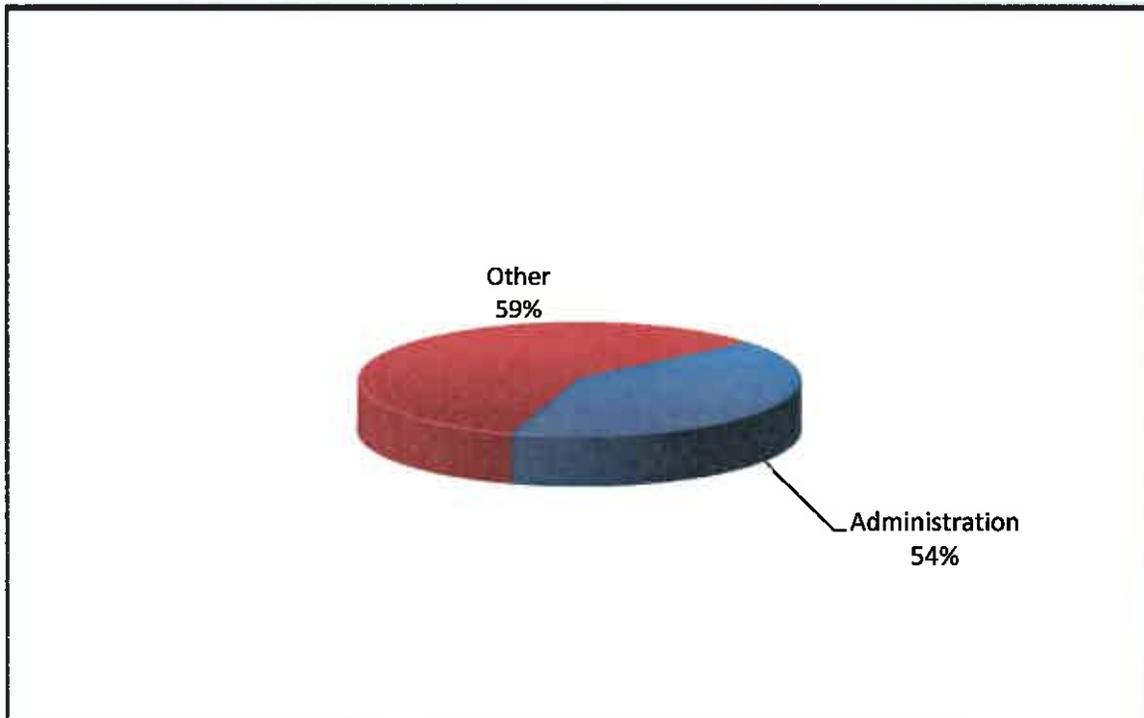


VILLAGE OF WILLOWBROOK
GENERAL FUND
EXPENDITURES BY DEPARTMENT
MAY 1, 2016 - APRIL 30, 2017

GL NUMBER	DESCRIPTION	2015-16 ORIGINAL BUDGET	2015-16 PROJECTED ACTIVITY	2016-17 PROPOSED BUDGET	2016-17 PROPOSED AMT CHANGE	2016-17 PROPOSED % CHANGE
Fund 01 - GENERAL FUND						
APPROPRIATIONS						
Dept 05-VILLAGE BOARD & CLERK						
01-05-400-147	EMPLOYEE BENEFITS - MEDICARE	687	687	687		
01-05-400-161	SOCIAL SECURITY/FICA	2,939	2,939	2,939		
01-05-410-101	SALARIES PRESIDENT & VILLAGE BOARD	40,200	40,200	40,200		
01-05-410-125	SALARY - VILLAGE CLERK	7,200	7,200	7,200		
01-05-410-141	LIFE INS BENEFIT -APPOINTED/ELECTED	905	1,300	1,300	395	43.65
01-05-410-201	PHONE - TELEPHONES	750	750	720	(30)	(4.00)
01-05-410-301	OFFICE SUPPLIES	760	750	750	(10)	(1.32)
01-05-410-302	PRINTING & PUBLISHING					
01-05-410-303	FUEL/MILEAGE/WASH	100	100	100		
01-05-410-304	SCHOOLS/CONFERENCES/TRAVEL	5,190	5,190	5,310	120	2.31
01-05-410-305	STRATEGIC PLANNING					
01-05-410-307	FEES/DUES/SUBSCRIPTIONS	1,952	1,952	2,008	56	2.87
01-05-410-308	WELLNESS	1,480	1,480	600	(880)	(59.46)
01-05-410-311	POSTAGE & METER RENT					
01-05-410-315	COPY SERVICES					
01-05-420-365	PUBLIC RELATIONS	500		500		
01-05-420-367	APPRECIATION DINNERS					
01-05-420-368	VILLAGE ANNIVERSARY CELEBRATION					
01-05-425-611	FURNITURE & OFFICE EQUIPMENT					
01-05-425-641	EDP EQUIPMENT					
01-05-430-799	CONTINGENCIES					
Totals for dept 05-VILLAGE BOARD & CLERK		62,663	62,548	62,314	(349)	(0.56)

Board of Police Commissioners Budget Fiscal Year 2016-17

<u>Program</u>	<u>Description</u>	<u>FY 2015-16 Budget</u>	<u>FY 2016-17 Budget</u>
435	Administration	\$ 13,165	\$ 9,165
440	Other	9,000	13,200
445	Contingencies	-	-
	Total	\$ 22,165	\$ 22,365
	Percent Difference		0.90%



VILLAGE OF WILLOWBROOK
 GENERAL FUND
 EXPENDITURES BY DEPARTMENT
 MAY 1, 2016 - APRIL 30, 2017

GL NUMBER	DESCRIPTION	2015-16 ORIGINAL BUDGET	2015-16 PROJECTED ACTIVITY	2016-17 PROPOSED BUDGET	2016-17 PROPOSED AMT CHANGE	2016-17 PROPOSED % CHANGE
Dept 07-BOARD OF POLICE COMMISSIONERS						
01-07-435-104	PART TIME - CLERICAL	500		500		
01-07-435-148	LIFE INS BENEFIT -APPOINTED/ELECTED	565	350	565		
01-07-435-239	FEES - BOPC ATTORNEY	10,000	500	6,000	(4,000)	(40.00)
01-07-435-301	OFFICE SUPPLIES	100		100		
01-07-435-302	PRINTING & PUBLISHING	1,000	100	1,000		
01-07-435-304	SCHOOLS/CONFERENCES/TRAVEL		140			
01-07-435-307	FEES/DUES/SUBSCRIPTIONS	500	605	500		
01-07-435-311	POSTAGE & METER RENT	500	100	500		
01-07-440-541	EXAMS - PHYSICAL AGILITY					
01-07-440-542	EXAMS - WRITTEN	4,000		8,000	4,000	100.00
01-07-440-543	EXAMS - PHYSICAL	500	810	700	200	40.00
01-07-440-544	EXAMS - PSYCHOLOGICAL	3,500	3,500	3,500		
01-07-440-545	EXAMS - POLYGRAPH	1,000	720	1,000		
01-07-445-799	CONTINGENCIES					
Totals for dept 07-BOARD OF POLICE COMMISSIONERS		22,165	6,825	22,365	200	0.90

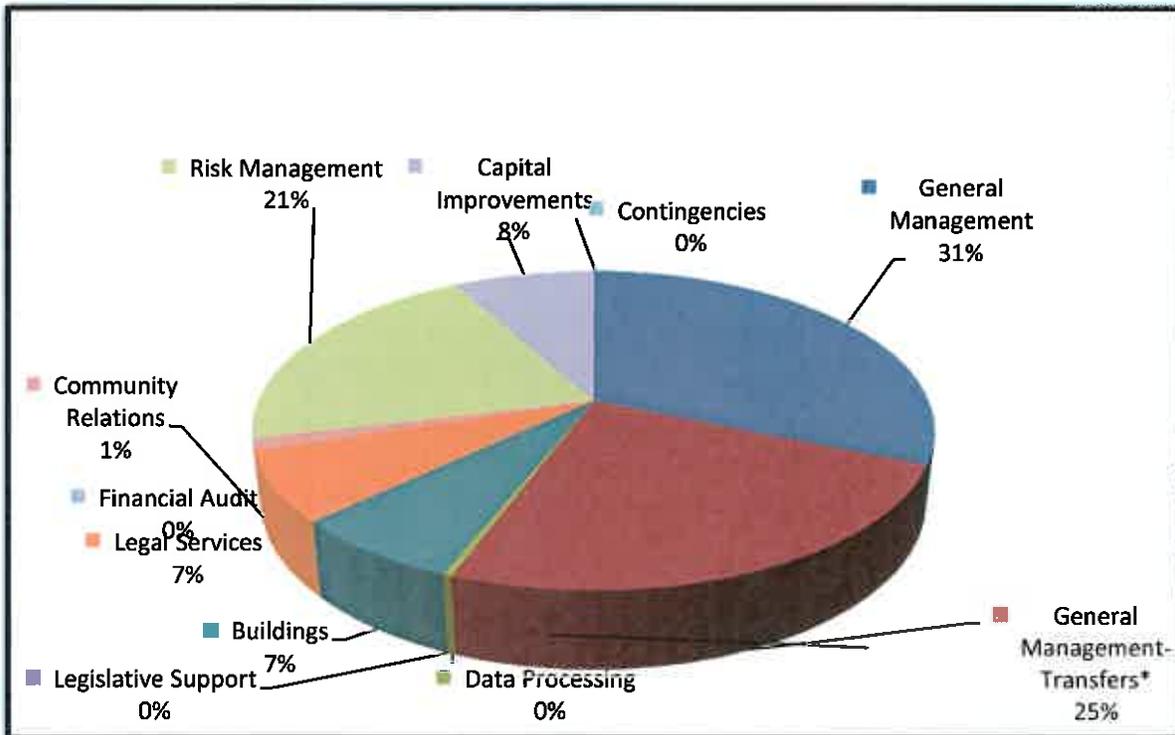
Administration Department Budget Fiscal Year 2016-17

<u>Program</u>	<u>Description</u>	<u>FY 2015-16 Budget</u>	<u>FY 2016-17 Budget</u>
400/455	General Management	\$ 664,679	\$ 389,927
455	General Management-Transfers*	164,029	303,979
460	Data Processing	11,423	4,534
461	Legislative Support	-	-
466	Buildings	93,823	87,373
470	Legal Services	99,000	88,000
471	Financial Audit	-	-
475	Community Relations	10,450	15,200
480	Risk Management	248,712	258,754
485	Capital Improvements	61,469	99,399
490	Contingencies	-	-
Total		\$ 1,353,585	\$ 1,247,166

* Includes transfers to other funds

Percent Difference

-7.86%



VILLAGE OF WILLOWBROOK
GENERAL FUND
EXPENDITURES BY DEPARTMENT
MAY 1, 2016 - APRIL 30, 2017

GL NUMBER	DESCRIPTION	2015-16 ORIGINAL BUDGET	2015-16 PROJECTED ACTIVITY	2016-17 PROPOSED BUDGET	2016-17 PROPOSED AMT CHANGE	2016-17 PROPOSED % CHANGE
Dept 10-ADMINISTRATION						
01-10-400-147	EMPLOYEE BENEFITS - MEDICARE	3,202	3,202	3,426	224	7.00
01-10-400-151	IMRF	40,340	40,340	40,107	(233)	(0.58)
01-10-400-161	SOCIAL SECURITY/FICA	10,989	10,989	11,715	726	6.61
01-10-455-101	SALARIES - MANAGEMENT STAFF	81,034	81,034	82,929	1,895	2.34
01-10-455-102	OVERTIME	5,000	5,000	5,000		
01-10-455-104	PART TIME - CLERICAL					
01-10-455-106	ASST TO VILLAGE ADMINISTRATOR	63,842	63,842	65,439	1,597	2.50
01-10-455-107	ADMINISTRATIVE INTERN	23,682	7,963	10,234	(13,448)	(56.79)
01-10-455-126	SALARIES - CLERICAL	70,930	70,930	72,704	1,774	2.50
01-10-455-131	PERSONNEL RECRUITMENT	550		550		
01-10-455-141	EMPLOYEE BENEFIT - MEDICAL INSURANCE	15,258	15,258	29,219	13,961	91.50
01-10-455-144	EMPLOYEE BENEFIT - UNEMPLOYMENT INS	330	330	213	(117)	(35.45)
01-10-455-201	PHONE - TELEPHONES	12,500	18,373	13,260	760	6.08
01-10-455-225	MAINTENANCE - RADIO					
01-10-455-231	RENT - STORAGE					
01-10-455-265	CENSUS					
01-10-455-266	CODIFY ORDINANCES	3,000	1,500	3,000		
01-10-455-267	DOCUMENT STORAGE					
01-10-455-301	OFFICE SUPPLIES	10,000	10,000	10,000		
01-10-455-302	PRINTING & PUBLISHING	3,000	3,500	3,000		
01-10-455-303	FUEL/MILEAGE/WASH	2,800	1,632	2,800		
01-10-455-304	SCHOOLS/CONFERENCES/TRAVEL	3,340	5,116	5,116	1,776	53.17
01-10-455-305	STRATEGIC PLANNING			2,000	2,000	
01-10-455-307	FEES/DUES/SUBSCRIPTIONS	15,010	15,010	15,010		
01-10-455-311	POSTAGE & METER RENT	6,955	6,955	6,955		
01-10-455-315	COPY SERVICE	4,000	4,000	4,000		
01-10-455-355	COMMISSARY PROVISION	2,000	1,500	1,500	(500)	(25.00)
01-10-455-409	MAINTENANCE - VEHICLES	1,000	1,000	1,000		
01-10-455-410	MAINTENANCE - VEHICLE ENGINES					
01-10-455-411	MAINTENANCE - EQUIPMENT	750	750	750		
01-10-455-505	CASH - OVER OR SHORT					
01-10-455-513	SALES TAX REBATE- TOWN CENTER	285,167	285,167		(285,167)	(100.00)
01-10-455-520	TELECOM SETTLEMENT - IDOR					
01-10-460-212	EDP SOFTWARE	7,473	7,143	3,784	(3,689)	(49.36)
01-10-460-213	GIS					
01-10-460-263	MAINTENANCE - OFFICE MACHINES					
01-10-460-305	PERSONNEL TRAINING	250		250		
01-10-460-306	CONSULTING SERVICES	3,200	3,446		(3,200)	(100.00)
01-10-460-331	OPERATING SUPPLIES	500		500		
01-10-465-243	FEES - TRAFFIC CONSULTANT					
01-10-465-245	FEES - ENGINEERING					
01-10-465-246	FEES - ARCHITECT					
01-10-466-228	MAINTENANCE - BUILDING	58,773	58,773	58,773		
01-10-466-235	NICOR GAS (7760 QUINCY)	5,250	5,250	5,250		
01-10-466-236	NICOR GAS (835 MIDWAY)	4,000	4,000	4,000		
01-10-466-237	NICOR GAS (825 MIDWAY)	1,250	1,250	1,250		
01-10-466-240	ENERGY/COMED (835 MIDWAY)	4,250	3,000	3,000	(1,250)	(29.41)
01-10-466-241	ENERGY/COMED (825 MIDWAY)	500	500	500		
01-10-466-250	SANITARY (7760 QUINCY)	300	300	300		
01-10-466-251	SANITARY (835 MIDWAY)	300	400	400	100	33.33
01-10-466-252	SANITARY (825 MIDWAY)	300	200	200	(100)	(33.33)
01-10-466-293	LANDSCAPE - VILLAGE HALL	7,500	2,500	5,500	(2,000)	(26.67)
01-10-466-351	BUILDING MAINTENANCE SUPPLIES	11,400	8,000	8,000	(3,400)	(29.82)
01-10-466-385	SANITARY USER CHARGE		200	200	200	
01-10-470-239	FEES - VILLAGE ATTORNEY	80,000	70,000	75,000	(5,000)	(6.25)
01-10-470-241	FEES - SPECIAL ATTORNEY	4,000	3,000	3,000	(1,000)	(25.00)
01-10-470-242	FEES - LABOR COUNSEL	15,000	5,000	10,000	(5,000)	(33.33)
01-10-471-252	FINANCIAL SERVICES					
01-10-471-253	CONSULTING FEES					
01-10-475-365	PUBLIC RELATIONS	4,250	10,000	10,000	5,750	135.29

VILLAGE OF WILLOWBROOK
GENERAL FUND
EXPENDITURES BY DEPARTMENT
MAY 1, 2016 - APRIL 30, 2017

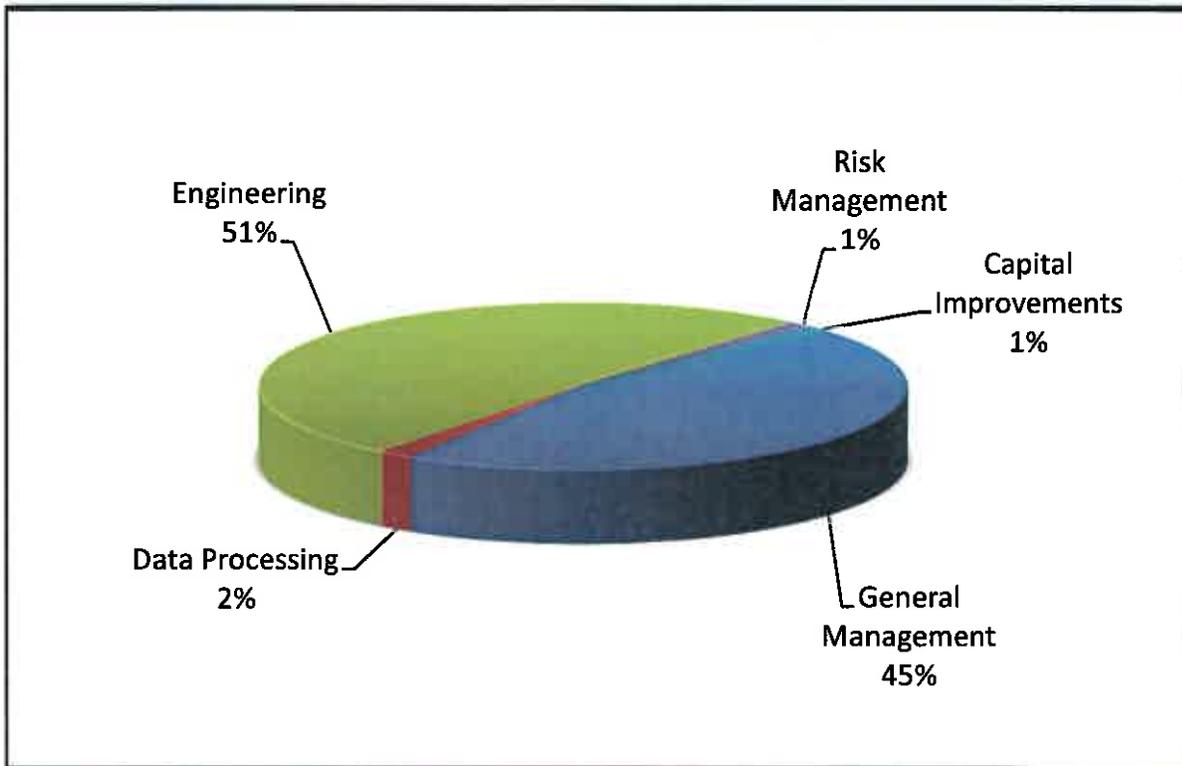
GL NUMBER	DESCRIPTION	2015-16 ORIGINAL BUDGET	2015-16 PROJECTED ACTIVITY	2016-17 PROPOSED BUDGET	2016-17 PROPOSED AMT CHANGE	2016-17 PROPOSED % CHANGE
01-10-475-366	NEWSLETTER	3,500	1,500	2,000	(1,500)	(42.86)
01-10-475-367	APPRECIATION DINNERS					
01-10-475-368	DINNER DANCE					
01-10-475-369	HOME PAGE					
01-10-475-370	MEALS-ON-WHEELS	1,500	1,500	2,000	500	33.33
01-10-475-372	SENIOR CITIZEN TAXI PROGRAM	1,200	1,200	1,200		
01-10-475-373	COMMUNITY EVENTS					
01-10-480-272	INSURANCE - IRMA	232,037	219,500	244,034	11,997	5.17
01-10-480-273	SELF INSURANCE - DEDUCTIBLE	2,500		2,500		
01-10-480-274	INSURANCE - OTHER					
01-10-480-276	WELLNESS	14,175	5,000	12,220	(1,955)	(13.79)
01-10-480-277	REIMB EXP - IRMA CLAIMS					
01-10-485-602	BUILDING IMPROVEMENTS	15,000	8,500	52,500	37,500	250.00
01-10-485-611	FURNITURE & OFFICE EQUIPMENT	18,500	18,500	2,500	(16,000)	(86.49)
01-10-485-625	VEHICLES - NEW & OTHER					
01-10-485-641	EDP EQUIPMENT	20,004	10,000	16,399	(3,605)	(18.02)
01-10-485-642	PEG CHANNEL EQUIPMENT	7,965		8,000	35	0.44
01-10-485-643	9/11 ARTIFACT			20,000	20,000	
01-10-485-651	LAND ACQUISITION					
01-10-490-799	CONTINGENCIES					
01-10-900-111	TRANSFER TO DEBT SERVICE	69,768	69,768	67,184	(2,584)	(3.70)
01-10-900-112	TRANSFER TO DEBT SERVICE - 2015	94,261	93,461	211,795	117,534	124.69
01-10-900-114	TRANSFER TO LAFER		100,000	25,000	25,000	
Totals for dept 10-ADMINISTRATION		1,353,585	1,365,282	1,247,166	(106,419)	(7.86)

Planning & Economic Development Department Budget Fiscal Year 2016-17

<u>Program</u>	<u>Description</u>	<u>FY 2015-16 Budget</u>	<u>FY 2016-17 Budget</u>
400/510	General Management	\$ 80,552	\$ 85,957
515	Data Processing	2,000	3,300
520	Engineering	94,100	97,450
535	Risk Management	2,500	2,500
540	Capital Improvements	2	2,400
544	Contingencies	-	-
Total		<u>\$ 179,154</u>	<u>\$ 191,607</u>

Percent Difference

6.95%



VILLAGE OF WILLOWBROOK
GENERAL FUND
EXPENDITURES BY DEPARTMENT
MAY 1, 2016 - APRIL 30, 2017

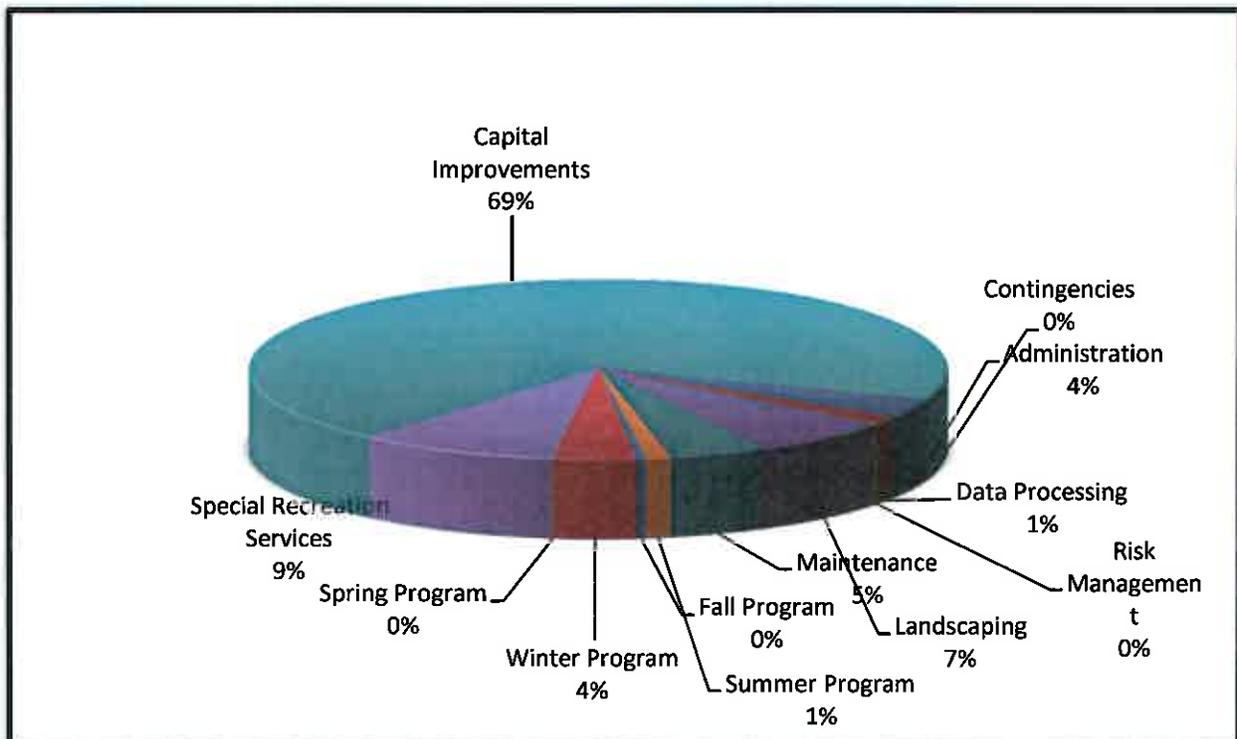
GL NUMBER	DESCRIPTION	2015-16 ORIGINAL BUDGET	2015-16 PROJECTED ACTIVITY	2016-17 PROPOSED BUDGET	2016-17 PROPOSED AMT CHANGE	2016-17 PROPOSED % CHANGE
Dept 15-PLANNING & ECONOMIC DEVELOPMENT						
01-15-400-147	EMPLOYEE BENEFITS - MEDICARE	394	394	424	30	7.61
01-15-400-151	IMRF	4,967	4,967	5,194	227	4.57
01-15-400-161	SOCIAL SECURITY/FICA	1,686	1,686	1,815	129	7.65
01-15-510-101	SALARIES- PERMANENT EMPLOYEES					
01-15-510-102	OVERTIME	500	500	500		
01-15-510-104	PART TIME - CLERICAL					
01-15-510-126	SALARIES - CLERICAL	26,689	26,689	28,775	2,086	7.82
01-15-510-141	EMPLOYEE BENEFITS - MEDICAL INSURANCE	9,096	9,096	9,313	217	2.39
01-15-510-144	EMPLOYEE BENEFITS - UNEMPLOYMENT INS	55	55	36	(19)	(34.55)
01-15-510-201	TELEPHONES					
01-15-510-231	RENTAL - STORAGE					
01-15-510-232	CONSULTANTS - DESIGN & OTHER	31,500		31,500		
01-15-510-301	OFFICE SUPPLIES	200	200	200		
01-15-510-302	PRINTING & PUBLISHING	3,000	3,000	3,000		
01-15-510-303	FUEL/MILEAGE/WASH					
01-15-510-304	SCHOOLS/CONFERENCES/TRAVEL			2,500	2,500	
01-15-510-307	FEES/DUES/SUBSCRIPTIONS	400	800	800	400	100.00
01-15-510-311	POSTAGE & METER RENT	750	750	750		
01-15-510-335	CAMERA SUPPLIES					
01-15-510-340	PLAN COMMISSION COMPENSATION	815	650	650	(165)	(20.25)
01-15-510-401	OPERATING EQUIPMENT	500	500	500		
01-15-510-409	MAINTENANCE - VEHICLES					
01-15-510-411	MAINTENANCE - RADIO EQUIPMENT					
01-15-515-212	EDP SOFTWARE			450	450	
01-15-515-263	EDP EQUIPMENT MAINTENANCE					
01-15-515-305	EDP PERSONNEL TRAINING	500		1,350	850	170.00
01-15-515-306	CONSULTING SERVICES	1,500	1,500	1,500		
01-15-515-401	EDP OPERATING EQUIPMENT					
01-15-520-229	RENT - MEETING ROOM	150	150	250	100	66.67
01-15-520-245	FEES - ENGINEERING	3,000	3,000	3,000		
01-15-520-246	FEES - COURT REPORTER	2,500	2,000	2,000	(500)	(20.00)
01-15-520-247	REIMB EXP - ENGINEERING					
01-15-520-254	PLAN REVIEW - ENGINEERING	12,500	10,000	10,000	(2,500)	(20.00)
01-15-520-255	PLAN REVIEW - STRUCTURAL					
01-15-520-257	PLAN REVIEW - PLANNER	68,750	75,000	75,000	6,250	9.09
01-15-520-258	PLAN REVIEW - TRAFFIC CONSULTANT	7,200	7,200	7,200		
01-15-535-273	SELF INSURANCE - DEDUCTIBLE	2,500		2,500		
01-15-540-611	FURNITURE & OFFICE EQUIPMENT					
01-15-540-625	VEHICLES - NEW & OTHER					
01-15-540-641	EDP NEW EQUIPMENT	2		2,400	2,398	119,900.00
01-15-544-799	CONTINGENCIES					
Totals for dept 15-PLANNING & ECONOMIC DEVELOPMENT		179,154	148,137	191,607	12,453	6.95

Parks and Recreation Budget Fiscal Year 2016-17

<u>Program</u>	<u>Description</u>	<u>FY 2015-16 Budget</u>	<u>FY 2016-17 Budget</u>
400/550	Administration	\$ 69,764	\$ 45,383
555	Data Processing	200	15,300
560	Risk Management	2,500	2,500
565	Landscaping	82,983	82,983
570	Maintenance	54,824	55,242
575	Summer Program	20,744	14,164
580	Fall Program	10,046	5,163
585	Winter Program	46,769	47,538
586	Spring Program	5,178	459
590	Special Recreation Services	113,273	114,712
595	Capital Improvements	820,001	861,999
599	Contingencies	-	-
Total		<u>\$ 1,226,282</u>	<u>\$ 1,245,443</u>

Percent Difference

1.56%



VILLAGE OF WILLOWBROOK
GENERAL FUND
EXPENDITURES BY DEPARTMENT
MAY 1, 2016 - APRIL 30, 2017

GL NUMBER	DESCRIPTION	2015-16 ORIGINAL BUDGET	2015-16 PROJECTED ACTIVITY	2016-17 PROPOSED BUDGET	2016-17 PROPOSED AMT CHANGE	2016-17 PROPOSED % CHANGE
Dept 20-PARKS & RECREATION						
01-20-400-147	EMPLOYEE BENEFITS - MEDICARE	633	677	411	(222)	(35.07)
01-20-400-151	IMRF	5,666	2,478	4,190	(1,476)	(26.05)
01-20-400-161	SOCIAL SECURITY/FICA	2,705	2,895	1,759	(946)	(34.97)
01-20-550-101	SALARIES - PERMANENT EMPLOYEES	36,128	36,128	27,025	(9,103)	(25.20)
01-20-550-102	OVERTIME					
01-20-550-103	PART TIME - PROGRAM SUPERVISOR	7,500	4,410	1,350	(6,150)	(82.00)
01-20-550-104	PART TIME - CLERICAL					
01-20-550-141	EMPLOYEE BENEFITS - MEDICAL INSURANCE					
01-20-550-144	EMPLOYEE BENEFITS - UNEMPLOYMENT INS	217	217	97	(120)	(55.30)
01-20-550-148	LIFE INS BENEFIT -APPOINTED/ELECTED	1,420	1,056	1,056	(364)	(25.63)
01-20-550-201	EMERGENCY TELEPHONE LINE	100	100	100		
01-20-550-301	OFFICE SUPPLIES	200	200	200		
01-20-550-302	PRINTING & PUBLISHING	8,360	3,884	2,360	(6,000)	(71.77)
01-20-550-303	FUEL/MILEAGE/WASH	266	6	266		
01-20-550-304	SCHOOLS/CONFERENCES/TRAVEL	325	178	325		
01-20-550-306	REIMBURSE PERSONAL EXPENSES					
01-20-550-307	FEES/DUES/SUBSCRIPTIONS	275	275	275		
01-20-550-311	POSTAGE & METER RENT	5,969	5,969	5,969		
01-20-555-212	EDP SOFTWARE	200		300	100	50.00
01-20-555-263	MAINTENANCE - OFFICE MACHINES					
01-20-555-305	PERSONNEL TRAINING					
01-20-555-306	CONSULTING SERVICES		15,000	15,000	15,000	
01-20-555-331	OPERATING SUPPLIES					
01-20-560-273	SELF INSURANCE - DEDUCTIBLE	2,500		2,500		
01-20-565-245	FEES - ENGINEERING	1,000	850	1,000		
01-20-565-341	PARK LANDSCAPE SUPPLIES	15,500	15,500	15,500		
01-20-565-342	LANDSCAPE MAINTENANCE SERVICES	62,983	63,183	62,983		
01-20-565-352	REIMB EXPENSES - MEMORIAL PROGRAM	3,500		3,500		
01-20-570-102	OVERTIME	7,000	7,500	7,000		
01-20-570-103	PARTTIME - LABOR	10,080	10,080	10,080		
01-20-570-232	ENGINEERING					
01-20-570-234	RENT - EQUIPMENT	907	907	907		
01-20-570-279	TRASH REMOVAL	155		155		
01-20-570-281	CONTRACTED MAINTENANCE	25,132	32,371	25,550	418	1.66
01-20-570-331	MAINTENANCE SUPPLIES	11,350	4,440	11,350		
01-20-570-345	UNIFORMS	200		200		
01-20-570-411	MAINTENANCE - EQUIPMENT		660			
01-20-575-111	RECREATION INSTRUCTORS	2,253	2,253	2,253		
01-20-575-119	SUMMER PROGRAM MATERIALS & SERVICES	13,949	10,606	7,244	(6,705)	(48.07)
01-20-575-232	RENT - FACILITY					
01-20-575-517	SENIORS PROGRAM	4,542		4,667	125	2.75
01-20-580-111	RECREATION INSTRUCTORS	442		442		
01-20-580-118	FALL PROGRAM MATERIALS & SERVICES	5,062	535	54	(5,008)	(98.93)
01-20-580-232	FACILITY RENTAL					
01-20-580-517	SENIORS PROGRAM	4,542		4,667	125	2.75
01-20-585-112	RECREATION INSTRUCTORS	500	151	500		
01-20-585-121	WINTER PROGRAM MATERIALS & SERVICES	6,429	6,429	6,429		
01-20-585-150	CHILDRENS SPECIAL EVENTS - OTHER	2,496	2,496	2,597	101	4.05
01-20-585-151	FAMILY SPECIAL EVENT - MOVIE NIGHT	1,321	1,249	1,361	40	3.03
01-20-585-152	FAMILY SPECIAL EVENT - TREE LIGHTING	7,000	3,700	7,500	500	7.14
01-20-585-153	FAMILY SPECIAL EVENT - BACK TO SCHOOL	3,181		3,184	3	0.09
01-20-585-154	FAMILY SPECIAL EVENT - RACE	21,000		21,000		
01-20-585-232	RENT - FACILITY	300		300		
01-20-585-517	SENIORS PROGRAM	4,542		4,667	125	2.75
01-20-586-112	RECREATION INSTRUCTORS - SPRING	1,800	289	289	(1,511)	(83.94)
01-20-586-121	SPRING PROGRAM MATERIALS & SERVICES	3,378		170	(3,208)	(94.97)
01-20-590-518	SPECIAL RECREATION ASSOC PROGRAM DUES	35,606	35,606	37,045	1,439	4.04
01-20-590-520	ADA RECREATION ACCOMMODATIONS	11,175	11,175	11,175		
01-20-590-521	ADA PARK IMPROVEMENTS	66,492	3,360	66,492		
01-20-595-641	EDP EQUIPMENT	1	1	1,600	1,599	159,900.00

VILLAGE OF WILLOWBROOK
 GENERAL FUND
 EXPENDITURES BY DEPARTMENT
 MAY 1, 2016 - APRIL 30, 2017

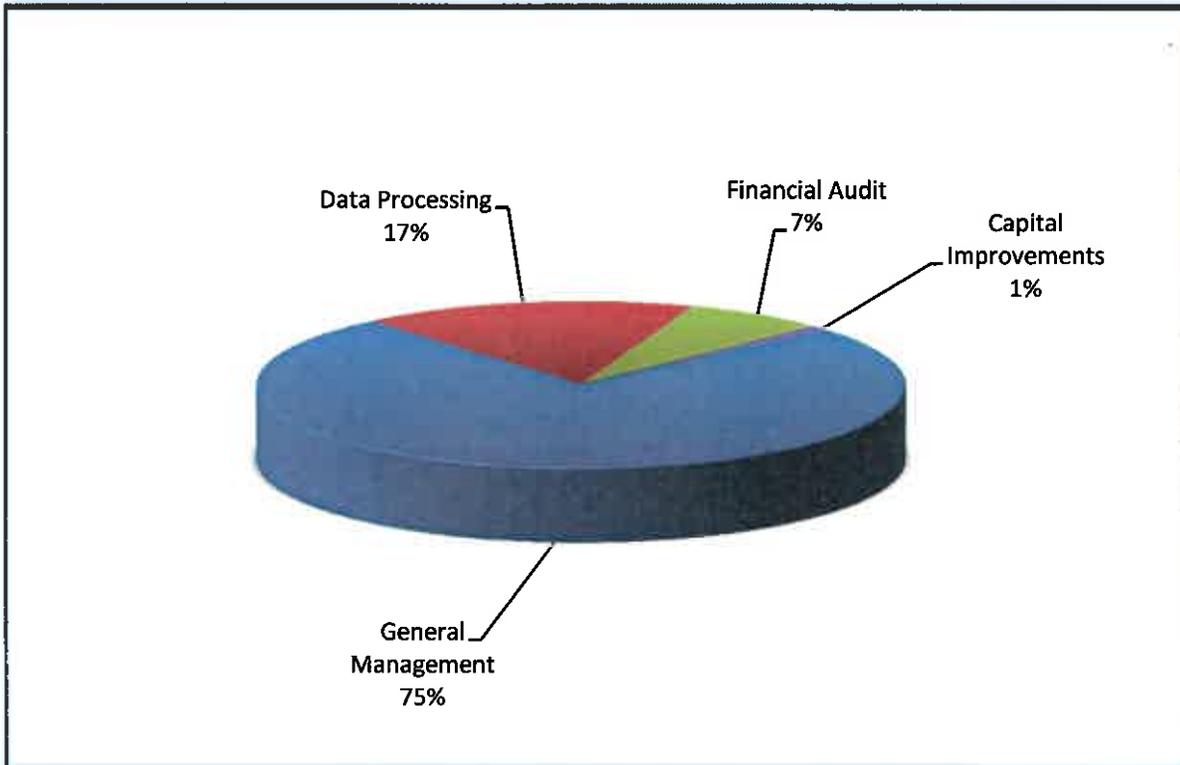
GL NUMBER	DESCRIPTION	2015-16 ORIGINAL BUDGET	2015-16 PROJECTED ACTIVITY	2016-17 PROPOSED BUDGET	2016-17 PROPOSED AMT CHANGE	2016-17 PROPOSED % CHANGE
01-20-595-643	POND IMPROVEMENTS					
01-20-595-691	RECREATION EQUIPMENT					
01-20-595-692	LANDSCAPING					
01-20-595-693	COURT IMPROVEMENTS					
01-20-595-694	MAINTENANCE EQUIPMENT					
01-20-595-695	PARK IMPROVEMENTS - NEIGHBORHOOD PARK	820,000		856,189	36,189	4.41
01-20-595-696	COMMUNITY PARK DEVELOPMENT			4,210	4,210	
01-20-599-799	CONTINGENCIES					
Totals for dept 20-PARKS & RECREATION		1,226,282	286,814	1,245,443	19,161	1.56

Finance Department Budget Fiscal Year 2016-17

<u>Program</u>	<u>Description</u>	<u>FY 2015-16 Budget</u>	<u>FY 2016-17 Budget</u>
400/610	General Management	\$ 157,939	\$ 312,562
615	Data Processing	47,755	70,716
620	Financial Audit	189,330	29,871
625	Capital Improvements	233,503	4,800
629	Contingencies	-	-
	Total	<u>\$ 628,527</u>	<u>\$ 417,949</u>

Percent Difference

-33.50%



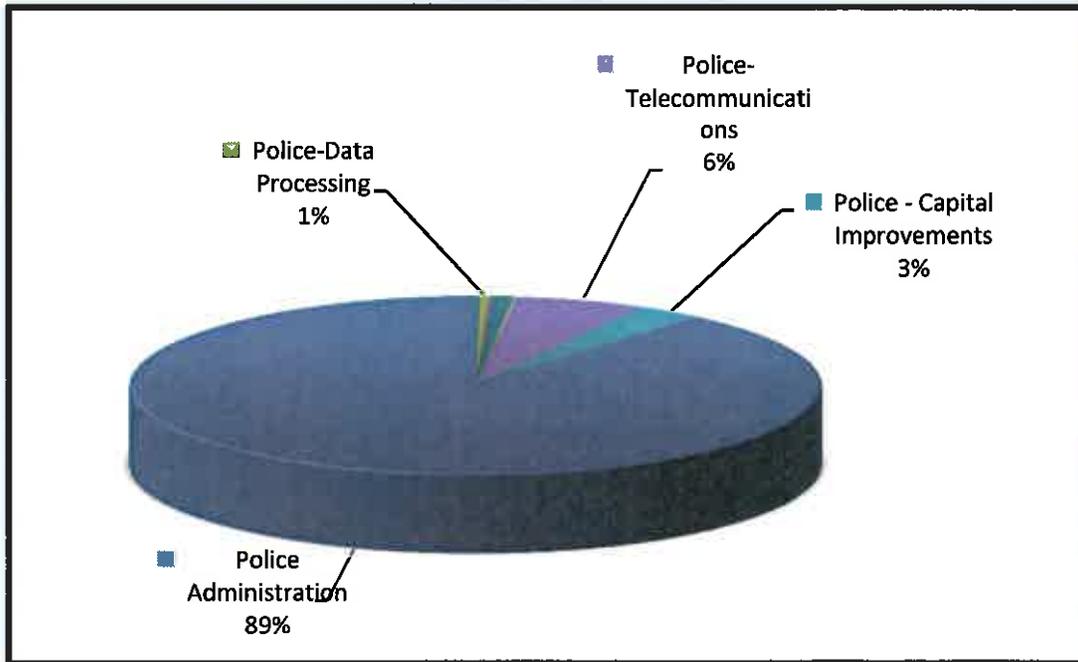
VILLAGE OF WILLOWBROOK
GENERAL FUND
EXPENDITURES BY DEPARTMENT
MAY 1, 2016 - APRIL 30, 2017

GL NUMBER	DESCRIPTION	2015-16 ORIGINAL BUDGET	2015-16 PROJECTED ACTIVITY	2016-17 PROPOSED BUDGET	2016-17 PROPOSED AMT CHANGE	2016-17 PROPOSED % CHANGE
Dept 25-FINANCE DEPARTMENT						
01-25-400-147	EMPLOYEE BENEFITS - MEDICARE	1,533	3,000	3,253	1,720	112.20
01-25-400-151	IMRF	12,636	32,000	33,171	20,535	162.51
01-25-400-161	SOCIAL SECURITY/FICA	6,557	12,000	13,505	6,948	105.96
01-25-610-101	SALARIES		111,833	125,050	125,050	
01-25-610-102	OVERTIME	1,500	3,500	1,500		
01-25-610-104	PART TIME - CLERICAL	36,585	23,328	23,911	(12,674)	(34.64)
01-25-610-126	SALARIES - CLERICAL	67,665	67,665	73,904	6,239	9.22
01-25-610-141	EMPLOYEE BENEFIT - MEDICAL INSURANCE	18,237	22,342	26,074	7,837	42.97
01-25-610-144	EMPLOYEE BENEFIT - UNEMPLOYMENT INS	421	421	274	(147)	(34.92)
01-25-610-201	PHONE - TELEPHONES					
01-25-610-231	RENT - STORAGE					
01-25-610-301	OFFICE SUPPLIES	3,730	3,000	3,730		
01-25-610-302	PRINTING & PUBLISHING	1,000	1,150	1,150	150	15.00
01-25-610-303	FUEL/MILEAGE/WASH		100	200	200	
01-25-610-304	SCHOOLS/CONFERENCES/TRAVEL	500	500	4,225	3,725	745.00
01-25-610-307	FEES/DUES/SUBSCRIPTIONS	7,200	11,024	2,015	(5,185)	(72.01)
01-25-610-311	POSTAGE & METER RENT	375	600	600	225	60.00
01-25-610-315	COPY SERVICE					
01-25-610-409	MAINTENANCE - VEHICLES					
01-25-610-411	MAINTENANCE - EQUIPMENT					
01-25-615-212	EDP SOFTWARE	15,135	15,135	37,505	22,370	147.80
01-25-615-213	VILLAGE-WIDE IT SOFTWARE/LICENSES	6,120	6,120	6,711	591	9.66
01-25-615-263	MAINTENANCE - OFFICE MACHINES	500		500		
01-25-615-305	PERSONNEL TRAINING	500		500		
01-25-615-306	IT - CONSULTING SERVICES	25,000	25,000	25,000		
01-25-615-307	ERP CONSULTING SERVICES					
01-25-615-331	OPERATING SUPPLIES	500	500	500		
01-25-620-251	AUDIT SERVICES	23,690	23,045	25,031	1,341	5.66
01-25-620-252	FINANCIAL SERVICES	165,640	14,923	4,840	(160,800)	(97.08)
01-25-625-602	BUILDING IMPROVEMENTS					
01-25-625-611	FURNITURE & OFFICE EQUIPMENT					
01-25-625-625	VEHICLE - NEW & OTHER					
01-25-625-641	EDP EQUIPMENT	233,503	215,096	4,800	(228,703)	(97.94)
01-25-629-799	CONTINGENCIES					
Totals for dept 25-FINANCE DEPARTMENT		628,527	592,282	417,949	(210,578)	(33.50)

Police Department Budget Fiscal Year 2016-17

<u>Program</u>	<u>Description</u>	<u>FY 2015-16 Budget</u>	<u>FY 2016-17 Budget</u>
400/630	Police Administration	\$ 4,342,730	\$ 4,531,817
635	Police-Bldg Construction-Remodeling	-	-
640	Police-Data Processing	19,100	23,000
645	Police-Risk Management	12,500	12,500
650	Police-Patrol Service	41,800	41,800
655	Police-Investigative Services	1,400	1,400
660	Police-Traffic Safety	4,950	5,049
665	Police-E S D A Coordinator	750	500
670	Police-Crime Prevention	5,500	5,500
675	Police-Telecommunications	269,500	311,366
680	Police - Capital Improvements	148,443	155,797
685	Police Contingencies	-	-
	Total	\$ 4,846,673	\$ 5,088,729

Percent Difference 4.99%



VILLAGE OF WILLOWBROOK
GENERAL FUND
EXPENDITURES BY DEPARTMENT
MAY 1, 2016 - APRIL 30, 2017

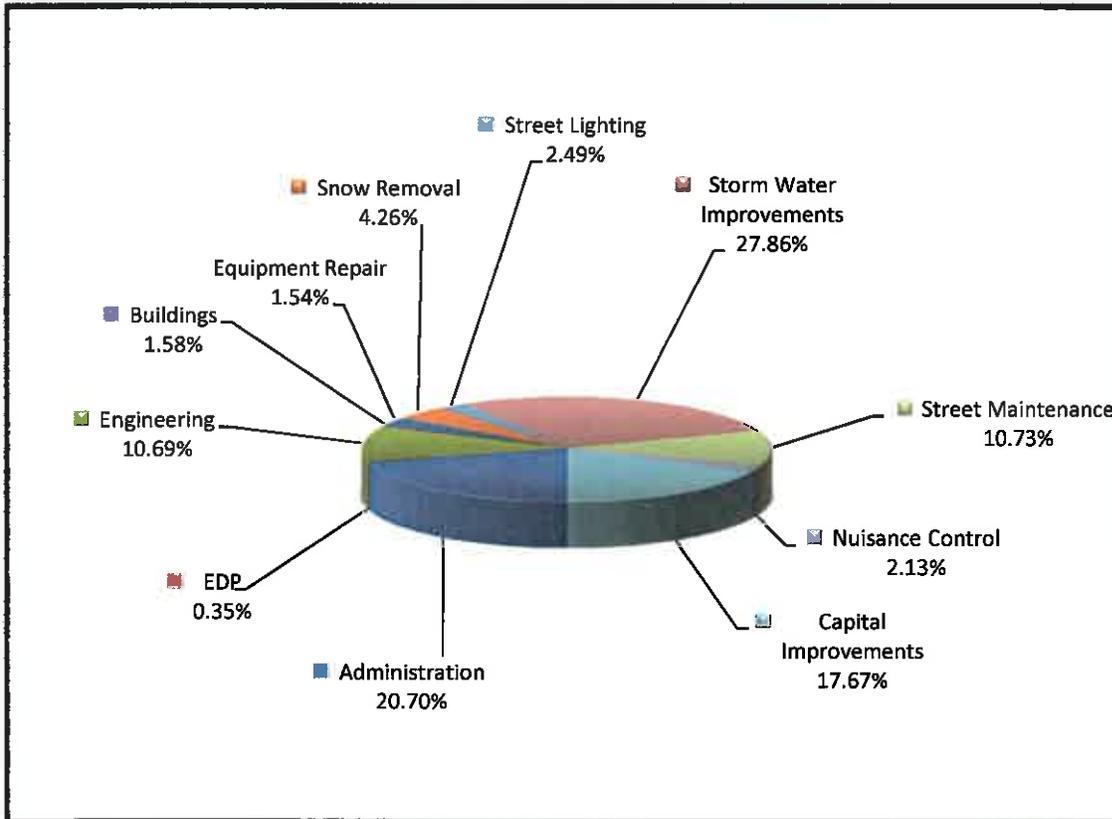
GL NUMBER	DESCRIPTION	2015-16	2015-16	2016-17	2016-17	2016-17
		ORIGINAL BUDGET	PROJECTED ACTIVITY	PROPOSED BUDGET	PROPOSED AMT CHANGE	PROPOSED % CHANGE
Dept 30-POLICE DEPARTMENT						
01-30-400-147	EMPLOYEE BENEFITS - MEDICARE	37,026	37,026	38,004	978	2.64
01-30-400-151	IMRF	31,070	31,070	30,848	(222)	(0.71)
01-30-400-161	SOCIAL SECURITY/FICA	12,068	12,068	12,343	275	2.28
01-30-630-101	SALARIES - PERMANENT EMPLOYEES	2,142,037	2,336,143	2,156,912	14,875	0.69
01-30-630-102	OVERTIME	285,000	260,000	285,000		
01-30-630-103	OVERTIME - SPECIAL DETAIL & GRANTS	23,000	23,000	23,000		
01-30-630-104	PART TIME - CLERICAL	24,587	24,587	25,202	615	2.50
01-30-630-106	ACCREDITATION MANAGER			12,245	12,245	
01-30-630-126	SALARIES - CLERICAL	159,063	159,063	165,880	6,817	4.29
01-30-630-127	OVERTIME - CLERICAL	11,000	5,000	8,000	(3,000)	(27.27)
01-30-630-141	EMPLOYEE BENEFIT - MEDICAL INSURANCE	348,030	348,030	318,338	(29,692)	(8.53)
01-30-630-144	EMPLOYEE BENEFIT - UNEMPLOYMENT INS	3,069	3,069	1,985	(1,084)	(35.32)
01-30-630-155	POLICE PENSION	614,530	614,530	805,810	191,280	31.13
01-30-630-156	SLEP PENSION					
01-30-630-201	PHONE - TELEPHONES	28,000	28,000	28,000		
01-30-630-202	ACCREDITATION	5,000	5,000	5,000		
01-30-630-231	STORAGE SPACE					
01-30-630-236	RADIO PAGING SYSTEMS					
01-30-630-238	FIAT	3,500	3,500	3,500		
01-30-630-241	FEES - FIELD COURT ATTORNEY	12,000	12,000	12,000		
01-30-630-242	DUPAGE CHILDREN'S CENTER	3,000	3,000	3,000		
01-30-630-243	DUMEG CONTRIBUTIONS					
01-30-630-245	FIRING RANGE	2,000	2,000	2,000		
01-30-630-246	RED LIGHT - ADJUDICATOR	7,000	4,500	7,000		
01-30-630-247	RED LIGHT - CAMERA FEES	269,700	160,000	269,700		
01-30-630-248	RED LIGHT - COM ED	2,400	1,700	2,400		
01-30-630-249	RED LIGHT - MISC FEE	14,000	11,000	14,000		
01-30-630-301	OFFICE SUPPLIES	6,600	6,600	6,600		
01-30-630-302	PRINTING & PUBLISHING	5,450	5,450	5,450		
01-30-630-303	FUEL/MILEAGE/WASH	92,300	92,000	92,300		
01-30-630-304	SCHOOLS/CONFERENCES/TRAVEL	25,000	18,000	25,000		
01-30-630-305	TUITION REIMBURSEMENT	3,000		3,000		
01-30-630-306	REIMB PERSONAL EXPENSES					
01-30-630-307	FEES/DUES/SUBSCRIPTIONS	12,500	12,500	12,500		
01-30-630-308	CADET PROGRAM	4,000	3,000	4,000		
01-30-630-311	POSTAGE & METER RENT	4,000	4,000	4,000		
01-30-630-315	COPY SERVICE	4,000	3,000	4,000		
01-30-630-331	OPERATING SUPPLIES	6,000	3,000	2,000	(4,000)	(66.67)
01-30-630-345	UNIFORMS	29,000	29,000	29,000		
01-30-630-346	AMMUNITION	12,000	12,000	12,000		
01-30-630-401	OPERATING EQUIPMENT	23,000	23,000	23,000		
01-30-630-405	FURNITURE & OFFICE EQUIPMENT	500	500	500		
01-30-630-409	MAINTENANCE - VEHICLES	72,000	72,000	72,000		
01-30-630-421	MAINTENANCE - RADIO EQUIPMENT	6,300	6,300	6,300		
01-30-635-288	BUILDING CONSTR & REMODEL					
01-30-640-212	EDP SOFTWARE	6,600	6,600	10,500	3,900	59.09
01-30-640-263	EDP EQUIPMENT MAINTENANCE	11,000	11,000	11,000		
01-30-640-305	EDP PERSONNEL TRAINING					
01-30-640-306	CONSULTING SERVICES	1,500		1,500		
01-30-640-401	EDP OPERATING EQUIPMENT					
01-30-645-273	SELF INSURANCE - DEDUCTIBLE	12,500	5,000	12,500		
01-30-645-275	BONDS - SELF INSURANCE		1,461			
01-30-650-107	PART TIME - MATRON					
01-30-650-268	ANIMAL CONTROL	800	800	800		
01-30-650-342	LIQUOR VIOLATIONS					
01-30-650-343	JAIL SUPPLIES	1,000	1,000	1,000		
01-30-650-345	UNIFORMS					
01-30-650-346	DUI DRAW/LAB					
01-30-650-348	DRUG FORFEITURE EXP - STATE					
01-30-650-349	DRUG FORFEITURE EXP - FEDERAL	40,000	20,439	40,000		

VILLAGE OF WILLOWBROOK
GENERAL FUND
EXPENDITURES BY DEPARTMENT
MAY 1, 2016 - APRIL 30, 2017

GL NUMBER	DESCRIPTION	2015-16 ORIGINAL BUDGET	2015-16 PROJECTED ACTIVITY	2016-17 PROPOSED BUDGET	2016-17 PROPOSED AMT CHANGE	2016-17 PROPOSED % CHANGE
01-30-650-350	NARCINT EXPENDITURE					
01-30-650-401	OPERATING EQUIPMENT					
01-30-655-236	RADIO PAGING SYSTEMS					
01-30-655-335	CAMERA SUPPLIES	400	400	400		
01-30-655-339	CONFIDENTIAL FUNDS	1,000		1,000		
01-30-655-345	UNIFORMS					
01-30-655-347	SUBPOENA FEES					
01-30-655-401	OPERATING EQUIPMENT					
01-30-655-405	FURNITURE & OFFICE EQUIPMENT					
01-30-660-105	PART TIME - CROSSING GUARD	4,950	4,950	5,049	99	2.00
01-30-660-345	UNIFORMS					
01-30-665-263	SIREN MAINTENANCE	750	550	500	(250)	(33.33)
01-30-670-302	PRINTING & PUBLISHING	1,000	1,000	1,000		
01-30-670-331	COMMODITIES	4,500	4,500	4,500		
01-30-675-235	RADIO DISPATCHING	269,500	269,500	311,366	41,866	15.53
01-30-675-263	EQUIPMENT MAINTENANCE					
01-30-675-401	OPERATING EQUIPMENT					
01-30-680-611	FURNITURE & OFFICE EQUIPMENT	18,430	15,000	5,000	(13,430)	(72.87)
01-30-680-622	RADIO EQUIPMENT					
01-30-680-625	NEW VEHICLES	130,000	130,000	130,000		
01-30-680-641	EDP NEW EQUIPMENT	13		20,797	20,784	159,876.92
01-30-680-642	COPY MACHINE					
01-30-685-799	CONTINGENCIES					
Totals for dept 30-POLICE DEPARTMENT		4,846,673	4,846,836	5,088,729	242,056	4.99

Public Works Budget Fiscal Year 2016-17

<u>Program</u>	<u>Description</u>	<u>FY 2015-16 Budget</u>	<u>FY 2016-17 Budget</u>
400/710	Administration	\$ 271,663	\$ 321,815
715	EDP	10,250	5,450
720	Engineering	64,000	166,123
725	Buildings	20,736	24,600
735	Equipment Repair	31,500	24,000
740	Snow Removal	66,200	66,200
745	Street Lighting	47,800	38,640
750	Storm Water Improvements	376,085	433,140
755	Street Maintenance	192,834	166,887
760	Nuisance Control	33,100	33,100
765	Capital Improvements	72,134	274,706
Total		<u>\$ 1,186,302</u>	<u>\$ 1,554,661</u>
Percent Difference			31.05%



VILLAGE OF WILLOWBROOK
GENERAL FUND
EXPENDITURES BY DEPARTMENT
MAY 1, 2016 - APRIL 30, 2017

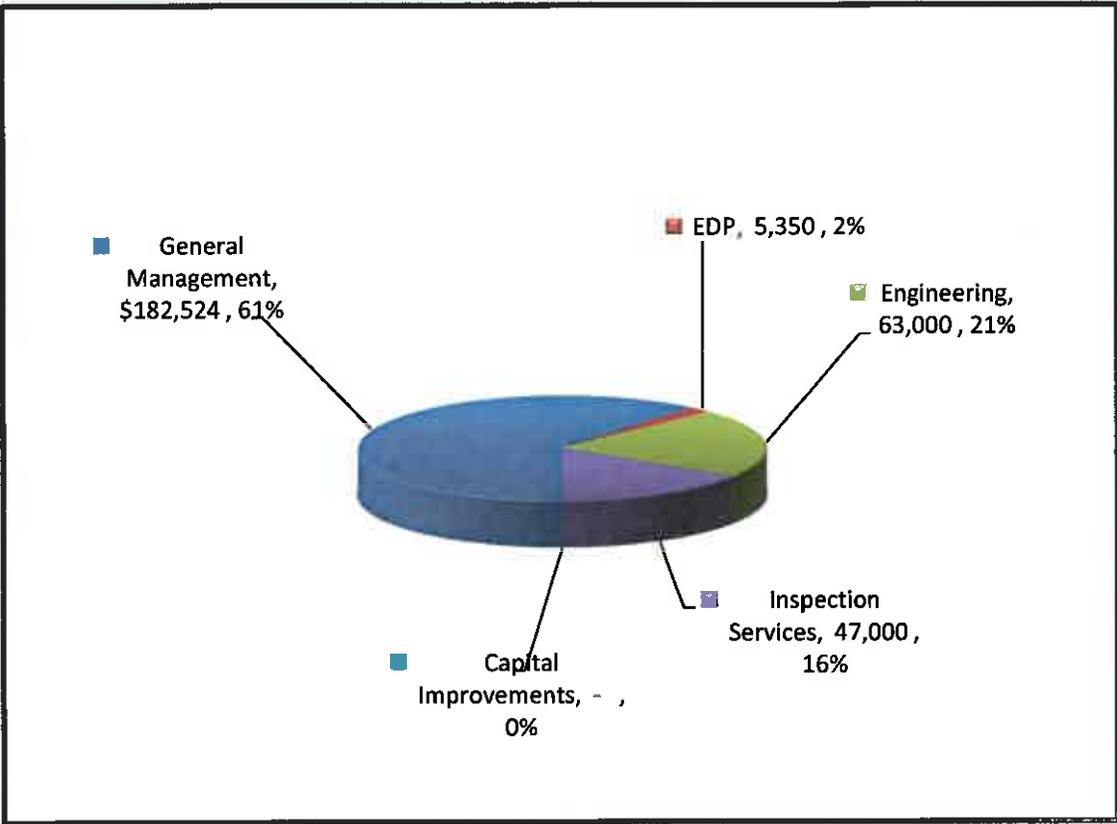
GL NUMBER	DESCRIPTION	2015-16 ORIGINAL BUDGET	2015-16 PROJECTED ACTIVITY	2016-17 PROPOSED BUDGET	2016-17 PROPOSED AMT CHANGE	2016-17 PROPOSED % CHANGE
Dept 35-PUBLIC WORKS DEPARTMENT						
01-35-400-147	EMPLOYEE BENEFITS - MEDICARE	2,636	2,636	3,125	489	18.55
01-35-400-151	IMRF	29,278	29,278	36,003	6,725	22.97
01-35-400-161	SOCIAL SECURITY/FICA	11,273	11,273	12,484	1,211	10.74
01-35-710-101	SALARIES - PERMANENT EMPLOYEES	119,945	119,945	151,562	31,617	26.36
01-35-710-102	OVERTIME	18,620	18,620	18,620		
01-35-710-103	PART TIME - LABOR	21,560	25,883	21,560		
01-35-710-126	SALARIES - CLERICAL	21,694	21,694	23,754	2,060	9.50
01-35-710-141	EMPLOYEE BENEFITS - MEDICAL INSURANCE	13,170	16,858	27,629	14,459	109.79
01-35-710-144	EMPLOYEE BENEFITS - UNEMPLOYMENT INS	220	220	178	(42)	(19.09)
01-35-710-201	TELEPHONES	2,500	2,500	2,500		
01-35-710-236	RADIO PAGING SYSTEMS					
01-35-710-301	OFFICE SUPPLIES	750	500	500	(250)	(33.33)
01-35-710-302	PRINTING & PUBLISHING	1,544	1,250	1,250	(294)	(19.04)
01-35-710-303	FUEL/MILEAGE/WASH	17,873	12,500	12,500	(5,373)	(30.06)
01-35-710-304	SCHOOLS/CONFERENCES/TRAVEL	3,500	3,000	3,000	(500)	(14.29)
01-35-710-306	REIMB PERSONAL EXPENSE	300	300	300		
01-35-710-307	FEES/DUES/SUBSCRIPTIONS	300	350	350	50	16.67
01-35-710-311	POSTAGE & METER RENT	1,500	1,500	1,500		
01-35-710-335	CAMERA SUPPLIES					
01-35-710-345	UNIFORMS	4,500	4,500	4,500		
01-35-710-405	FURNITURE & OFFICE EQUIPMENT	500	500	500		
01-35-710-421	MAINTENANCE - TELEPHONE EQUIPMENT					
01-35-715-212	EDP SOFTWARE			450	450	
01-35-715-263	EQUIPMENT MAINTENANCE	750	1,244		(750)	(100.00)
01-35-715-305	PERSONNEL TRAINING	500			(500)	(100.00)
01-35-715-306	CONSULTING SERVICES	500			(500)	(100.00)
01-35-715-401	OPERATING SUPPLIES & EQUIPMENT	8,500	5,000	5,000	(3,500)	(41.18)
01-35-720-245	FEES - ENGINEERING	62,500	62,500	164,623	102,123	163.40
01-35-720-247	REIMB EXP - ENGINEERING					
01-35-720-254	PLAN REVIEW - ENGINEER	1,500	1,500	1,500		
01-35-725-412	MAINTENANCE - GAS TANKS AND PUMPS	5,000	28,114	8,400	3,400	68.00
01-35-725-413	MAINTENANCE - GARAGE	3,000	3,000	3,000		
01-35-725-414	MAINTENANCE - SALT BINS	500	500	500		
01-35-725-415	NICOR GAS	4,000	4,000	4,000		
01-35-725-416	ENERGY					
01-35-725-417	SANITARY USER CHARGE	236	200	200	(36)	(15.25)
01-35-725-418	MAINTENANCE - PW BUILDING	8,000	8,850	8,500	500	6.25
01-35-730-272	SELF INSURANCE - DEDUCTIBLE					
01-35-735-409	MAINTENANCE - VEHICLES	30,000	20,000	20,000	(10,000)	(33.33)
01-35-735-411	MAINTENANCE - EQUIPMENT	1,500	4,000	4,000	2,500	166.67
01-35-735-421	MAINTENANCE - RADIO EQUIPMENT		100			
01-35-740-287	SNOW REMOVAL CONTRACT	60,000	60,000	60,000		
01-35-740-306	REIMB PERSONAL EXPENSES	200	200	200		
01-35-740-411	MAINTENANCE - EQUIPMENT	6,000	6,000	6,000		
01-35-745-207	ENERGY - STREET LIGHTS	20,800	20,800	16,640	(4,160)	(20.00)
01-35-745-223	MAINTENANCE - STREET LIGHTS	20,000	15,000	15,000	(5,000)	(25.00)
01-35-745-224	MAINTENANCE - TRAFFIC SIGNALS	7,000	7,000	7,000		
01-35-750-286	JET CLEANING CULVERT	15,000	20,000	20,000	5,000	33.33
01-35-750-289	SITE IMPROVEMENTS	20,000	20,000	20,000		
01-35-750-290	EQUIPMENT RENTAL	1,500	5,200	5,000	3,500	233.33
01-35-750-328	STREET & ROW MAINTENANCE	83,835	110,000	90,000	6,165	7.35
01-35-750-329	MAINTENANCE - SAW MILL CREEK	750	750	1,500	750	100.00
01-35-750-338	TREE MAINTENANCE	225,000	225,000	256,640	31,640	14.06
01-35-750-381	STORM WATER IMPROVEMENTS MAINTENANCE	30,000	45,000	40,000	10,000	33.33
01-35-755-279	TRASH REMOVAL	2,125	1,250	1,250	(875)	(41.18)
01-35-755-281	ROUTE 83 BEAUTIFICATION	48,000	48,000	49,000	1,000	2.08
01-35-755-282	REIMB EXP - CONSTRUCTION	500	500	500		
01-35-755-283	REIMB EXP - OTHER	1,800	1,500	1,500	(300)	(16.67)
01-35-755-284	REIMB EXP - BRUSH PICKUP	23,750	20,000	20,000	(3,750)	(15.79)
01-35-755-290	EQUIPMENT RENTAL	750	750	750		

VILLAGE OF WILLOWBROOK
GENERAL FUND
EXPENDITURES BY DEPARTMENT
MAY 1, 2016 - APRIL 30, 2017

GL NUMBER	DESCRIPTION	2015-16 ORIGINAL BUDGET	2015-16 PROJECTED ACTIVITY	2016-17 PROPOSED BUDGET	2016-17 PROPOSED AMT CHANGE	2016-17 PROPOSED % CHANGE
01-35-755-328	STREET & ROW MAINTENANCE OTHER	20,000	20,000	20,000		
01-35-755-331	OPERATING SUPPLIES	80,000	40,000	60,000	(20,000)	(25.00)
01-35-755-332	J.U.L.I.E.	1,909	1,909	2,387	478	25.04
01-35-755-333	ROAD SIGNS	9,000	9,000	9,000		
01-35-755-401	OPERATING EQUIPMENT	5,000	2,500	2,500	(2,500)	(50.00)
01-35-760-258	PEST CONTROL	1,000	1,000	1,000		
01-35-760-259	MOSQUITO ABATEMENT	32,100	32,100	32,100		
01-35-765-625	VEHICLES - NEW & OTHER	16,000	15,327		(16,000)	(100.00)
01-35-765-626	EQUIPMENT - LOADER	10,000	9,836		(10,000)	(100.00)
01-35-765-640	VILLAGE ENTRY SIGNS					
01-35-765-641	EDP NEW EQUIPMENT	3		2,400	2,397	79,900.00
01-35-765-684	STREET MAINTENANCE CONTRACT					
01-35-765-685	STREET IMPROVEMENTS	46,131	137,398	272,306	226,175	490.29
01-35-770-799	CONTINGENCIES					
Totals for dept 35-PUBLIC WORKS DEPARTMENT		1,186,302	1,288,335	1,554,661	368,359	31.05

Building & Zoning Budget Fiscal Year 2016-17

<u>Program</u>	<u>Description</u>	<u>FY 2015-16 Budget</u>	<u>FY 2016-17 Budget</u>
400/810	General Management	\$ 178,188	\$ 182,524
815	EDP	1,402	5,350
820	Engineering	75,500	63,000
830	Inspection Services	42,000	47,000
835	Capital Improvements	-	-
Total		<u>\$ 297,090</u>	<u>\$ 297,874</u>
Percent Difference			0.26%



VILLAGE OF WILLOWBROOK
GENERAL FUND
EXPENDITURES BY DEPARTMENT
MAY 1, 2016 - APRIL 30, 2017

GL NUMBER	DESCRIPTION	2015-16 ORIGINAL BUDGET	2015-16 PROJECTED ACTIVITY	2016-17 PROPOSED BUDGET	2016-17 PROPOSED AMT CHANGE	2016-17 PROPOSED % CHANGE
Dept 40-BUILDING & ZONING DEPARTMENT						
01-40-400-147	EMPLOYEE BENEFITS - MEDICARE	1,650	1,650	1,707	57	3.45
01-40-400-151	IMRF	20,795	20,795	20,882	87	0.42
01-40-400-161	SOCIAL SECURITY/FICA	7,057	7,057	7,298	241	3.42
01-40-810-101	SALARIES - PERMANENT EMPLOYEES	71,723	71,723	73,517	1,794	2.50
01-40-810-102	OVERTIME	15,413	22,000	15,413		
01-40-810-104	PART TIME - CLERICAL					
01-40-810-126	SALARIES - CLERICAL	26,689	26,689	28,775	2,086	7.82
01-40-810-141	EMPLOYEE BENEFITS - MEDICAL INSURANCE	27,346	27,346	27,975	629	2.30
01-40-810-144	EMPLOYEE BENEFITS - UNEMPLOYMENT INS	165	4	107	(58)	(35.15)
01-40-810-201	TELEPHONES	1,000	1,000	1,000		
01-40-810-231	RENTAL - STORAGE					
01-40-810-236	RADIO PAGING SYSTEMS					
01-40-810-301	OFFICE SUPPLIES	750	750	750		
01-40-810-302	PRINTING & PUBLISHING	1,000	750	750	(250)	(25.00)
01-40-810-303	FUEL/MILEAGE/WASH	1,500	1,250	1,250	(250)	(16.67)
01-40-810-304	SCHOOLS/CONFERENCES/TRAVEL	1,000	1,150	1,000		
01-40-810-307	FEES/DUES/SUBSCRIPTIONS	500	635	500		
01-40-810-311	POSTAGE & METER RENT	400	400	400		
01-40-810-335	CAMERA SUPPLIES					
01-40-810-401	OPERATING EQUIPMENT	200	200	200		
01-40-810-409	MAINTENANCE - VEHICLES	1,000	1,000	1,000		
01-40-810-411	MAINTENANCE - RADIO EQUIPMENT					
01-40-815-212	EDP SOFTWARE			450	450	
01-40-815-263	EDP EQUIPMENT MAINTENANCE	250			(250)	(100.00)
01-40-815-305	EDP PERSONNEL TRAINING	400	264	1,350	950	237.50
01-40-815-306	CONSULTING SERVICES	750	750	750		
01-40-815-345	UNIFORMS			400	400	
01-40-815-401	EDP OPERATING EQUIPMENT	2		2,400	2,398	119,900.00
01-40-820-245	FEES - ENGINEERING	4,000	4,000	4,000		
01-40-820-246	FEES - DRAINAGE ENGINEER	6,000	6,000	6,000		
01-40-820-247	REIMB EXP - ENGINEERING	500	500	500		
01-40-820-254	PLAN REVIEW - ENGINEER	7,000	5,000	5,000	(2,000)	(28.57)
01-40-820-255	PLAN REVIEW - STRUCTURAL	8,000	5,000	5,000	(3,000)	(37.50)
01-40-820-257	PLAN REVIEW - PLANNER					
01-40-820-258	PLAN REVIEW - BUILDING CODE	40,000	30,000	30,000	(10,000)	(25.00)
01-40-820-259	PLAN REVIEW - DRAINAGE ENGINEER	10,000	12,500	12,500	2,500	25.00
01-40-825-273	SELF INSURANCE - DEDUCTIBLE					
01-40-830-109	PART TIME - INSPECTOR	25,000	30,000	30,000	5,000	20.00
01-40-830-115	PLUMBING INSPECTION	6,000	6,000	6,000		
01-40-830-117	ELEVATOR INSPECTION	7,000	7,000	7,000		
01-40-830-119	CODE ENFORCEMENT INSPECTION	4,000	4,000	4,000		
01-40-835-611	FURNITURE & OFFICE EQUIPMENT					
01-40-835-625	VEHICLES - NEW & OTHER					
01-40-835-641	EDP NEW EQUIPMENT					
01-40-840-799	CONTINGENCIES					
Totals for dept 40-BUILDING & ZONING DEPARTMENT		297,090	295,413	297,874	784	0.26

**WATER FUND
FINANCIAL SUMMARY FY 2016-17
CURRENT YEAR AND 5 YEAR FORECAST**

	FY 14-15 Actual	FY 15-16 Budget	FY 15-16 Projected	Year 1 FY 16-17 Proposed	Year 2 FY 17-18 Proposed	Year 3 FY 18-19 Proposed	Year 4 FY 19-20 Proposed	Year 5 FY 20-21 Proposed
Total Net Assets, Beginning	\$ 4,327,758	\$ 4,686,556	\$ 4,106,261	\$ 4,632,338	\$ 5,280,813	\$ 5,748,605	\$ 6,138,081	\$ 6,420,534
Revenues	3,031,254	3,330,190	3,494,645	3,558,600	3,558,600	3,558,600	3,558,600	3,558,600
% change				6.86%	0.00%	0.00%	0.00%	0.00%
Operating Expenses	2,791,525	2,747,276	2,796,121	2,729,798	2,834,188	2,912,219	2,992,314	3,075,612
Capital Expenses	-	26,000	25,327	33,276	34,274	35,303	36,362	37,452
Transfers Out	461,226	154,283	147,120	147,051	222,346	221,602	247,472	246,696
Total Expenses/Transfers Out	3,252,751	2,927,559	2,968,568	2,910,125	3,090,808	3,169,124	3,276,147	3,359,760
% change				-0.60%	6.21%	2.53%	3.38%	2.55%
Net Surplus (Deficit)	(221,497)	402,631	526,077	648,475	467,792	389,476	282,453	198,840
Total Net Assets, Ending	\$ 4,106,261	\$ 5,089,187	\$ 4,632,338	\$ 5,280,813	\$ 5,748,605	\$ 6,138,081	\$ 6,420,534	\$ 6,619,373
Cost Per Day to Operate Fund	\$ 7,648	\$ 8,254	\$ 8,235	\$ 8,053	\$ 8,339	\$ 8,553	\$ 8,772	\$ 9,001
Working Capital	1,745,585	1,077,116	2,062,068	2,500,949	2,759,147	2,939,029	3,011,888	3,001,133
Days Operating Expense (Goal = 90)*	228	130	250	311	331	344	343	333

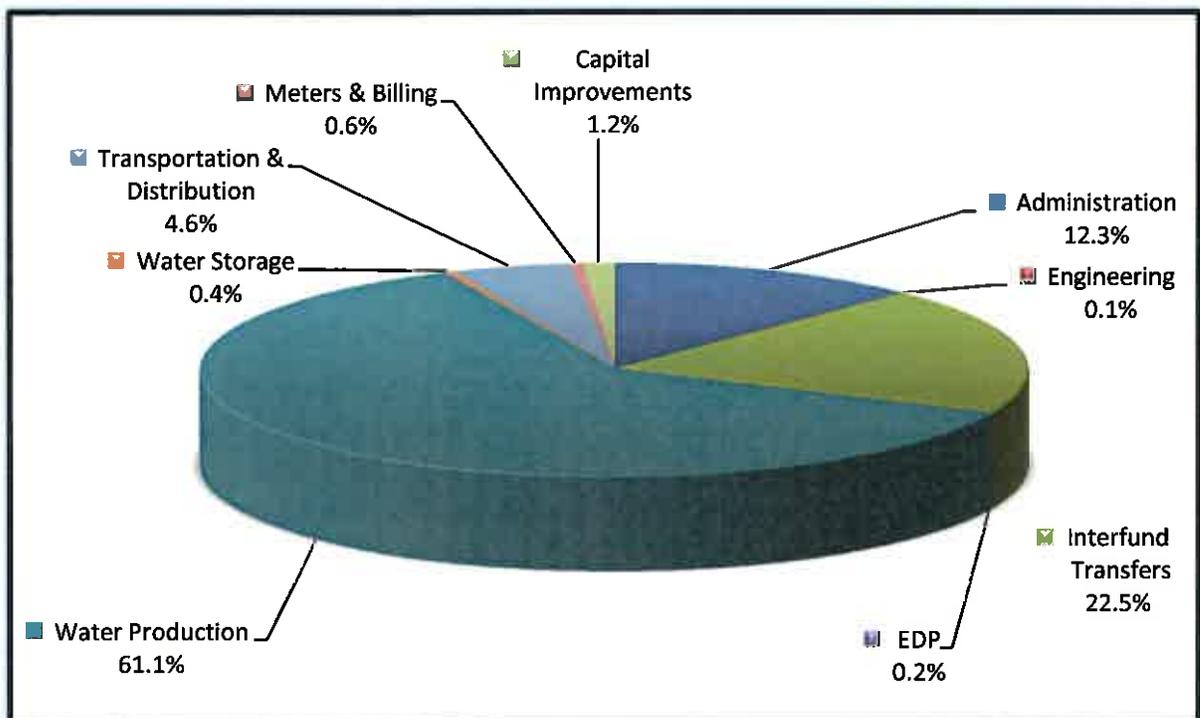
*Calculated as Working Capital Divided by Daily Cost to Operate Water Fund

VILLAGE OF WILLOWBROOK
 REVENUES BY FUND
 MAY 1, 2016 - APRIL 30, 2017

GL NUMBER	DESCRIPTION	2015-16 ORIGINAL BUDGET	2015-16 PROJECTED ACTIVITY	2016-17 PROPOSED BUDGET	2016-17 PROPOSED AMT CHANGE	2016-17 PROPOSED % CHANGE
Fund 02 - WATER FUND						
ESTIMATED REVENUES						
Function: Unclassified						
Dept 00						
02-00-310-712	WATER SALES	3,316,000	3,464,553	3,545,000	229,000	6.91
02-00-310-713	WATER PENALTIES		2,000			
02-00-310-714	WATER METER SALES	2,600	7,802	2,600		
02-00-310-716	WATER METER READ SALES	6,590	6,590	6,000	(590)	(8.95)
02-00-310-717	OTHER REVENUE	1,000	1,000	1,000		
02-00-310-718	SHUTOFF/NSF FEE		3,000			
02-00-320-100	OTHER INCOME					
02-00-320-108	INTEREST INCOME	1,000	1,300	1,000		
02-00-320-109	CHANGES IN MARKET VALUE					
02-00-320-112	CONTRIBUTED REVENUES					
02-00-320-113	GAIN/LOSS ON SALE OF FIXED ASSETS					
02-00-320-713	WATER CONNECTION FEES	3,000	8,400	3,000		
Totals for dept 00-		3,330,190	3,494,645	3,558,600	228,410	6.86

Water Fund Fiscal Year 2016-17

<u>Program</u>	<u>Description</u>	<u>FY 2015-16 Budget</u>	<u>FY 2016-17 Budget</u>
400/401	Administration	\$ 289,879	\$ 331,739
405	Engineering	2,575	2,000
410	Overhead Reimbursement	470,218	522,991
417	EDP	18,154	6,100
420	Water Production	1,811,215	1,642,928
425	Water Storage	9,485	9,485
430	Transportation & Distribution	118,250	123,250
435	Meters & Billing	27,500	15,000
440	Capital Improvements	26,000	33,276
449	Debt Service	-	76,305
900	Interfund Transfers	154,283	147,051
Total	Water Fund	\$ 2,927,559	\$ 2,910,125
	Percent Difference		-0.60%



VILLAGE OF WILLOWBROOK
EXPENDITURES BY FUND
MAY 1, 2016 - APRIL 30, 2017

GL NUMBER	DESCRIPTION	2015-16 ORIGINAL BUDGET	2015-16 PROJECTED ACTIVITY	2016-17 PROPOSED BUDGET	2016-17 PROPOSED AMT CHANGE	2016-17 PROPOSED % CHANGE
Fund 02 - WATER FUND						
APPROPRIATIONS						
Dept 50-WATER DEPARTMENT						
02-50-400-147	EMPLOYEE BENEFITS - MEDICARE	2,894	2,894	3,177	283	9.78
02-50-400-151	IMRF	31,895	31,895	36,035	4,140	12.98
02-50-400-161	SOCIAL SECURITY/FICA	12,374	12,374	13,585	1,211	9.79
02-50-401-101	SALARIES - PERMANENT EMPLOYEES	119,945	119,945	137,419	17,474	14.57
02-50-401-102	OVERTIME	32,944	32,944	32,944		
02-50-401-103	PART TIME - LABOR	25,000	28,060	25,000		
02-50-401-126	SALARIES - CLERICAL	21,694	21,694	23,754	2,060	9.50
02-50-401-141	EMPLOYEE BENEFITS - MEDICAL INSURANCE	13,170	13,170	28,347	15,177	115.24
02-50-401-144	EMPLOYEE BENEFITS - UNEMPLOYMENT INS	220	220	178	(42)	(19.09)
02-50-401-201	PHONE - TELEPHONES	9,600	9,600	9,600		
02-50-401-239	FEES - VILLAGE ATTORNEY	1,000	1,000	1,000		
02-50-401-301	OFFICE SUPPLIES	1,639	1,500	1,500	(139)	(8.48)
02-50-401-302	PRINTING & PUBLISHING	3,194	6,000	6,000	2,806	87.85
02-50-401-303	FUEL/MILEAGE/WASH	4,500	3,500	3,500	(1,000)	(22.22)
02-50-401-304	SCHOOLS/CONFERENCES/TRAVEL	2,250	2,000	2,000	(250)	(11.11)
02-50-401-306	REIMBURSE PERSONAL EXPENSES	150	150	150		
02-50-401-307	FEES/DUES/SUBSCRIPTIONS	750	550	550	(200)	(26.67)
02-50-401-311	POSTAGE & METER RENT	6,160	6,500	6,500	340	5.52
02-50-401-405	FURNITURE & OFFICE EQUIPMENT	500	500	500		
02-50-405-245	FEES - ENGINEERING	2,575	2,000	2,000	(575)	(22.33)
02-50-410-501	REIMBURSE OVERHEAD GENERAL FUND	470,218	470,218	522,991	52,773	11.22
02-50-415-273	SELF INSURANCE - DEDUCTIBLE					
02-50-417-212	EDP SOFTWARE	15,650	10,000	750	(14,900)	(95.21)
02-50-417-263	EDP EQUIPMENT MAINTENANCE	2,000	545		(2,000)	(100.00)
02-50-417-305	EDP PERSONNEL TRAINING	500		1,350	850	170.00
02-50-417-401	EDP OPERATING EQUIPMENT			4,000	3,996	99,900.00
02-50-420-206	ENERGY - ELECTRIC PUMP	16,000	12,000	12,000	(4,000)	(25.00)
02-50-420-294	LANDSCAPING - WELLS 1 & 3	500	500	500		
02-50-420-297	LANDSCAPING - STANDPIPE	1,000	1,000	1,000		
02-50-420-361	CHEMICALS	1,750	1,750	1,750		
02-50-420-362	SAMPLING ANALYSIS	2,678	2,678	2,678		
02-50-420-488	MAINTENANCE - PUMPS & WELL 3	500	500	500		
02-50-420-491	PUMP INSPECTION REPAIR MAINTAIN STA	500	500	500		
02-50-420-575	PURCHASE OF WATER	1,788,287	1,824,763	1,624,000	(164,287)	(9.19)
02-50-425-471	MATERIALS & SUPPLIES - L.H.V.					
02-50-425-472	MATERIALS & SUPPLIES - WB EXECUTIV PLAZA					
02-50-425-473	WELLHOUSE REPAIRS & MAINTENANCE - L.H.V.	1,000	2,200	1,500	500	50.00
02-50-425-474	WELLHOUSE REPAIRS & MAIN - WB EXEC PLAZA	1,000	1,000	1,000		
02-50-425-475	MATERIALS & SUPPLIES- STANDPIPE/PUMPHOUS	1,500	1,000	1,000	(500)	(33.33)
02-50-425-485	REPAIRS & MAINTENANCE-STANDPIPE/PUMPHOUS	5,985	5,985	5,985		
02-50-430-276	LEAK SURVEYS	7,500	12,000	10,000	2,500	33.33
02-50-430-277	WATER DISTRIBUTION REPAIRS/MAINTENANCE	95,000	95,000	95,000		
02-50-430-299	LANDSCAPING - OTHER	4,000	14,045	4,000		
02-50-430-401	OPERATING EQUIPMENT	1,000	1,000	1,000		
02-50-430-425	J. U. L. I. E. MAINTENANCE & SUPPLY	750	750	750		
02-50-430-435	EQUIPMENT RENTAL					
02-50-430-476	MATERIAL & SUPPLIES - DISTRIBUTION	10,000	14,528	12,500	2,500	25.00
02-50-435-278	METERS FLOW TESTING	12,000	10,000	2,000	(10,000)	(83.33)
02-50-435-461	NEW METERING EQUIPMENT	10,000	5,000	7,500	(2,500)	(25.00)
02-50-435-462	METER REPLACEMENT	500	500	500		
02-50-435-463	MAINTENANCE - METER EQUIPMENT	5,000	5,000	5,000		
02-50-440-626	VEHICLES - NEW AND OTHER	16,000	15,327		(16,000)	(100.00)
02-50-440-643	PAINTING - WATER TOWERS					
02-50-440-692	PRESSURE ADJUSTING STATION					
02-50-440-694	DISTRIBUTION SYSTEM REPLACEMENT	10,000	10,000	10,000		
02-50-440-695	EDP			23,276	23,276	
02-50-440-696	WATER MAIN EXTENTIONS					
02-50-440-700	CAPITAL OUTLAY - CAPITALIZED					
02-50-449-101	DEPRECIATION EXPENSE					
02-50-449-102	INTEREST EXPENSE		7,163	10,034	10,034	
02-50-449-103	BOND ISSUANCE COSTS					
02-50-449-104	BOND PRINCIPAL EXPENSE			10,286	10,286	

VILLAGE OF WILLOWBROOK
 EXPENDITURES BY FUND
 MAY 1, 2016 - APRIL 30, 2017

GL NUMBER	DESCRIPTION	2015-16 ORIGINAL BUDGET	2015-16 PROJECTED ACTIVITY	2016-17 PROPOSED BUDGET	2016-17 PROPOSED AMT CHANGE	2016-17 PROPOSED % CHANGE
02-50-449-105	INTEREST EXPENSE - IEPA LOAN			17,145	17,145	
02-50-449-106	PRINCIPAL EXPENSE - IEPA LOAN			38,840	38,840	
02-50-449-799	CONTINGENCIES					
02-50-450-106	BAD DEBT					
02-50-900-109	TRANSFER TO WATER CAPITAL IMPROVEMENT	100,000	100,000	100,000		
02-50-900-111	TRANSFER TO DEBT SERVICE	32,832	32,832	31,616	(1,216)	(3.70)
02-50-900-112	TRANSFER TO DEBT SERVICE - 2015	21,451	14,288	15,435	(6,016)	(28.05)
Totals for dept 50-WATER DEPARTMENT		2,927,559	2,968,568	2,910,125	(17,434)	(0.60)

VILLAGE OF WILLOWBROOK

WATER OVERHEAD ALLOCATION (ADMINISTRATIVE SERVICES CHARGEBACK)

A/C 02-00-410-501

FY 2016-17

GL NUMBER	DESCRIPTION	TOTAL	TOTAL	% APP TO WATER	OVERHEAD AMOUNT
		2015-16 ORIGINAL BUDGET	2016-17 REQUESTED BUDGET		
Fund 01 - GENERAL FUND					
01-05-400-147	EMPLOYEE BENEFITS - MEDICARE	687	687	10%	69
01-05-400-161	SOCIAL SECURITY/FICA	2,939	2,939	10%	294
01-05-410-101	SALARIES PRESIDENT & VILLAGE BOARD	40,200	40,200	10%	4,020
01-05-410-125	SALARY - VILLAGE CLERK	7,200	7,200	10%	720
01-05-410-141	LIFE INS BENEFIT -APPOINTED/ELECTED	905	1,300	10%	130
01-10-400-147	EMPLOYEE BENEFITS - MEDICARE	3,202	3,426	25%	857
01-10-400-151	IMRF	40,340	40,107	25%	10,027
01-10-400-161	SOCIAL SECURITY/FICA	10,989	11,715	25%	2,929
01-10-455-101	SALARIES - MANAGEMENT STAFF	81,034	82,929	25%	20,732
01-10-455-102	OVERTIME	5,000	5,000	25%	1,250
01-10-455-104	PART TIME - CLERICAL			25%	-
01-10-455-106	ASST TO VILLAGE ADMINISTRATOR	63,842	65,439	25%	16,360
01-10-455-107	ADMINISTRATIVE INTERN	23,682	10,234	25%	2,559
01-10-455-126	SALARIES - CLERICAL	70,930	72,704	25%	18,176
01-10-455-131	PERSONNEL RECRUITMENT	550	550	25%	138
01-10-455-141	EMPLOYEE BENEFIT - MEDICAL INSURANCE	15,258	29,219	25%	7,305
01-10-455-144	EMPLOYEE BENEFIT - UNEMPLOYMENT INS	330	213	25%	53
01-10-455-201	PHONE - TELEPHONES	12,500	13,260	10%	1,326
01-10-455-231	RENT - STORAGE			10%	-
01-10-455-266	CODIFY ORDINANCES	3,000	3,000	10%	300
01-10-455-267	DOCUMENT STORAGE			10%	-
01-10-455-301	OFFICE SUPPLIES	10,000	10,000	10%	1,000
01-10-455-302	PRINTING & PUBLISHING	3,000	3,000	10%	300
01-10-455-303	FUEL/MILEAGE/WASH	2,800	2,800	10%	280
01-10-455-304	SCHOOLS/CONFERENCES/TRAVEL	3,340	5,116	10%	512
01-10-455-305	STRATEGIC PLANNING		2,000	10%	200
01-10-455-307	FEES/DUES/SUBSCRIPTIONS	15,010	15,010	10%	1,501
01-10-455-311	POSTAGE & METER RENT	6,955	6,955	10%	696
01-10-455-315	COPY SERVICE	4,000	4,000	10%	400
01-10-455-355	COMMISSARY PROVISION	2,000	1,500	10%	150
01-10-455-409	MAINTENANCE - VEHICLES	1,000	1,000	20%	200
01-10-455-410	MAINTENANCE - VEHICLE ENGINES			20%	-
01-10-455-411	MAINTENANCE - EQUIPMENT	750	750	20%	150
01-10-460-306	CONSULTING SERVICES	3,200		10%	-
01-10-466-228	MAINTENANCE - BUILDING	58,773	58,773	10%	5,877
01-10-466-236	NICOR GAS (835 MIDWAY)	4,000	4,000	10%	400
01-10-466-240	ENERGY/COMED (835 MIDWAY)	4,250	3,000	10%	300
01-10-466-251	SANITARY (835 MIDWAY)	300	400	10%	40
01-10-466-293	LANDSCAPE - VILLAGE HALL	7,500	5,500	10%	550
01-10-466-351	BUILDING MAINTENANCE SUPPLIES	11,400	8,000	10%	800
01-10-466-385	SANITARY USER CHARGE		200	10%	20
01-10-470-239	FEES - VILLAGE ATTORNEY	80,000	75,000	15%	11,250
01-10-471-252	FINANCIAL SERVICES			10%	-
01-10-471-253	CONSULTING FEES			25%	-
01-10-475-365	PUBLIC RELATIONS	4,250	10,000	10%	1,000
01-10-475-366	NEWSLETTER	3,500	2,000	10%	200
01-10-480-272	INSURANCE - IRMA	232,037	244,034	40%	97,614
01-10-485-602	BUILDING IMPROVEMENTS	15,000	52,500	10%	5,250
01-10-485-611	FURNITURE & OFFICE EQUIPMENT	18,500	2,500	20%	500
01-15-400-147	EMPLOYEE BENEFITS - MEDICARE	394	424	0%	-
01-15-400-151	IMRF	4,967	5,194	0%	-

VILLAGE OF WILLOWBROOK
WATER OVERHEAD ALLOCATION (ADMINISTRATIVE SERVICES CHARGEBACK)
A/C 02-00-410-501
FY 2016-17

GL NUMBER	DESCRIPTION	TOTAL	TOTAL	% APP TO WATER	OVERHEAD AMOUNT
		2015-16 ORIGINAL BUDGET	2016-17 REQUESTED BUDGET		
01-15-400-161	SOCIAL SECURITY/FICA	1,686	1,815	0%	-
01-20-400-147	EMPLOYEE BENEFITS - MEDICARE	633	411	0%	-
01-20-400-151	IMRF	5,666	4,190	0%	-
01-20-400-161	SOCIAL SECURITY/FICA	2,705	1,759	0%	-
01-25-400-147	EMPLOYEE BENEFITS - MEDICARE	1,533	3,253	25%	813
01-25-400-151	IMRF	12,636	33,171	25%	8,293
01-25-400-161	SOCIAL SECURITY/FICA	6,557	13,505	25%	3,376
01-25-610-101	SALARIES		125,050	25%	31,263
01-25-610-102	OVERTIME	1,500	1,500	25%	375
01-25-610-104	PART TIME - CLERICAL	36,585	23,911	25%	5,978
01-25-610-126	SALARIES - CLERICAL	67,665	73,904	25%	18,476
01-25-610-141	EMPLOYEE BENEFIT - MEDICAL INSURANCE	18,237	26,074	25%	6,519
01-25-610-144	EMPLOYEE BENEFIT - UNEMPLOYMENT INS	421	274	25%	69
01-25-610-304	SCHOOLS/CONFERENCES/TRAVEL	500	4,225	10%	423
01-25-615-212	EDP SOFTWARE	15,135	37,505	25%	9,376
01-25-615-213	VILLAGE-WIDE IT SOFTWARE/LICENSES	6,120	6,711	25%	1,678
01-25-615-306	IT - CONSULTING SERVICES	25,000	25,000	25%	6,250
01-25-620-251	AUDIT SERVICES	23,690	25,031	20%	5,006
01-25-620-252	FINANCIAL SERVICES	165,640	4,840	20%	968
01-30-400-147	EMPLOYEE BENEFITS - MEDICARE	37,026	38,004	4%	1,520
01-30-400-151	IMRF	31,070	30,848	4%	1,234
01-30-400-161	SOCIAL SECURITY/FICA	12,068	12,343	4%	494
01-30-630-101	SALARIES - PERMANENT EMPLOYEES	2,142,037	2,156,912	4%	86,276
01-30-630-102	OVERTIME	285,000	285,000	4%	11,400
01-30-630-103	OVERTIME - SPECIAL DETAIL & GRANTS	23,000	23,000	4%	920
01-30-630-104	PART TIME - CLERICAL	24,587	25,202	4%	1,008
01-30-630-106	ACCREDITATION MANAGER		12,245	4%	490
01-30-630-126	SALARIES - CLERICAL	159,063	165,880	4%	6,635
01-30-630-127	OVERTIME - CLERICAL	11,000	8,000	4%	320
01-30-630-141	EMPLOYEE BENEFIT - MEDICAL INSURANCE	348,030	318,338	4%	12,734
01-30-630-144	EMPLOYEE BENEFIT - UNEMPLOYMENT INS	3,069	1,985	4%	79
01-30-630-155	POLICE PENSION	614,530	805,810	4%	32,232
01-35-400-147	EMPLOYEE BENEFITS - MEDICARE	2,636	3,125	50%	1,563
01-35-400-151	IMRF	29,278	36,003	50%	18,002
01-35-400-161	SOCIAL SECURITY/FICA	11,273	12,484	50%	6,242
01-35-710-345	UNIFORMS	4,500	4,500	50%	2,250
01-35-725-412	MAINTENANCE - GAS TANKS AND PUMPS	5,000	8,400	50%	4,200
01-35-725-413	MAINTENANCE - GARAGE	3,000	3,000	50%	1,500
01-35-725-414	MAINTENANCE - SALT BINS	500	500	50%	250
01-35-725-415	NICOR GAS	4,000	4,000	50%	2,000
01-35-725-416	ENERGY			50%	-
01-35-725-417	SANITARY USER CHARGE	236	200	50%	100
01-35-725-418	MAINTENANCE - PW BUILDING	8,000	8,500	50%	4,250
01-35-735-409	MAINTENANCE - VEHICLES	30,000	20,000	50%	10,000
01-35-735-411	MAINTENANCE - EQUIPMENT	1,500	4,000	50%	2,000
TOTAL APPROPRIATIONS		5,061,826	5,314,186		522,991

**HOTEL/MOTEL TAX FUND
FINANCIAL SUMMARY FY 2016-17
CURRENT YEAR AND 5 YEAR FORECAST**

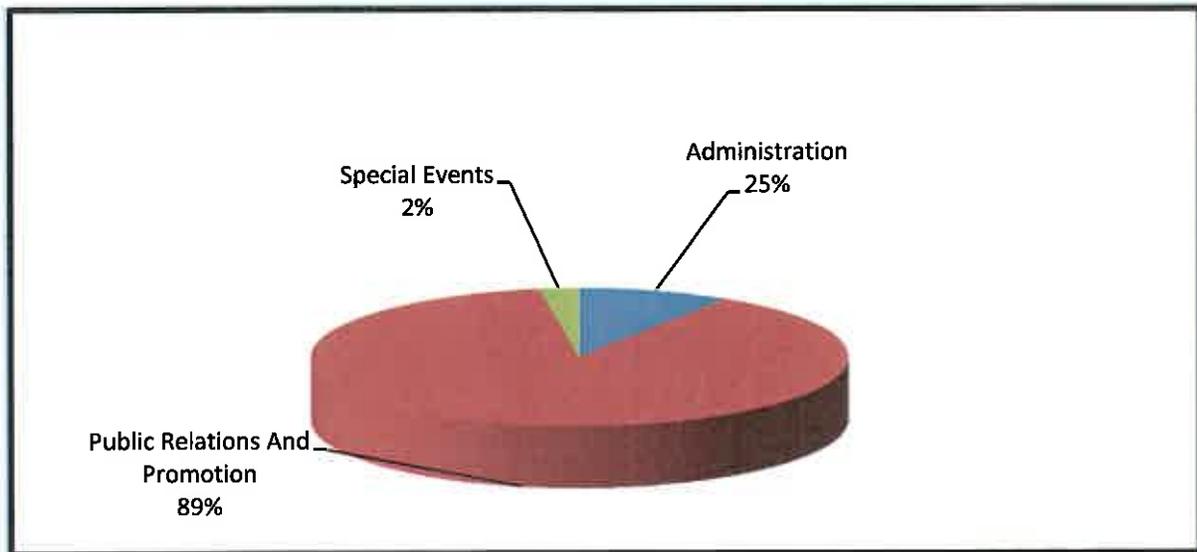
	FY 14-15 Actual	FY 15-16 Budget	FY 15-16 Projected	Year 1 FY 16-17 Proposed	Year 2 FY 17-18 Proposed	Year 3 FY 18-19 Proposed	Year 4 FY 19-20 Proposed	Year 5 FY 20-21 Proposed
Beginning Fund Balance	\$ 7,400	\$ (1,233)	\$ 496	\$ 108,120	\$ 162,351	\$ 213,348	\$ 260,966	\$ 305,055
Revenues	50,014	210,000	200,022	243,030	245,460	247,915	250,394	252,898
% change				15.73%	1.00%	1.00%	1.00%	1.00%
Operating Expenses	56,918	82,825	92,398	188,799	194,463	200,297	206,306	212,495
Capital Expenses	-	-	-	-	-	-	-	-
Total Expenses	56,918	82,825	92,398	188,799	194,463	200,297	206,306	212,495
% change				127.95%	3.00%	3.00%	3.00%	3.00%
Net Surplus (Deficit)	(6,904)	127,175	107,624	54,231	50,997	47,618	44,088	40,403
Ending Fund Balance	\$ 496	\$ 125,942	\$ 108,120	\$ 162,351	\$ 213,348	\$ 260,966	\$ 305,055	\$ 345,458

VILLAGE OF WILLOWBROOK
 REVENUES BY FUND
 MAY 1, 2016 - APRIL 30, 2017

GL NUMBER	DESCRIPTION	2015-16 ORIGINAL BUDGET	2015-16 PROJECTED ACTIVITY	2016-17 PROPOSED BUDGET	2016-17 PROPOSED AMT CHANGE	2016-17 PROPOSED % CHANGE
Fund 03 - HOTEL/MOTEL TAX FUND						
ESTIMATED REVENUES						
Function: Unclassified						
Dept 00						
03-00-310-205	HOTEL/MOTEL TAX	210,000	200,000	243,000	33,000	15.71
03-00-310-725	REGISTRATION FEES					
03-00-310-913	OTHER RECEIPTS					
03-00-310-922	FEDERAL/STATE GRANTS					
03-00-320-108	INTEREST INCOME		22	30	30	
03-00-320-109	CHANGES IN MARKET VALUE					
Totals for dept 00-		210,000	200,022	243,030	33,030	15.73

Hotel Motel Tax Fund Fiscal Year 2016-17

Program	Description	FY 2015-16 <u>Budget</u>	FY 2016-17 <u>Budget</u>
401	Administration	\$ 9,125	\$ 17,275
435	Public Relations And Promotion	69,200	167,024
436	Special Events	4,500	4,500
449	Contingencies	-	-
Total		<u>\$ 82,825</u>	<u>\$ 188,799</u>
Percent Difference			127.95%



VILLAGE OF WILLOWBROOK
 EXPENDITURES BY FUND
 MAY 1, 2016 - APRIL 30, 2017

GL NUMBER	DESCRIPTION	2015-16 ORIGINAL BUDGET	2015-16 PROJECTED ACTIVITY	2016-17 PROPOSED BUDGET	2016-17 PROPOSED AMT CHANGE	2016-17 PROPOSED % CHANGE
Fund 03 - HOTEL/MOTEL TAX FUND						
APPROPRIATIONS						
Dept 53-HOTEL/MOTEL						
03-53-401-126	SALARIES - CLERICAL					
03-53-401-253	PUBLIC RELATION CONSULTANT FEES					
03-53-401-303	FUEL/MILEAGE/WASH					
03-53-401-304	SCHOOLS/CONFERENCES/TRAVEL					
03-53-401-306	REIMBURSE PERSONAL EXPENSES					
03-53-401-307	FEES/DUES/SUBSCRIPTIONS	9,000	13,486	12,150	3,150	35.00
03-53-401-308	GRANT PILOT PROGRAM		5,000	5,000	5,000	
03-53-401-311	POSTAGE & METER RENT	125	125	125		
03-53-401-401	OPERATING EQUIPMENT					
03-53-435-302	PRINTING & PUBLISHING					
03-53-435-303	WILLOWBROOK MOBILE PHONE APP	2,750	3,775	1,024	(1,726)	(62.76)
03-53-435-316	LANDSCAPE BEAUTIFICATION	3,000	3,000	3,000		
03-53-435-317	ADVERTISING	60,450	60,450	100,000	39,550	65.43
03-53-435-318	COMMUNITY SLOGAN					
03-53-435-319	CHAMBER DIRECTORY	3,000	3,000	3,000		
03-53-435-320	TRANSPORTATION			60,000	60,000	
03-53-436-378	WINE & DINE INTELLIGENTLY	2,000	1,062	2,000		
03-53-436-379	SPECIAL PROMOTIONAL EVENTS	2,500	2,500	2,500		
03-53-436-380	FAMILIARIZATION TOURS					
03-53-449-799	CONTINGENCIES					
Totals for dept 53-HOTEL/MOTEL		82,825	92,398	188,799	105,974	127.95

**MFT FUND
FINANCIAL SUMMARY FY 2016-17
CURRENT YEAR AND 5 YEAR FORECAST**

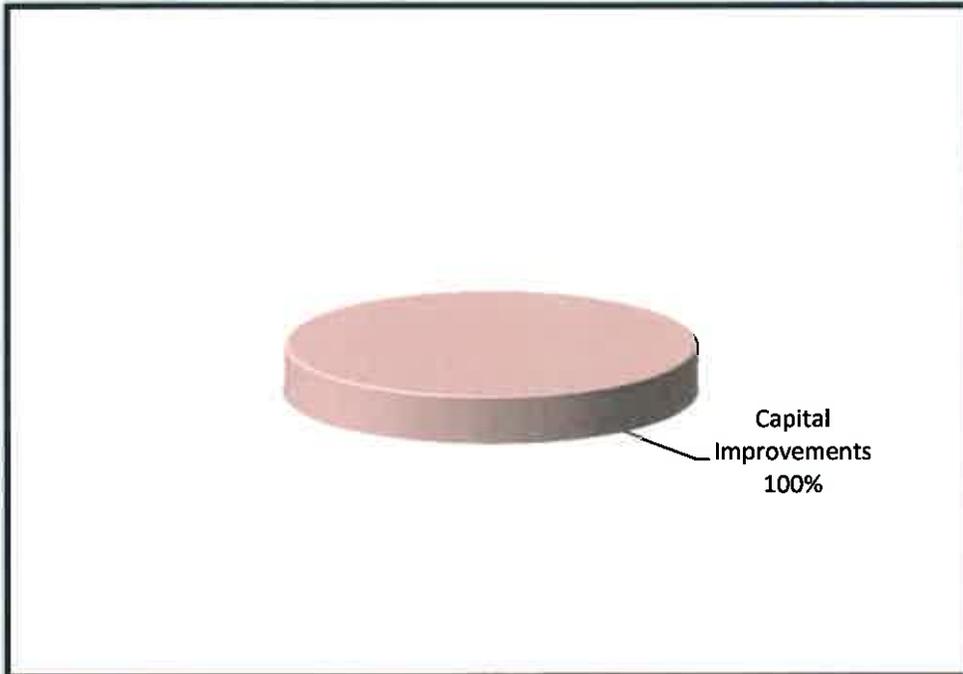
	FY 14-15 Actual	FY 15-16 Budget	FY 15-16 Projected	Year 1 FY 16-17 Proposed	Year 2 FY 17-18 Proposed	Year 3 FY 18-19 Proposed	Year 4 FY 19-20 Proposed	Year 5 FY 20-21 Proposed
Beginning Fund Balance	\$ 356,131	\$ 411,943	\$ 407,614	\$ 442,033	\$ 251,215	\$ 224,764	\$ 200,549	\$ 178,592
Revenues	287,228	203,297	219,273	221,336	223,549	225,785	228,043	230,323
% change				8.87%	1.00%	1.00%	1.00%	1.00%
Operating Expenses	-	-	-	-	-	-	-	-
Capital Expenses	235,745	225,000	184,854	412,154	250,000	250,000	250,000	250,000
Total Expenses	235,745	225,000	184,854	412,154	250,000	250,000	250,000	250,000
% change				83.18%	-39.34%	0.00%	0.00%	0.00%
Net Surplus (Deficit)	51,483	(21,703)	34,419	(190,818)	(26,451)	(24,215)	(21,957)	(19,677)
Ending Fund Balance	\$ 407,614	\$ 390,240	\$ 442,033	\$ 251,215	\$ 224,764	\$ 200,549	\$ 178,592	\$ 158,915

VILLAGE OF WILLOWBROOK
 REVENUES BY FUND
 MAY 1, 2016 - APRIL 30, 2017

GL NUMBER	DESCRIPTION	2015-16 ORIGINAL BUDGET	2015-16 PROJECTED ACTIVITY	2016-17 PROPOSED BUDGET	2016-17 PROPOSED AMT CHANGE	2016-17 PROPOSED % CHANGE
Fund 04 - MOTOR FUEL TAX FUND						
ESTIMATED REVENUES						
Function: Unclassified						
Dept 00						
04-00-310-216	MFT RECEIPTS	203,252	219,123	221,186	17,934	8.82
04-00-310-217	HIGH GROWTH CITIES PROGRAM RECEIPTS					
04-00-320-108	INTEREST INCOME	45	150	150	105	233.33
Totals for dept 00-		203,297	219,273	221,336	18,039	8.87

Motor Fuel Tax Fund Fiscal Year 2016-17

<u>Program</u>	<u>Description</u>	<u>FY 2015-16 Budget</u>	<u>FY 2016-17 Budget</u>
401	Pavement Markings	\$ -	\$ -
405	Road Signs	-	-
410	Snow Removal	-	-
415	Street Lighting	-	-
420	Traffic Signals	-	-
425	Street Maintenance	-	-
430	Capital Improvements	225,000	412,154
439	Contingencies	-	-
		<hr/>	<hr/>
Total	Motor Fuel Tax Fund	\$ 225,000	\$ 412,154
	Percent Difference		83.18%



VILLAGE OF WILLOWBROOK
 EXPENDITURES BY FUND
 MAY 1, 2016 - APRIL 30, 2017

GL NUMBER	DESCRIPTION	2015-16 ORIGINAL BUDGET	2015-16 PROJECTED ACTIVITY	2016-17 PROPOSED BUDGET	2016-17 PROPOSED AMT CHANGE	2016-17 PROPOSED % CHANGE
Fund 04 - MOTOR FUEL TAX FUND						
APPROPRIATIONS						
Dept 56-MOTOR FUEL TAX						
04-56-401-285	PAVEMENT MARKING					
04-56-401-325	PAVEMENT MARK PAINT					
04-56-405-321	TRAFFIC SIGNS					
04-56-405-323	TRAFFIC SIGN NUTS & BOLTS					
04-56-410-288	SNOW REMOVAL CONTRACT					
04-56-410-371	ROCK SALT					
04-56-415-207	ENERGY - STREET LIGHTS					
04-56-415-223	MAINTENANCE - STREET LIGHTS					
04-56-420-221	MAINTENANCE - TRAFFIC SIGNALS					
04-56-425-323	AGGREGATE MATERIALS					
04-56-425-325	BITUMINOUS PATCH MATERIAL					
04-56-430-684	STREET MAINTENANCE CONTRACT	225,000	184,854	248,392	23,392	10.40
04-56-430-685	LAFO PROJECT			163,762	163,762	
04-56-439-799	CONTINGENCIES					
Totals for dept 56-MOTOR FUEL TAX		225,000	184,854	412,154	187,154	83.18

**SSA BOND & INTEREST FUND
 FINANCIAL SUMMARY FY 2016-17
 CURRENT YEAR AND 5 YEAR FORECAST**

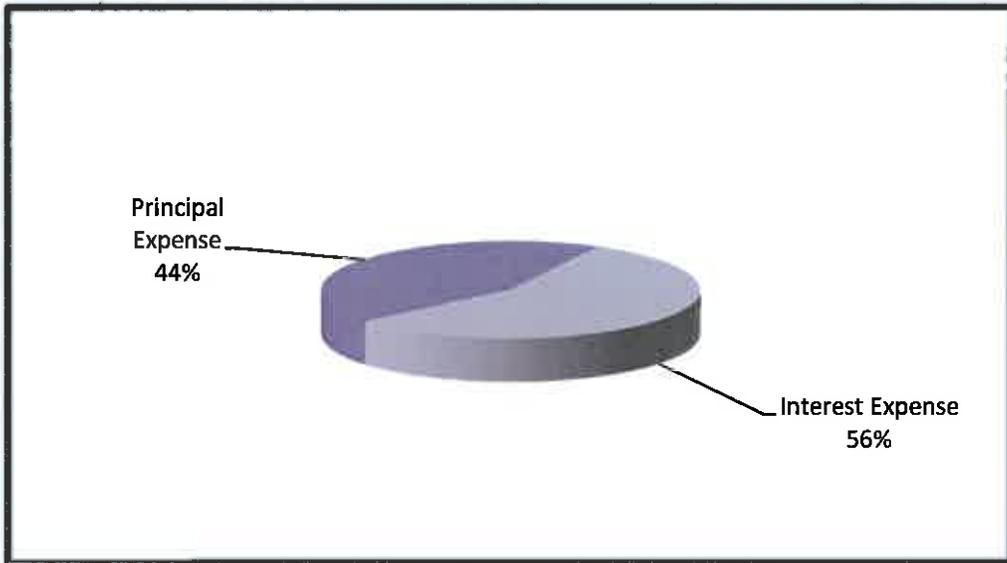
	FY 14-15 Actual	FY 15-16 Budget	FY 15-16 Projected	Year 1 FY 16-17 Proposed	Year 2 FY 17-18 Proposed	Year 3 FY 18-19 Proposed	Year 4 FY 19-20 Proposed	Year 5 FY 20-21 Proposed
Beginning Fund Balance	\$ 359	\$ 1,986	\$ 1,830	\$ 5,097	\$ 5,132	\$ 5,157	\$ 5,182	\$ 5,207
Revenues	320,911	322,320	325,582	319,520	321,250	322,250	322,490	321,950
% change				-0.87%	0.54%	0.31%	0.07%	-0.17%
Operating Expenses	319,440	322,315	322,315	319,485	321,225	322,225	322,465	321,925
Capital Expenses	-	-	-	-	-	-	-	-
Total Expenses	319,440	322,315	322,315	319,485	321,225	322,225	322,465	321,925
% change				-0.88%	0.54%	0.31%	0.07%	-0.17%
Net Surplus (Deficit)	1,471	5	3,267	35	25	25	25	25
Ending Fund Balance	\$ 1,830	\$ 1,991	\$ 5,097	\$ 5,132	\$ 5,157	\$ 5,182	\$ 5,207	\$ 5,232

VILLAGE OF WILLOWBROOK
 REVENUES BY FUND
 MAY 1, 2016 - APRIL 30, 2017

GL NUMBER	DESCRIPTION	2015-16 ORIGINAL BUDGET	2015-16 PROJECTED ACTIVITY	2016-17 PROPOSED BUDGET	2016-17 PROPOSED AMT CHANGE	2016-17 PROPOSED % CHANGE
Fund 06 - SSA ONE BOND & INTEREST FUND						
ESTIMATED REVENUES						
Function: Unclassified						
Dept 00						
06-00-310-101	PROPERTY TAX RECEIPTS	322,315	325,547	319,485	(2,830)	(0.88)
06-00-320-108	INTEREST INCOME	5	35	35	30	600.00
Totals for dept 00-		322,320	325,582	319,520	(2,800)	(0.87)

SSA Bond & Interest Fund Fiscal Year 2016-17

Program	Description	FY 2015-16 <u>Budget</u>	FY 2016-17 <u>Budget</u>
550	Principal Expense	\$ 135,000	\$ 140,000
410	Interest Expense	<u>187,315</u>	<u>179,485</u>
Total		<u>\$ 322,315</u>	<u>\$ 319,485</u>
		Percent Difference	-0.88%



VILLAGE OF WILLOWBROOK
 EXPENDITURES BY FUND
 MAY 1, 2016 - APRIL 30, 2017

GL NUMBER	DESCRIPTION	2015-16 ORIGINAL BUDGET	2015-16 PROJECTED ACTIVITY	2016-17 PROPOSED BUDGET	2016-17 PROPOSED AMT CHANGE	2016-17 PROPOSED % CHANGE
Fund 06 - SSA ONE BOND & INTEREST FUND						
APPROPRIATIONS						
Dept 60-SSA BOND						
06-60-550-401	BOND PRINCIPAL EXPENSE	135,000	135,000	140,000	5,000	3.70
06-60-550-402	BOND INTEREST EXPENSE	187,315	187,315	179,485	(7,830)	(4.18)
06-60-555-799	CONTINGENCIES					
Totals for dept 60-SSA BOND		322,315	322,315	319,485	(2,830)	(0.88)

**WATER CAPITAL IMPROVEMENT FUND
FINANCIAL SUMMARY FY 2016-17
CURRENT YEAR AND 5 YEAR FORECAST**

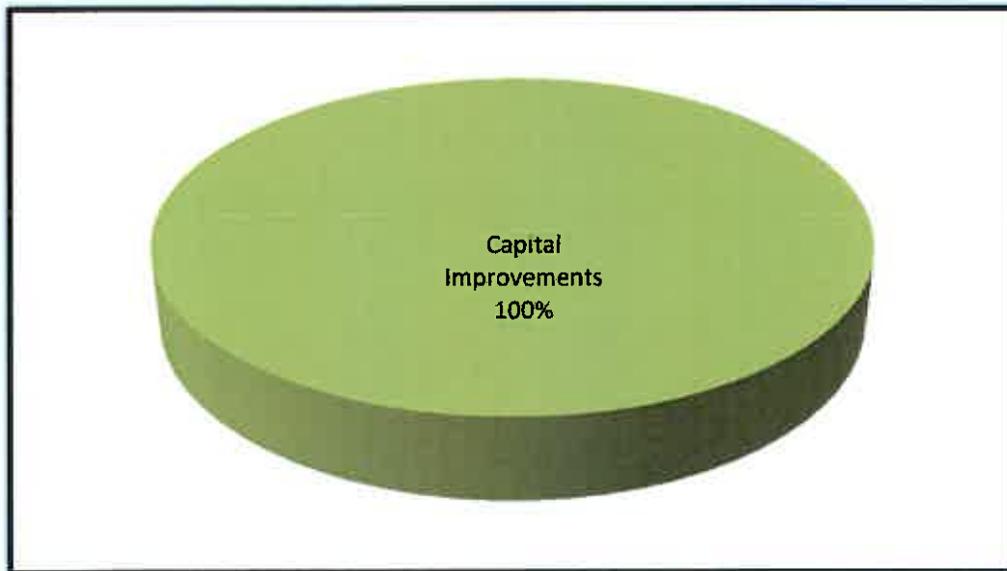
	FY 14-15 Actual	FY 15-16 Budget	FY 15-16 Projected	Year 1 FY 16-17 Proposed	Year 2 FY 17-18 Proposed	Year 3 FY 18-19 Proposed	Year 4 FY 19-20 Proposed	Year 5 FY 20-21 Proposed
Beginning Fund Balance	\$ 618,792	\$ 722,842	\$ 691,053	\$ 377,165	\$ 400,150	\$ 116,350	\$ 241,550	\$ 391,750
Revenues	411,074	100,050	100,300	1,031,510	175,200	175,200	200,200	200,200
% change				930.99%	-83.02%	0.00%	14.27%	0.00%
Operating Expenses								
Capital Expenses	338,813	413,400	414,188	1,008,525	459,000	50,000	50,000	50,000
Total Expenses	338,813	413,400	414,188	1,008,525	459,000	50,000	50,000	50,000
% change				143.96%	-54.49%	-89.11%	0.00%	0.00%
Net Surplus (Deficit)	72,261	(313,350)	(313,888)	22,985	(283,800)	125,200	150,200	150,200
Ending Fund Balance	\$ 691,053	\$ 409,492	\$ 377,165	\$ 400,150	\$ 116,350	\$ 241,550	\$ 391,750	\$ 541,950

VILLAGE OF WILLOWBROOK
 REVENUES BY FUND
 MAY 1, 2016 - APRIL 30, 2017

GL NUMBER	DESCRIPTION	2015-16 ORIGINAL BUDGET	2015-16 PROJECTED ACTIVITY	2016-17 PROPOSED BUDGET	2016-17 PROPOSED AMT CHANGE	2016-17 PROPOSED % CHANGE
Fund 09 - WATER CAPITAL IMPROVEMENTS FUND						
ESTIMATED REVENUES						
Function: Unclassified						
Dept 00						
09-00-310-920	DEVELOPER/RESIDENT CONTRIBUTION					
09-00-320-100	BOND PROCEEDS					
09-00-320-105	IEPA LOAN PROCEEDS			931,460	931,460	
09-00-320-108	INTEREST INCOME	50	300	50		
09-00-320-109	CHANGES IN MARKET VALUE					
09-00-330-102	TRANSFER FROM WATER	100,000	100,000	100,000		
Totals for dept 00-		100,050	100,300	1,031,510	931,460	930.99

Water Capital Improvements Fund Fiscal Year 2016-17

Program	Description	FY 2015-16 <u>Budget</u>	FY 2016-17 <u>Budget</u>
405	Contractual Services	\$ -	\$ -
410	Interfund Transfers	-	-
440	Capital Improvements	<u>413,400</u>	<u>1,008,525</u>
Total		<u>\$ 413,400</u>	<u>\$ 1,008,525</u>
		Percent Difference	143.96%



VILLAGE OF WILLOWBROOK
 EXPENDITURES BY FUND
 MAY 1, 2016 - APRIL 30, 2017

GL NUMBER	DESCRIPTION	2015-16 ORIGINAL BUDGET	2015-16 PROJECTED ACTIVITY	2016-17 PROPOSED BUDGET	2016-17 PROPOSED AMT CHANGE	2016-17 PROPOSED % CHANGE
Fund 09 - WATER CAPITAL IMPROVEMENTS FUND						
APPROPRIATIONS						
Dept 65-WATER CAPITAL IMPROVEMENTS						
09-65-405-245	FEES - VILLAGE ATTORNEY					
09-65-405-246	FEES - ENGINEERING					
09-65-405-247	ARCHITECTUAL FEES					
09-65-440-600	WATER SYSTEM IMPROVEMENTS	15,000		20,765	5,765	38.43
09-65-440-601	WATER MAIN EXTENSIONS					
09-65-440-602	MTU REPLACEMENT					
09-65-440-603	VALVE INSERTION PROGRAM	6,000	6,000	6,000		
09-65-440-604	WATER TANK REPAIRS	392,400	408,188	981,760	589,360	150.19
09-65-440-605	FIXED ASSETS CAPITALIZED					
Totals for dept 65-WATER CAPITAL IMPROVEMENTS		413,400	414,188	1,008,525	595,125	143.96

**CAPITAL PROJECTS FUND
 FINANCIAL SUMMARY FY 2016-17
 CURRENT YEAR AND 5 YEAR FORECAST**

	FY 14-15 Actual	FY 15-16 Budget	FY 15-16 Projected	Year 1 FY 16-17 Proposed	Year 2 FY 17-18 Proposed	Year 3 FY 18-19 Proposed	Year 4 FY 19-20 Proposed	Year 5 FY 20-21 Proposed
Beginning Fund Balance	\$ 86,281	\$ 85,488	\$ 85,492	\$ 85,492	\$ (8)	\$ (8)	\$ (8)	\$ (8)
Revenues	3,825	10	-	-	-	-	-	-
% change				-100.00%	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!
Operating Expenses	-	-	-	-	-	-	-	-
Capital Expenses	4,614	85,498	-	85,500	-	-	-	-
Total Expenses	4,614	85,498	-	85,500	-	-	-	-
% change				0.00%	-100.00%	#DIV/0!	#DIV/0!	#DIV/0!
Net Surplus (Deficit)	(789)	(85,488)	-	(85,500)	-	-	-	-
Ending Fund Balance	\$ 85,492	\$ -	\$ 85,492	\$ (8)	\$ (8)	\$ (8)	\$ (8)	\$ (8)

VILLAGE OF WILLOWBROOK
 REVENUES BY FUND
 MAY 1, 2016 - APRIL 30, 2017

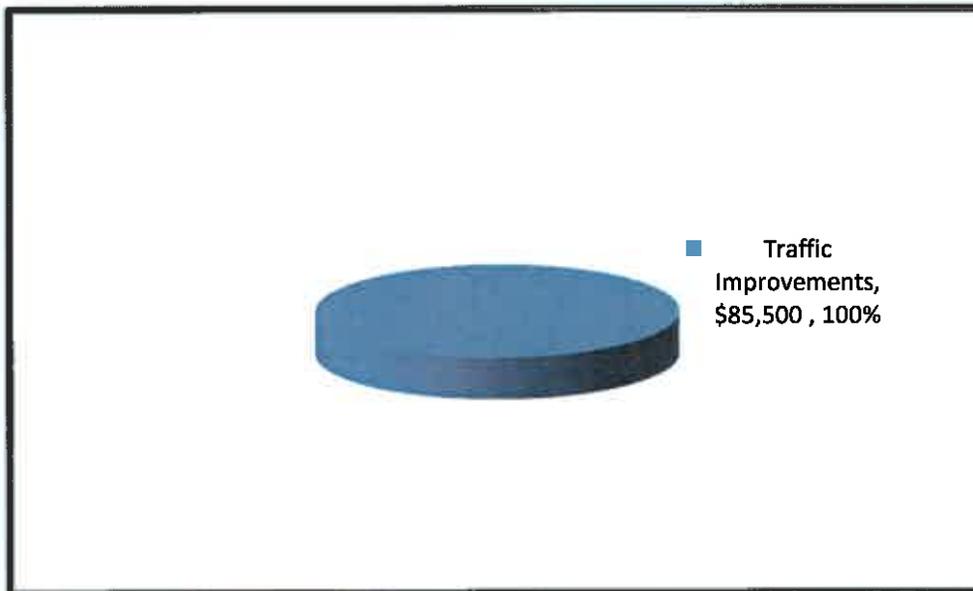
GL NUMBER	DESCRIPTION	2015-16 ORIGINAL BUDGET	2015-16 PROJECTED ACTIVITY	2016-17 PROPOSED BUDGET	2016-17 PROPOSED AMT CHANGE	2016-17 PROPOSED % CHANGE
Fund 10 - CAPITAL PROJECT FUND						
ESTIMATED REVENUES						
Function: Unclassified						
Dept 00						
10-00-310-611	GRANTS					
10-00-310-612	REIMBURSEMENTS - OTHER					
10-00-310-912	ANNEXATION FEES					
10-00-310-920	DEVELOPER CONTRIBUTIONS					
10-00-310-922	OTHER REVENUE					
10-00-320-108	INTEREST INCOME	10			(10)	(100.00)
10-00-320-109	CHANGES IN MARKET VALUE					
10-00-320-110	UNREALIZED GAIN OR LOSS INVEST					
Totals for dept 00-		10			(10)	(100.00)

Capital Projects Fund Fiscal Year 2016-17

Program	Description	FY 2015-16 <u>Budget</u>	FY 2016-17 <u>Budget</u>
540	Traffic Improvements	\$ 84,698	\$ 85,500
545	Bond Issuance Costs	800	-
550	Debt Service/Principal	-	-
550	Debt Service/Interest	-	-
Total		<u>\$ 85,498</u>	<u>\$ 85,500</u>

Percent Difference

0.00%



VILLAGE OF WILLOWBROOK
 EXPENDITURES BY FUND
 MAY 1, 2016 - APRIL 30, 2017

GL NUMBER	DESCRIPTION	2015-16 ORIGINAL BUDGET	2015-16 PROJECTED ACTIVITY	2016-17 PROPOSED BUDGET	2016-17 PROPOSED AMT CHANGE	2016-17 PROPOSED % CHANGE
Fund 10 - CAPITAL PROJECT FUND						
APPROPRIATIONS						
Dept 68-CAPITAL PROJECTS						
10-68-430-501	DRAINAGE IMPROVEMENTS					
10-68-430-510	WATER MAIN EXTENSIONS					
10-68-540-408	ARCHITECT FEES					
10-68-540-410	CLARENDON HILLS RD SIDEWALKS					
10-68-540-412	MIDWAY DRIVE SIDEWALKS					
10-68-540-413	ELEANOR STREET SIDEWALKS					
10-68-540-414	59TH STREET SIDEWALKS					
10-68-540-415	PUBLIC WORKS FACILITY					
10-68-540-416	VILLAGE HALL GARAGE RENOVATION					
10-68-540-420	ADAMS STREET SIDEWALKS					
10-68-540-422	COMMUNITY PARK IMPROVEMENTS	84,698			(84,698)	(100.00)
10-68-540-423	TRAFFIC IMPROVEMENTS			85,500	85,500	
10-68-545-409	LAND ACQUISITION					
10-68-545-410	LANE COURT BRIDGE PROJECT					
10-68-545-411	75TH STREET EXTENSION					
10-68-545-412	RIDGEMOOR PARK DRAINAGE IMPROVEMENT					
10-68-545-413	MIDWAY DR/QUINCY TARGET					
10-68-550-401	BOND PRINCIPAL EXPENSE					
10-68-550-402	BOND INTEREST EXPENSE					
10-68-550-404	BOND ISSUANCE COSTS	800			(800)	(100.00)
Totals for dept 68-CAPITAL PROJECTS		85,498		85,500	2	

**DEBT SERVICE FUND
FINANCIAL SUMMARY FY 2016-17
CURRENT YEAR AND 5 YEAR FORECAST**

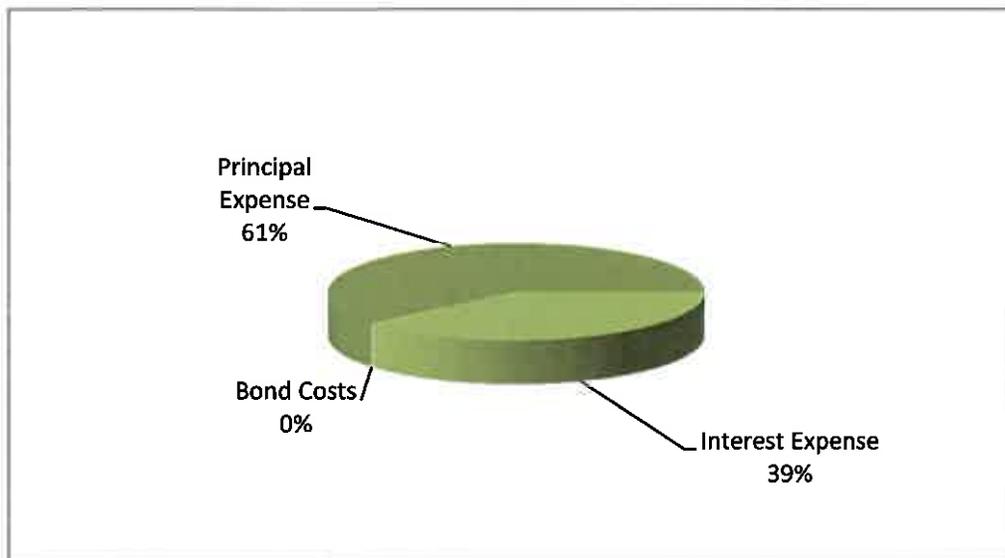
	FY 14-15 Actual	FY 15-16 Budget	FY 15-16 Projected	Year 1 FY 16-17 Proposed	Year 2 FY 17-18 Proposed	Year 3 FY 18-19 Proposed	Year 4 FY 19-20 Proposed	Year 5 FY 20-21 Proposed
Beginning Fund Balance	\$ 131	\$ 131	\$ 1,124	\$ 321	\$ (529)	\$ 1	\$ 2	\$ 3
Revenues/Transfers In	156,955	218,312	210,349	326,030	325,666	325,529	326,345	326,547
% change				49.34%	-0.11%	-0.04%	0.25%	0.06%
Operating Expenses (Debt Service)	288,300	218,312	211,152	326,880	325,136	325,528	326,344	326,546
% change				49.73%	-0.53%	0.12%	0.25%	0.06%
Other Financing Sources (Uses)								
Bond Proceeds	1,587,408	-	-	-	-	-	-	-
Payment to Escrow Agent	(1,455,070)	-	-	-	-	-	-	-
Total Other Financing Sources (Uses)	132,338	-	-	-	-	-	-	-
Net Surplus (Deficit)	993	-	(803)	(850)	530	1	1	1
Ending Fund Balance	\$ 1,124	\$ 131	\$ 321	\$ (529)	\$ 1	\$ 2	\$ 3	\$ 4

VILLAGE OF WILLOWBROOK
 REVENUES BY FUND
 MAY 1, 2016 - APRIL 30, 2017

GL NUMBER	DESCRIPTION	2015-16 ORIGINAL BUDGET	2015-16 PROJECTED ACTIVITY	2016-17 PROPOSED BUDGET	2016-17 PROPOSED AMT CHANGE	2016-17 PROPOSED % CHANGE
Fund 11 - DEBT SERVICE FUND						
ESTIMATED REVENUES						
Function: Unclassified						
Dept 00						
11-00-320-108	INTEREST INCOME					
11-00-320-109	CHANGES IN MARKET VALUE					
11-00-330-101	TRANSFER FROM GENERAL FUND	164,029	163,229	278,979	114,950	70.08
11-00-330-102	TRANSFER FROM WATER	54,283	47,120	47,051	(7,232)	(13.32)
Totals for dept 00-		218,312	210,349	326,030	107,718	49.34

Debt Service Fund Fiscal Year 2016-17

Program	Description	FY 2015-16 <u>Budget</u>	FY 2016-17 <u>Budget</u>
550 - 401	Principal Expense	\$ 115,000	\$ 199,714
550 - 402	Interest Expense	102,512	126,316
550 - 404	Bond Costs	<u>800</u>	<u>850</u>
 Total		 <u>\$ 218,312</u>	 <u>\$ 326,880</u>
		Percent Difference	49.73%



VILLAGE OF WILLOWBROOK
 EXPENDITURES BY FUND
 MAY 1, 2016 - APRIL 30, 2017

GL NUMBER	DESCRIPTION	2015-16 ORIGINAL BUDGET	2015-16 PROJECTED ACTIVITY	2016-17 PROPOSED BUDGET	2016-17 PROPOSED AMT CHANGE	2016-17 PROPOSED % CHANGE
Fund 11 - DEBT SERVICE FUND						
APPROPRIATIONS						
Dept 70-DEBT SERVICE FUND						
11-70-550-401	BOND PRINCIPAL EXPENSE	115,000	115,000	199,714	84,714	73.66
11-70-550-402	BOND INTEREST EXPENSE	102,512	95,349	126,316	23,804	23.22
11-70-550-403	PAYMENT TO ESCROW AGENT					
11-70-550-404	BOND ISSUANCE COSTS	800	803	850	50	6.25
Totals for dept 70-DEBT SERVICE FUND		218,312	211,152	326,880	108,568	49.73

**LAND ACQUISITION, FACILITY EXPANSION & RENOVATION FUND
 FINANCIAL SUMMARY FY 2016-17
 CURRENT YEAR AND 5 YEAR FORECAST**

	FY 14-15 Actual	FY 15-16 Budget	FY 15-16 Projected	Year 1 FY 16-17 Proposed	Year 2 FY 17-18 Proposed	Year 3 FY 18-19 Proposed	Year 4 FY 19-20 Proposed	Year 5 FY 20-21 Proposed
Beginning Fund Balance	\$1,052,789	\$3,118,677	\$3,088,999	\$3,060,876	\$ 1,376	\$ (498,524)	\$ (498,524)	\$ (498,524)
Revenues	2,007	100	112,198	25,500	100	-	-	-
% change				25400.00%	-99.61%	-100.00%	#DIV/0!	#DIV/0!
Operating Expenses	-	-	-	-	-	-	-	-
Capital Expenses	1,830,797	3,192,500	140,321	3,085,000	500,000	-	-	-
Total Expenses	1,830,797	3,192,500	140,321	3,085,000	500,000	-	-	-
% change				-3.37%	-83.79%	-100.00%	#DIV/0!	#DIV/0!
Other Financing Sources (Uses)								
Bond Proceeds	3,140,000	-	-	-	-	-	-	-
Sale of Capital Assets	725,000	-	-	-	-	-	-	-
Total Other Financing Sources (Uses)	3,865,000	-	-	-	-	-	-	-
Net Surplus (Deficit)	2,036,210	(3,192,400)	(28,123)	(3,059,500)	(499,900)	-	-	-
Ending Fund Balance	\$3,088,999	\$ (73,723)	\$3,060,876	\$ 1,376	\$ (498,524)	\$ (498,524)	\$ (498,524)	\$ (498,524)

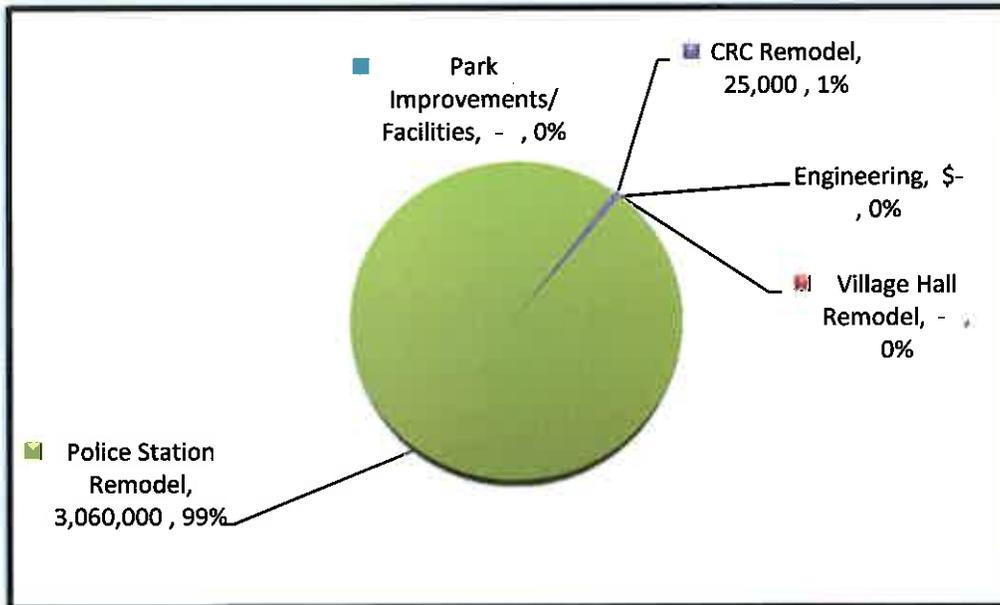
VILLAGE OF WILLOWBROOK
 REVENUES BY FUND
 MAY 1, 2016 - APRIL 30, 2017

GL NUMBER	DESCRIPTION	2015-16 ORIGINAL BUDGET	2015-16 PROJECTED ACTIVITY	2016-17 PROPOSED BUDGET	2016-17 PROPOSED AMT CHANGE	2016-17 PROPOSED % CHANGE
Fund 14 - LAND ACQUISITION, FACILITY, EXPANSION &						
ESTIMATED REVENUES						
Function: Unclassified						
Dept 00						
14-00-310-901	MISC REVENUE					
14-00-310-902	SALE OF CAPITAL ASSETS					
14-00-320-108	INTEREST INCOME	100	1,443	500	400	400.00
14-00-330-101	TRANSFER FROM GENERAL FUND		110,755	25,000	25,000	
Totals for dept 00-		100	112,198	25,500	25,400	25,400.00

Land Acquisition, Facility Expansion & Renovation Fund Fiscal Year 2016-17

Program	Description	FY 2015-16 <u>Budget</u>	FY 2016-17 <u>Budget</u>
920	Engineering	\$ 20,000	\$ -
930	Village Hall Remodel	20,000	-
930	Police Station Remodel	3,140,000	3,060,000
930	CRC Remodel	12,500	25,000
930	Park Improvements/Facilities	-	-
Total		<u>\$ 3,192,500</u>	<u>\$ 3,085,000</u>

-3.37%



VILLAGE OF WILLOWBROOK
 EXPENDITURES BY FUND
 MAY 1, 2016 - APRIL 30, 2017

GL NUMBER	DESCRIPTION	2015-16 ORIGINAL BUDGET	2015-16 PROJECTED ACTIVITY	2016-17 PROPOSED BUDGET	2016-17 PROPOSED AMT CHANGE	2016-17 PROPOSED % CHANGE
Fund 14 - LAND ACQUISITION, FACILITY, EXPANSION &						
APPROPRIATIONS						
Dept 75						
14-75-910-409	LAND ACQUISITION					
14-75-920-245	ENGINEERING	20,000			(20,000)	(100.00)
14-75-930-410	VILLAGE HALL REMODEL (835 MIDWAY)	20,000	48,321		(20,000)	(100.00)
14-75-930-411	POLICE DEPT REMODEL (7760 QUINCY)	3,140,000	80,000	3,060,000	(80,000)	(2.55)
14-75-930-412	CRC REMODEL (825 MIDWAY DR)	12,500	12,000	25,000	12,500	100.00
14-75-930-415	FACILITIES					
Totals for dept 75-		3,192,500	140,321	3,085,000	(107,500)	(3.37)

Village of Willowbrook Capital Improvement Plan

General Ledger Account Fiscal Year Purchased 2016-2017 2017-2018 2018-2019 2019-2020 2020-2021 Totals

VILLAGE BOARD & CLERK							
EDP							
8 Laptops - Village Board		2008	\$0	\$5,200	\$0	\$0	\$5,200
EDP TOTAL	01-05-425-641		\$0	\$5,200	\$0	\$0	\$5,200
VILLAGE BOARD & CLERK TOTAL			\$0	\$5,200	\$0	\$0	\$5,200
ADMINISTRATION DEPARTMENT							
BUILDING IMPROVEMENTS							
Village Hall (835 Midway Drive):							
Municipal complex outdoor lighting			\$52,500				\$52,500
TOTAL BUILDING IMPROVEMENTS	01-10-485-602		\$52,500	\$0	\$0	\$0	\$52,500
FURNITURE & OFFICE EQUIPMENT							
Copier		2011					\$0
Telephones		2006					\$0
Miscellaneous			\$2,500				\$2,500
TOTAL FURNITURE & EQUIPMENT	01-10-485-611		\$2,500	\$0	\$0	\$0	\$2,500
VEHICLES							
Administrator's Ford Explorer (#76) (6 Year Replace)		2008		\$30,000			\$30,000
VEHICLES TOTAL	01-10-485-625		\$0	\$30,000	\$0	\$0	\$30,000
EDP							
Executive Secretary - Cindy - computer		2012	\$1,600		\$1,600		\$3,200
Village Administrator - Tim - computer		2012	\$1,600		\$1,600		\$3,200
Asst. to Village Administrator - Garrett - computer		2012	\$1,600		\$1,600		\$3,200
Mayor - computer		2012	\$1,599		\$1,600		\$3,199
Administrative Intern - Tiffany - computer		2016		\$1,600			\$1,600
General Administrative (notebook)		2007					\$0
File Server (Admin share)		2016					\$0
Document Archival Project		ongoing	\$10,000				\$10,000
Document Archival scanner		2014					\$0
EDP TOTAL	01-10-485-641		\$16,399	\$0	\$1,600	\$6,400	\$24,399
PEG CHANNEL							
Public Access Channel equipment			\$8,000				\$8,000
PEG CHANNEL TOTAL	01-10-485-642		\$8,000	\$0	\$0	\$0	\$8,000
ARTIFACTS							

General Ledger Fiscal Year

	Account	Purchased	2016-2017	2017-2018	2018-2019	2019-2020	2020-2021	Totals
9/11 NYC World Trade Center artifact enclosure/transport			\$20,000					\$20,000
ARTIFACTS TOTAL	01-10-485-643		\$20,000	\$0	\$0	\$0	\$0	\$20,000
ADMINISTRATION TOTAL			\$99,399	\$30,000	\$1,600	\$6,400	\$0	\$137,399
PLANNING & ECONOMIC DEVELOPMENT DEPARTMENT								
FURNITURE & OFFICE EQUIPMENT								
Planner		2007						\$0
TOTAL FURNITURE & EQUIPMENT	01-15-540-611		\$0	\$0	\$0	\$0	\$0	\$0
EDP								
Building Secretary - Joanne - 50%		2012	\$800			\$800		\$1,600
Planner		2012	\$1,600			\$1,600		\$3,200
EDP TOTAL	01-15-540-641		\$2,400	\$0	\$0	\$2,400	\$0	\$4,800
PLANNING & ECONOMIC DEV TOTAL			\$2,400	\$0	\$0	\$2,400	\$0	\$4,800
PARKS & RECREATION DEPARTMENT								
EDP								
Supt. of Parks - John		2012	\$1,600			\$1,600		\$3,200
Program laptops (5)		2012						\$0
EDP TOTAL	01-20-595-641		\$1,600	\$0	\$0	\$1,600	\$0	\$3,200
POND IMPROVEMENTS	01-20-595-643		\$0	\$0	\$0	\$0	\$0	\$0
RECREATIONAL EQUIPMENT								
Playground Equipment-Lake Hinsdale								\$0
Playground Equipment-Willow Pond								\$0
Playground Equipment-Ridgenoor								\$0
Playground Equipment-Community Park								\$0
TOTAL RECREATION EQUIPMENT	01-20-595-691		\$0	\$0	\$0	\$0	\$0	\$0
COURT IMPROVEMENTS								
Court Improvements-Community Park		2008						\$0
Court Improvements-Waterford Park								\$0
TOTAL COURT IMPROVEMENTS	01-20-595-693		\$0	\$0	\$0	\$0	\$0	\$0
MAINTENANCE EQUIPMENT								
Parking Facilities								\$0
Ball Field Tractor		2008						\$0
TOTAL MAINTENANCE EQUIPMENT	01-20-595-694		\$0	\$0	\$0	\$0	\$0	\$0
NEIGHBORHOOD PARK IMPROVEMENTS								
Park Improvements - Willow Pond Park			\$800,000					\$800,000
Park Improvements - Farmingdale				\$85,600				\$85,600
Park Improvements - Lake Hinsdale Park			\$56,189					\$56,189

General Ledger Account	Fiscal Year Purchased	2016-2017	2017-2018	2018-2019	2019-2020	2020-2021	Totals
Front Office - AED							\$0
Lock-up - AED	2008						\$0
Village Hall - AED	2008						\$0
AED EQUIPMENT - SUBTOTAL		\$0	\$0	\$0	\$0	\$0	\$0
Equipment - Administrative							
<u>General Office</u>							
AV Monitors	1999 (rebuilt 2003)						\$0
Keypad System	1990						\$0
Card Reader System	1990						\$0
Fax Machine (4YR LC)	2003						\$0
Copier Storage Area	1990	\$4,000					\$4,000
Typewriter	2001						\$0
<u>Chief</u>							
Fax Machine	2005						\$0
<u>Patrol</u>							
Typewriter	2003						\$0
<u>Lock Up</u>							
Video Camera	1990	\$2,500					\$2,500
<u>Parking Lot</u>							
Video Camera	1999 (rebuilt 2003)						\$0
Crowd Control Launcher	2003						\$0
Internal/External Video/Audio Monitoring System With Recording Capability							\$0
ADMINISTRATIVE EQUIPMENT - SUBTOTAL		\$2,500	\$4,000	\$0	\$0	\$0	\$6,500
In-Car Video Cameras							
50							\$0
51	2013						\$0
52	2013						\$0
53	2013						\$0
54	2013						\$0
55 (included in new car price)	2013						\$0
56 (included in new car price)	2013						\$0
57	2013						\$0
58	2013						\$0
59	2013						\$0
60							\$0
61							\$0

General Ledger Account	Fiscal Year Purchased	2016-2017	2017-2018	2018-2019	2019-2020	2020-2021	Totals
62							\$0
63							\$0
64							\$0
65							\$0
66							\$0
67							\$0
IN-CAR VIDEO CAMERAS - SUBTOTAL		\$0	\$0	\$0	\$0	\$0	\$0
FURNITURE							
General Office	2003						\$0
Chief	2005						\$0
Ops/Admin.	Various						\$0
Gas masks	2003						\$0
Lunch Room	Various						\$0
Interview 1	2005						\$0
Interview 2	2005						\$0
Cmdr. Office	1999						\$0
Lock Up	1990						\$0
Red Light Upgrade	2009						\$0
Soundproofing - lock-up and both interview rooms	2013						\$0
Exhaust fan - evidence room	2013						\$0
Evidence camera	1990	\$2,500					\$2,500
Patrol - reserve ammo safe	2011						\$0
Locker Room1	1990						\$0
Locker Room2	1990						\$0
Storage Room	1990						\$0
FURNITURE - SUBTOTAL		\$2,500	\$0	\$0	\$0	\$0	\$2,500
TOTAL FURNITURE & EQUIPMENT	01-30-680-611	\$5,000	\$4,000	\$0	\$0	\$0	\$9,000
RADIO EQUIPMENT							
Base Radios - General Office	2006						\$0
Car Radios							
50	1997						\$0
51	2008						\$0
52	2005						\$0
53	2006						\$0
54	2006						\$0
55	2008						\$0
56	2008						\$0
57	1997						\$0
58	2005						\$0
59	2008						\$0
60	2005						\$0
61	2004						\$0

General Ledger Account		Fiscal Year Purchased	2016-2017	2017-2018	2018-2019	2019-2020	2020-2021	Totals
62		2004						\$0
63		2006						\$0
64		2004						\$0
65		2006						\$0
66 K-9		2006						\$0
	CAR RADIO SUBTOTAL		\$0	\$0	\$0	\$0	\$0	\$0
	STARCOM (ETSB PURCHASED)							
	Portable Radios							
500		2013						\$0
501		2013						\$0
502		2013						\$0
503		2013						\$0
504		2013						\$0
505		2013						\$0
506		2013						\$0
509		2013						\$0
510		2013						\$0
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525		2013						\$0
526		2013						\$0
527		2013						\$0
528		2013						\$0
530		2013						\$0
spare		2013						\$0
	PORTABLE RADIOS SUBTOTAL		\$0	\$0	\$0	\$0	\$0	\$0
	RADIO EQUIPMENT TOTAL		\$0	\$0	\$0	\$0	\$0	\$0
	NEW VEHICLES							
	BIKES							
	Bicycle1 01-485-625	2000						\$0
	Bicycle2 01-485-625	2000						\$0
	Bicycle3 01-485-625	2003						\$0

General Ledger Account	Fiscal Year Purchased	2016-2017	2017-2018	2018-2019	2019-2020	2020-2021	Totals	
							\$0	\$0
BIKES - SUBTOTAL		\$0	\$0	\$0	\$0	\$0	\$0	\$0
VEHICLES								
Chief (#50) (6 Year Replacement)	2014			\$30,000				\$30,000
Patrol (#51) (4 Year Replacement)	2015					\$38,000		\$38,000
Patrol (#52) (4 Year Replacement) + equipment package	2012	\$43,334						\$43,334
Patrol (#53) (4 Year Replacement)	2013			\$34,000				\$34,000
Patrol (#54) (4 Year Replacement)	2015				\$38,000			\$38,000
Patrol (#55) (4 Year Replacement)	2014					\$38,000		\$38,000
Patrol (#56) (4 Year Replacement)	2015							\$0
Patrol (#57) (4 Year Replacement) + equipment package	2011	\$43,333						\$43,333
Patrol (#58) - Ford Explorer + equipment package	2010	\$43,333						\$43,333
Patrol (#59) (4 Year Replacement)	2014				\$34,000			\$34,000
Patrol (#66) (4 Year Replacement) - Chevy Tahoe K-9	2012		\$38,000					\$38,000
Deputy Chief (#75) (6 Year Replacement) - 2006 Ford Explorer	2006							\$0
Detective (#61) (6 Year Replacement)	2015							\$0
Deputy Chief (#62) (6 Year Replacement)	2015							\$0
Detective (#63) (6 Year Replacement) Ford Taurus	2015							\$0
DEA Task Force (#67) Nissan	2004							\$0
VEHICLES - SUBTOTAL		\$130,000	\$38,000	\$64,000	\$72,000	\$76,000		\$380,000
NEW VEHICLES TOTAL		\$130,000	\$38,000	\$64,000	\$72,000	\$76,000		\$168,000
EDP								
COMPUTERS								
General Office (535) - Debbie	2012	\$1,600			\$1,600			\$3,200
General Office (536) - Laurie	2012	\$1,600			\$1,600			\$3,200
General Office (537) - Lori	2012	\$1,600			\$1,600			\$3,200
General Office (538) - General	2012	\$1,600			\$1,600			\$3,200
Chief	2012	\$1,600			\$1,600			\$3,200
Deputy Chief	2012	\$1,599			\$1,600			\$3,199
Ops (notebook)	2007							\$0
Red Light Hearing laptop	2016							\$0
Detectives 1	2012	\$1,599			\$1,600			\$3,199
Detectives 2	2012	\$1,599			\$1,600			\$3,199
Sergeant 1	2012	\$1,599			\$1,600			\$3,199
Sergeant 2	2012	\$1,599			\$1,600			\$3,199
Sergeant 3	2012	\$1,599			\$1,600			\$3,199
Commander (notebook)	2007							\$0
Lockup	2012	\$1,599			\$1,600			\$3,199
Roll Call Room 1	2012	\$1,599			\$1,600			\$3,199
Roll Call Room 2	2012	\$1			\$1,600			\$1,601
Roll Call Room 3	2012	\$1			\$1,600			\$1,601
Evidence Room	2012	\$1			\$1,600			\$1,601
Accreditation Manager		\$1			\$1,600			\$1,601

General Ledger Account	Fiscal Year Purchased	2016-2017	2017-2018	2018-2019	2019-2020	2020-2021	Totals
Report Writing Room		\$1	\$0	\$0	\$1,600	\$0	\$1,601
COMPUTERS - SUBTOTAL		\$20,797	\$0	\$0	\$28,800	\$0	\$49,597
PRINTERS							
General Office (535)dm							\$0
General Office (535)	2008						\$0
General Office (536)	2008						\$0
General Office (537)	2008						\$0
General Office (538)	2006						\$0
Det1	2006						\$0
Cmndr	2002						\$0
Lockup	2005						\$0
Patrol	2008						\$0
Color Laser	2002						\$0
PRINTERS - SUBTOTAL		\$0	\$0	\$0	\$0	\$0	\$0
SERVERS & GATEWAYS							
Network (water server moved here in 2016)	2013						\$0
SWCD	2003						\$0
CJIS	2003						\$0
SERVERS & GATEWAYS - SUBTOTAL		\$0	\$0	\$0	\$0	\$0	\$0
OTHER HARDWARE							
Routers							\$0
Modems							\$0
OTHER HARDWARE SUBTOTAL		\$0	\$0	\$0	\$0	\$0	\$0
EDP TOTAL		\$20,797	\$0	\$0	\$28,800	\$0	\$49,597
COPIER							
Copier	2000						\$0
COPIER TOTAL		\$0	\$0	\$0	\$0	\$0	\$0
POLICE DEPARTMENT TOTAL		\$155,797	\$42,000	\$64,000	\$100,800	\$76,000	\$226,597
MUNICIPAL SERVICES - PUBLIC WORKS							
VEHICLES							
2008 Ford F-350 Service Body - Brian (5-yr. replacement)	2008						\$0
2006 Ford F-350 (#71) (5 Year Replac)	2006						\$0
2009 Ford F-150 Pick-Up (6-year replacement)	2009						\$0
2005 Ford F-550 - Medium Duty Dump (#81) 8-yr. Replacement	2005						\$0
2014 Ford F-550 - Median Duty Dump (#85) 8-yr. Replacement	2014						\$0

General Ledger Account	Fiscal Year Purchased	2016-2017	2017-2018	2018-2019	2019-2020	2020-2021	Totals
2015 Ford F-350 Service Body - Jake (5-yr. replacement)	2015						\$0
2004 Int'l 7100 Dump (#74) (12 Year Replacement)	2004						\$0
2010 John Deere 410J Combo Loader/Backhoe (9 Year Replac)	2010				\$50,000	\$50,000	\$100,000
2007 John Deere X729 Ball Field Tractor	2007		\$20,000				\$20,000
2007 Int'l 7100 Dump (#73) (12 Year Replacement)	2007				\$50,000	\$50,000	\$100,000
VEHICLE TOTAL	01-35-765-625	\$0	\$20,000	\$0	\$100,000	\$100,000	\$220,000
EQUIPMENT - OTHER							
Floor Scrubber		\$0	\$0	\$0	\$0	\$0	\$0
OTHER EQUIPMENT TOTAL	01-35-765-626	\$0	\$0	\$0	\$0	\$0	\$0
FURNITURE & EQUIPMENT							
Director Municipal Services - Furniture	2005						\$0
TOTAL FURNITURE & EQUIPMENT	01-35-765-642	\$0	\$0	\$0	\$0	\$0	\$0
VILLAGE ENTRY SIGNAGE							
Rt. 83 Landscape Improvements (local share ITEP grant)							\$0
Village Entry Signs							\$0
VILLAGE ENTRY SIGNAGE TOTAL	01-35-765-640	\$0	\$0	\$0	\$0	\$0	\$0
EDP							
Foreman - 50%	2012	\$800			\$800		\$1,600
Public Works Garage Office - 50%	2007	\$0			\$800		\$800
Municipal Services Coordinator - Virginia - 50%	2012	\$800			\$800		\$1,600
Public Works Garage Kitchen - 50%	2012	\$800			\$800		\$1,600
File Server (PW share)							\$0
EDP TOTAL	01-35-765-641	\$2,400	\$0	\$0	\$3,200	\$0	\$5,600
STREET MAINTENANCE CONTRACT	01-35-765-684	\$0	\$0	\$0	\$0	\$0	\$0
STREET IMPROVEMENTS							
63rd Street Lighting		\$171,000					\$171,000
STP grant project - local share		\$51,222					\$51,222
Clarendon Hills Rd/67th Intersection		\$50,084					\$50,084
STREET IMPROVEMENTS TOTAL	01-35-765-685	\$272,306	\$0	\$0	\$0	\$0	\$272,306
TOTAL PUBLIC WORKS		\$274,706	\$20,000	\$0	\$103,200	\$100,000	\$497,906

MUNICIPAL SERVICES - BUILDING & INSPECTION

Account	Fiscal Year	Purchased	2016-2017	2017-2018	2018-2019	2019-2020	2020-2021	Totals
VEHICLES								
2006 Ford F-150 P/U - Roy (6 Year Replacement)		2006		\$25,000				\$25,000
VEHICLES TOTAL			\$0	\$25,000	\$0	\$0	\$0	\$25,000
EDP								
Chief Building Inspector - Roy - computer		2012	\$1,600			\$1,600		\$3,200
Municipal Services Secretary - Joanne 50%		2012	\$800			\$800		\$1,600
File Server (Building share)		2008						\$0
Printer		2008						\$0
COMPUTERS TOTAL			\$2,400	\$0	\$0	\$2,400	\$0	\$4,800
TOTAL BUILDING & INSPECTION			\$2,400	\$25,000	\$0	\$2,400	\$0	\$29,800

TOTAL GENERAL FUND			\$1,401,501	\$768,950	\$879,200	\$221,600	\$176,000	\$3,235,251
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WATER FUND

Account	Fiscal Year	Purchased	2016-2017	2017-2018	2018-2019	2019-2020	2020-2021	Totals
EDP								
Foreman - 50%		2013	\$800			\$800		\$1,600
Public Works Garage Office - 50%		2013	\$0			\$800		\$800
Public Works Garage Kitchen - 50%		2013	\$800			\$800		\$1,600
Municipal Services Coordinator - Virginia - 50%		2013	\$800			\$800		\$1,600
Public Works Pump House - 100%		2013	\$1,600			\$1,600		\$3,200
File Server (Water Fund share)		2016						\$0
EDP TOTAL			\$4,000	\$0	\$0	\$4,800	\$0	\$8,800
VEHICLES								
2008 Ford F-350 Service Body - Brian (5-yr. replacement)		2008						\$0
2006 Ford F-350 (#71) (5 Year Replac)		2006						\$0
2009 Ford F-150 Pick-Up (6-year replacement)		2009						\$0
2005 Ford F-550 - Medium Duty Dump (#81) 8-yr. Replacement		2005						\$0
2014 Ford F-550 - Median Duty Dump (#85) 8-yr. Replacement		2014						\$0
2015 Ford F-350 Service Body - Jake (5-yr. replacement)		2015						\$0
2004 Int'l 7100 Dump (#74) (12 Year Replacement)		2004						\$0
2010 John Deere 410J Combo Loader/Backhoe (9 Yr Replac)		2010				\$50,000	\$50,000	\$100,000
2007 John Deere X729 Ball Field Tractor		2007		\$20,000				\$20,000
2007 Int'l 7100 Dump (#73) (12 Year Replacement)		2007				\$50,000	\$50,000	\$100,000
VEHICLES TOTAL			\$0	\$20,000	\$0	\$100,000	\$100,000	\$220,000
OTHER PROJECTS								
Pressure Adjusting- Door Replacement		2010						\$0
Other EDP - SCADA System		2004	\$23,276					\$23,276
Water Pumps		2004						\$0
Security System		2013						\$0

General Ledger		Fiscal Year		2016-2017	2017-2018	2018-2019	2019-2020	2020-2021	Totals
Account	Purchased	2016-2017	2017-2018	2018-2019	2019-2020	2020-2021			
Distribution System (Obsolete Hydrant R/R)		\$10,000							\$10,000
Pump House - Painting									\$0
OTHER PROJECTS TOTAL		\$33,276	\$0	\$0	\$0	\$0	\$0	\$0	\$10,000
WATER FUND TOTAL		\$37,276	\$20,000	\$0	\$104,800	\$100,000			\$238,800
WATER CAPITAL FUND									
Water System Improvements	09-65-440-600	\$20,765		\$50,000	\$50,000	\$50,000			\$170,765
Water Main Extensions	09-65-440-601	annual							\$0
MTU Replacement	09-65-440-602	2014/2015							\$0
Valve Insertion Program	09-65-440-603	annual	\$6,000						\$6,000
Water Tower Repainting	09-65-440-604	2016/2017/2018	\$981,760	\$459,000					\$1,440,760
Total		\$1,008,525	\$459,000	\$50,000	\$50,000	\$50,000	\$50,000	\$50,000	\$1,617,525
WATER CAPITAL FUND TOTAL		\$1,008,525	\$459,000	\$50,000	\$50,000	\$50,000	\$50,000	\$50,000	\$1,617,525
MOTOR FUEL TAX FUND									
Street Maintenance Contract	04-56-430-684	annual	\$248,392	\$250,000	\$250,000	\$250,000	\$250,000	\$250,000	\$1,248,392
LAFO Grant Project - Local Share	04-56-430-685		\$163,762						\$163,762
MFT TOTAL		\$412,154	\$250,000	\$250,000	\$250,000	\$250,000	\$250,000	\$250,000	\$1,412,154
CAPITAL PROJECTS FUND									
Traffic Signal Improvements	10-68-540-423		\$85,500						\$85,500
CAPITAL PROJECTS FUND TOTAL		\$85,500	\$0	\$0	\$0	\$0	\$0	\$0	\$85,500
LAND ACQUISITION, FACILITY EXPANSION & RENOVATION FUND									
Land Acquisition	14-75-910-409								\$0
Engineering	14-75-920-245								\$0
Village Hall Renovation (835 Midway)	14-75-930-410	2015							\$0
Police Dept Renovation (7760 Quincey)	14-75-930-411		\$3,060,000						\$3,060,000
CRC Renovation (825 Midway Dr.)	14-75-930-412		\$25,000	\$500,000					\$525,000
Total		\$3,085,000	\$500,000	\$0	\$0	\$0	\$0	\$0	\$3,585,000
LAND ACQUISITION, FACILITY EXPAN. & RENOV. FUND TOTAL		\$3,085,000	\$500,000	\$0	\$0	\$0	\$0	\$0	\$3,585,000

VILLAGE OF WILLOWBROOK

BOARD MEETING

AGENDA ITEM - HISTORY/COMMENTARY

ITEM TITLE: A PROCLAMATION RECOGNIZING THE WEEK OF
MAY 1 THROUGH MAY 7, 2016 AS MUNICIPAL CLERKS
WEEK IN THE VILLAGE OF WILLOWBROOK

AGENDA NO. 51

AGENDA DATE: 4/24/16

STAFF REVIEW: Cindy Stuchl

SIGNATURE: Cindy Stuchl

LEGAL REVIEW: Thomas Bastian

SIGNATURE: THOMAS BASTIAN TH.

RECOMMENDED BY VILLAGE ADMIN.:

SIGNATURE: T. Stuchl

REVIEWED & APPROVED BY COMMITTEE: YES NO N/A

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

The International Institute of Municipal Clerks (IIMC) has designated May 1 – May 7, 2016 as Municipal Clerks Week. Initiated in 1969 and sponsored by IIMC, Municipal Clerks Week recognizes the important role of Municipal Clerks in local government, and their contributions in servicing their communities and educating the public on the significance of their roles. Municipal Clerks help to administer the laws and services that directly affect the daily lives of our citizens. These dedicated professionals play an instrumental role in maintaining the efficiency and effectiveness of the entire public sector and work every day to keep every level of government running smoothly.

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

The Mayor and Board of Trustees have over the past years adopted Proclamations recognizing “Municipal Clerks Week” within the Village of Willowbrook. This Proclamation is intended to assist the citizens of Willowbrook to become more aware of the significant role of the Municipal Clerk in local government and their contributions in servicing their communities by administering the laws and services that directly affect the daily lives of our citizens.

ACTION PROPOSED: APPROVE THE PROCLAMATION

Village of Willowbrook

Proclamation

WHEREAS, the Office of the Municipal Clerk, a time honored and vital part of local government exists throughout the world; and

WHEREAS, the Office of the Municipal Clerk is the oldest position among public servants; and

WHEREAS, the Office of the Municipal Clerk provides the professional link between the citizens, the local governing bodies and agencies of government at other levels; and

WHEREAS, Municipal Clerks have pledged to be ever mindful of their neutrality and impartiality rendering equal service to all; and

WHEREAS, the Municipal Clerk serves as the information center on functions of local government and community; and

WHEREAS, Municipal Clerks continually strive to improve the administration of the affairs of the Office of the Municipal Clerk through participation in education programs, seminars, workshops and the annual meetings of their state, province, county, and international professional organizations; and

WHEREAS, it is most appropriate that we recognize the accomplishments of the Office of the Municipal Clerk.

NOW, THEREFORE, I, FRANK A. TRILLA, Mayor of the Village of Willowbrook, Illinois, do recognize the week of May 1 through May 7, 2016, as Municipal Clerks Week, and further extend appreciation to our Municipal Clerk, Leroy R. Hansen, and to all Municipal Clerks for the vital services they perform and their exemplary dedication to the communities they represent.

Proclaimed this 24th day of April, 2016.

Attest:

Mayor

Village Clerk

VILLAGE OF WILLOWBROOK

BOARD MEETING

AGENDA ITEM - HISTORY/COMMENTARY

ITEM TITLE:

A PROCLAMATION RECOGNIZING APRIL 2016 AS NATIONAL SAFE DIGGING MONTH WITHIN THE VILLAGE OF WILLOWBROOK

AGENDA NO.

5m

AGENDA DATE: 4/25/16**STAFF REVIEW:** Cindy Stuchl**SIGNATURE:****LEGAL REVIEW:** Thomas Bastian**SIGNATURE:****RECOMMENDED BY VILLAGE ADMIN.:****SIGNATURE:****REVIEWED & APPROVED BY COMMITTEE:** YES NO N/A **ITEM HISTORY (PREVIOUS VILLAGE BOARD REVIEWS, ACTIONS RELATED TO THIS ITEM, OTHER PERTINENT HISTORY)**

The 811 number is a national "Call Before You Dig" phone number designated by the FCC to eliminate the confusion of multiple "Call Before You Dig" numbers and help save lives by minimizing damages to underground utilities. One easy phone call to 811 quickly begins the process of getting underground utility lines marked.

Knowing where underground utility lines are buried before each digging project begins helps to prevent injury, expense and penalties.

April 2016 is the 9th Annual National Safe Digging Month.

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

This Proclamation will help to promote the safety of the Village of Willowbrook's underground utility infrastructure and help to make citizens aware of the importance of contacting JULIE by dialing 811 before digging.

ACTION PROPOSED: PASS THE PROCLAMATION

Village of Willowbrook

Proclamation

WHEREAS, each year, the Village of Willowbrook's underground utility infrastructure is jeopardized by unintentional damage from those who fail to call 811 to have underground lines located prior to digging; and

WHEREAS, every eight (8) minutes an underground utility line is damaged because someone decided to dig without call 811; and

WHEREAS, undesired consequences of this unintentional damage such as service interruption, damage to the environment, and personal injury and even death are the potential results; and

WHEREAS, Illinois state law requires all homeowners and contractors to call 811 prior to digging to have underground utility lines marked, regardless of whether they are planting a sapling or excavating a major surface; and

WHEREAS, the State of Illinois and the Illinois Commerce Commission promote the national call-before-you-dig number, 811, in an effort to reduce damages; and

WHEREAS, designated by the FCC in 2005, 811 provides potential excavators and homeowners a simple number to reach their local One Call Center to request utility line locations at the intended dig site. The call and service are free; and

WHEREAS, through education of safe digging practices, excavators and homeowners can save time and money keeping our Village safe and connected by making a simple call to 811 in advance of any digging project; waiting the required amount of time; respecting the marked lines by maintaining visual definition throughout the course of the excavation; and finally, digging with care around the marks; and

WHEREAS, safe digging is a shared responsibility to know what's below; always call 811 before you dig; and

WHEREAS, it is imperative that Willowbrook residents follow the state law that requires all underground utility lines to be marked prior to breaking ground; and

WHEREAS, Willowbrook is proud to join in the campaign to spread awareness about 811 and the importance of calling before digging.

NOW, THEREFORE, I, FRANK A. TRILLA, Mayor of the Village of Willowbrook, Illinois, do hereby proclaim April 2016 as Safe Digging Month within the Village of Willowbrook and in doing so urge all citizens to always call 811 before digging.

Proclaimed this 25th day of April, 2016.

Mayor

Attest:

Village Clerk

March 2016

Dear Damage Prevention and Safety Partner:

Thank you for your ongoing commitment to safety.

Please join us in the observance of the 9th annual National Safe Digging Month (NSDM) in April and help to spread the word about the importance of calling JULIE (the Illinois One-Call System) at 811 before any digging projects. This is a free call and service.

Working with our damage prevention and safety partners across the state, our goal is to reduce the risk of striking underground utility lines and potentially causing environmental or property damage, personal injury and inconvenient outages. According to the Common Ground Alliance, every six minutes an underground utility line is damaged because someone decided to dig without first calling a one-call notification center, such as JULIE, across the nation.

3 WAYS TO PROMOTE SAFE DIGGING MONTH

Here are three ways that you can help our not-for-profit organization remind residents in your community about the importance of calling JULIE this spring:

1. **Share.** Post “We Support JULIE. Call 811.”, “Call JULIE Before You Dig.” and “April is Safe Digging Month.” messages via social media. Please use #JULIE1Call and #811.
2. **Display.** Promote safe digging practices in your community newsletter, post an 811 banner or message on the sign/marquee in the front of your fire department and/or municipal building(s). Here are a few examples of messages for consideration:
 - April is Safe Digging Month. Call JULIE at 811.
 - Know What’s Below. Call JULIE at 811.
 - Safe Digging is No Accident. Call JULIE at 811.
 - Call 811 Now So You Don’t Have to Call 911 Later. (This suggestion was submitted and posted by a fire department in Illinois).
3. **Educate.** Distribute education materials at safety forums, community and “touch a truck” events or open houses throughout the year. For a complete list of free materials or to place an order, visit www.illinois1call.com.

ENTER THE 811 PHOTO CONTEST

Enter to win up to a \$100 gift card or a V-Watch Personal Voltage Detector donated by the Northern and Central Illinois and Southern Illinois Pipeline Associations. For more information or to enter, visit: 1. www.illinois1call.com/photocontest; 2. www.facebook.com/JULIE1call; or 3. www.twitter.com/JULIE1call.

We have a very limited quantity of 4’ x 8’ banners still available at no cost. If you are interested in receiving a banner or have any questions about this safety campaign, contact Barb Owen, JULIE’s Public Relations Manager, at 815-741-5936 or via e-mail at owen@julie1call.com.

Thank you for your ongoing support and assistance.

Sincerely,

Kevin T. Chmura

Kevin T. Chmura
Director of Public Relations



Mark A. Frost, *Executive Director*

3275 Executive Drive • Joliet, Illinois 60431
815.741.5000 • Fax 815.741.5958 • illinois1call.com

VILLAGE OF WILLOWBROOK

BOARD MEETING AGENDA ITEM - HISTORY/COMMENTARY

ITEM TITLE:

Receive Plan Commission Recommendation

Public Hearing 16-03: Text Amendment and Special Use for Production Brewery Tap Room; 7550/7560 S. Quincy Street, Willowbrook, IL 60527

Requests approval of a text amendment to add Production Brewery Tap Room as a special use in the M-1 Zoning District and approval of a special use to operate same

AGENDA NO. 5n

AGENDA DATE: 4/25/16

STAFF REVIEW: Jo Ellen Charlton, Planning Consultant

SIGNATURE:



LEGAL REVIEW: Tom 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 HISTORY)

The subject site has been vacant since the Village Board approved a special use for a medical marijuana dispensary that ultimately was not awarded a license from the State of Illinois. That special use is now null and void. The current applicant would like to produce craft beer commercially (which is a permitted use in the M-1 District) and to provide limited "retail sales" of its product in a tap room, which is currently not allowed in the M-1 Zoning District. This requires approval of text amendments to add the new use as a special use in the M-1 District so that it can be adequately allowed and regulated.

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

The proposal includes the following use being added as a special use in the M-1 District:

"Production Brewery Tap Room, where the public can purchase and/or consume only the product produced on the site"

The following amendment is also necessary, with the underlined text being new:

"(B) Retail Sales: Except for medical cannabis dispensaries and Production Brewery Tap Rooms as provided in section 9-8-2 of this chapter, no retail sales or services shall be permitted except as incidental or accessory to a permitted use."

In evaluating the site for special use approval, there is adequate parking and there are no conflicts with semis or other inappropriate truck traffic. Additionally, the tap room will operate with limited hours, when beer production is not occurring. A condition of approval is that the operation of the use is subject to securing necessary liquor license approvals. The Village Attorney has prepared an ordinance for the Board's consideration at the April 25, 2016 meeting to create a new classification of liquor license for a Brew Pub. This new classification is also required to accommodate this use.

ACTION PROPOSED:

April 25, 2016: Receive Plan Commission Recommendation.



EST. 1960

Willowbrook

835 Midway Drive
Willowbrook, IL 60527-5549

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

MEMORANDUM

Mayor

Frank A. Trilla

Village Clerk

Leroy R. Hansen

Village Trustees

Sue Berglund

Umberto Davi

Terrence Kelly

Michael Mistele

Gayle Neal

Paul Oggerino

Village Administrator

Tim Halik

Chief of Police

Mark Shelton

MEMO TO: Frank A. Trilla, Mayor
Board of Trustees

MEMO FROM: Chairman Daniel Kopp, Plan Commission

DATE: April 6, 2016

SUBJECT: Zoning Hearing Case 16-03: (Kevin Baldus, Alex Stankus, Charles St. Clair – 7550/7560 S. Quincy Street) Text Amendment to add Production Brewery Tap Room as a special use in the M1 District and approval of a special use for the business.

At the regular meeting of the Plan Commission held on April 6, 2016, the above referenced application was discussed and the following motion was made:

MOTION: Made by Vice-Chairman Wagner, seconded by Commissioner Ruffolo that based on the submitted petition and testimony presented, I move that the Plan Commission forward its recommendation to approve the text amendments outlined in the April 6, 2016 staff report for PC 16-03 to establish and regulate production brewery tap rooms as a special use in the M-1 Zoning District; and forward its findings of fact to the Mayor and Village Board for a special use for the property located at 7560 S. Quincy for a production brewery tap room, as shown in Attachment 1 of the staff report prepared for the April 6, 2016 Plan Commission for PC 16-03, and recommend approval of the requested special use subject to the following conditions:

1. Conditional use shall be null and void unless the Village establishes and issues a liquor license for the proposed special use.
2. Construction and long term maintenance of the production brewery tap room shall at all times be in substantial compliance with the Project Plans identified in Attachment 2 of the April 6, 2016 staff report for PC 16-03, except for the changes and conditions as provided for in Attachment 3 "Required Changes to Project Plans."



Proud Member of the
Illinois Route 66 Scenic Byway

3. The special use shall become null and void unless a certificate of occupancy has been issued within eighteen (18) months of the date of Village Board approval, or if the tap room ceases to operate for any 90 day period.

ROLL CALL: AYES: Commissioners Soukup, Kaucky, Ruffolo, Vice-Chairman Wagner and Chairman Kopp; NAYS: None. ABSENT: Commissioner Lacayo and Remkus.

MOTION DECLARED CARRIED

Should any member of the Board have any questions regarding this matter, please do not hesitate to contact me.

DK:jp

VILLAGE OF WILLOWBROOK

STAFF REPORT TO THE VILLAGE BOARD

Village Board Receive Date: April 25, 2016

Plan Commission Hearing Date: April 6, 2016

Prepared By: Jo Ellen Charlton, Planning Consultant

Case Number and Title: PC 16-03: Text Amendment and Special Use for Production Brewery Tap Room
7550/7560 S. Quincy Street, Willowbrook, IL 60527

Petitioner: Kevin Baldus, Alex Stankus, Charles St. Clair
1305 Klein Avenue, Downers Grove, IL 60516

Action Requested: Text Amendment to add Production Brewery Tap Room as a special use in the
M-1 District and approval of a special use for the business.

Location: 7560 S. Quincy (West side of Quincy, south of 75th).

PINs: 09-26-400-025

Existing Zoning: M-1

Existing Land Use: Wholesale

Property Size: .98 acres

Surrounding Land Use:

	<i>Use</i>	<i>Zoning</i>
<i>North</i>	825 75 th Mixed Industrial	M-1
<i>South</i>	Future Swim Club Use	M-1
<i>East</i>	7501 S. Quincy, Mixed Industrial	M-1
<i>West</i>	Red Roof Inn	B-4

Documents Attached: 1. All project plans are included in this report as part of Attachment 2.

Necessary Action by Village Board: Receive Plan Commission recommendation found on Pages 5 and 6.

History and Proposal:

The applicant, with the property owner's permission, would like to produce craft beer commercially (which is a permitted use in the M-1 District) and to provide limited "retail sales" of its product in a tap room, which is currently not allowed in the M-1 District. Specifically 9-8-4(B) of the code provides that "except for medical cannabis dispensaries as provided in section 9-8-2 of this chapter, no retail sales or services shall be permitted except as incidental or accessory to a permitted use." Accomplishing what is requested requires approval of a text amendment to add the proposed use as either a permitted use or a special use and modification of the code section just referenced. This petition includes consideration of a text amendment to add "Production Brewery Tap Room" as a special use in the M-1 District. Staff is recommending this use as a special use instead of a permitted use because not all industrial (M-1) sites are well suited for retail traffic.

If the text amendment is approved, approval of a special use to allow a 3,484 square foot Production Brewery Taproom in the southwest corner of the existing building located at 7550/7560 Quincy Avenue is also required. As part of this use, retail customers will enter the south parking lot from Quincy, park as far west as possible, and enter through an existing door at the west end. Deliveries will be taken on the south side of the building, where there is an existing truck dock ramp. When deliveries are made at this location, they will be moved through the overhead door into the brewery production storage space in the building.

Site Description:

The subject property is zoned M-1 Light Manufacturing, and is located on the west side of Quincy, the second building south of 75th Street. The property contains an existing 16,104 square foot building which is currently occupied by a wholesale user, who primarily accesses his business from the north and east sides of the building. Parking is provided on both the north and south sides of the building, with twelve (12) spaces provided on the north and twenty (20) parking spaces currently provided on the south. Some of these spaces on the south side of the building will be lost for planned improvements.



Staff Analysis

Text Amendment:

Many office and industrial zoning classifications include a restriction on retail sales and services. This is to regulate and/or prevent a potentially unsafe mix of people and semis or other "industrial" impacts. With so many of the collector streets in Willowbrook's industrial park area serving a mix of commuter and business traffic, the properties within the business park have become a popular destination for non-traditional industrial park users. This has become particularly evident with recent requests and approval for educational and sports training facilities, a commercial storage facility and other uses that draw upon visibility to the non-industrial traffic moving through the park. While the Village has been flexible in considering these alternative uses, staff and legal counsel advises that most of these use decisions be regulated as "special uses" as opposed to permitted uses in order to determine the site-specific suitability of each location.

In this particular case, staff and legal counsel considered whether the proposed use might be considered "incidental or accessory to" the permitted beer production use, but decided not to make that interpretation given that it might be difficult to decide how "incidental or accessory to" should be measured. Should it be measured by square footage, volume produced, customers served, etc. Instead, after evaluating how neighboring communities have handled similar situations, the text amendment to add Production Brewery Tap Room as a special use was determined to be the best alternative. Specifically, the following use is proposed as a special use in the M-1 District:

"Production Brewery Tap Room, where the public can purchase and/or consume only the product produced on the site"

As a special use, the Village will have an opportunity to evaluate the size of the tap room as compared to the business, available parking, special impacts, etc. In addition to adding the use to the special use list, an additional amendment to modify Section 9-8-4(B) is also required. This section and the proposed changed (shown underlined) are as follows:

(B) Retail Sales: Except for medical cannabis dispensaries and production Brewery Tap Rooms as provided in section 9-8-2 of this chapter, no retail sales or services shall be permitted except as incidental or accessory to a permitted use."

Appropriateness of Use:

The proposed production brewery use is permitted, and the addition of the retail-like "tap room" type traffic to this location is reasonable on this site. There is adequate designated parking (discussed below) which is separate from all other industrial traffic on the site. The parking lot is accessed from Quincy, which already has a fair amount of retail traffic. Recall that the property immediately south was recently approved and is now used as a swimming club training facility. Any special use approval of this tap room use will be subject to the granting of a liquor license by the Village's liquor commissioner. Unlike most liquor establishments already in town, this facility will not have a kitchen. Instead, the owners plan to serve packaged snack food and/or to encourage its patrons to bring in or have carry out orders from local restaurant establishments delivered to this location.

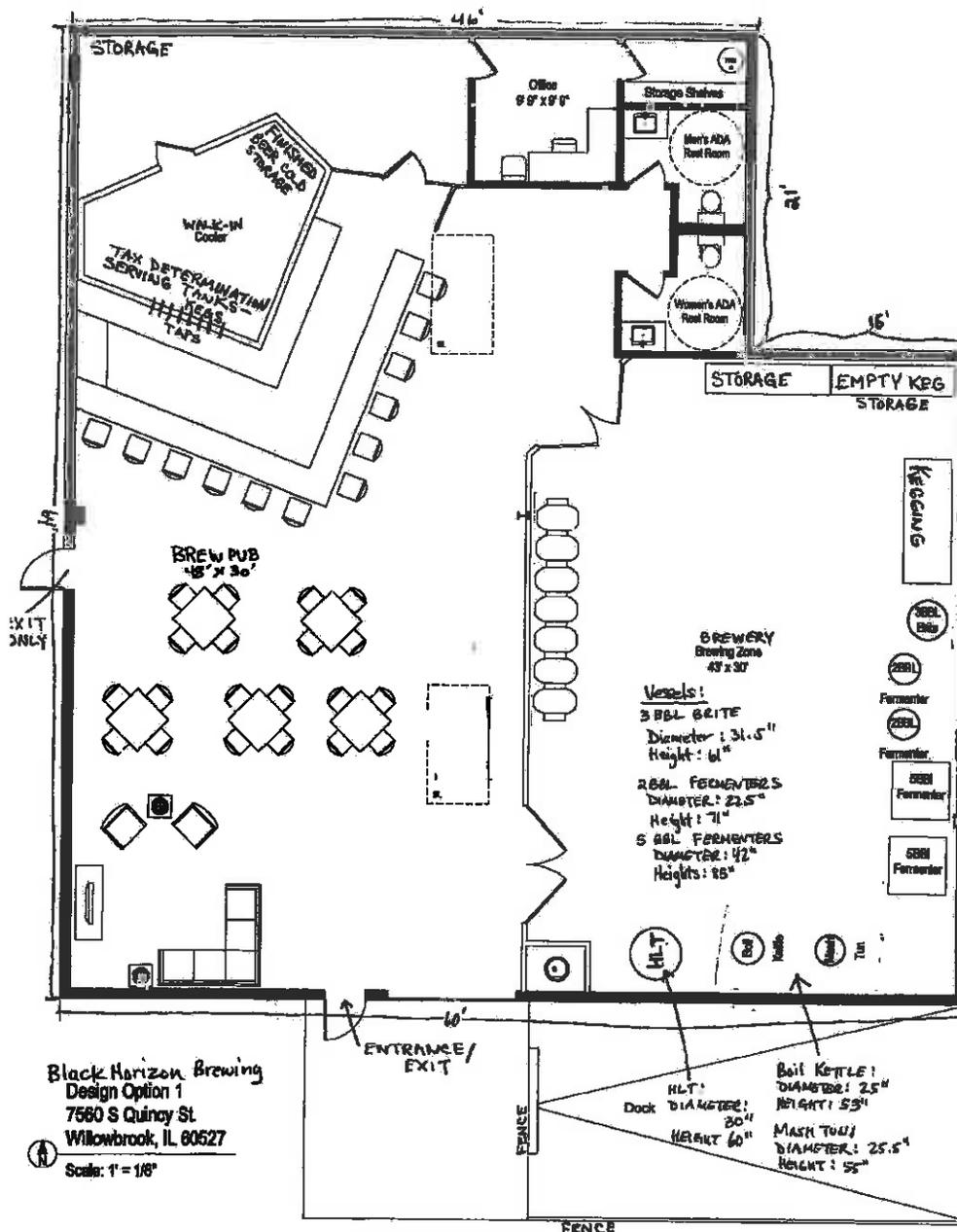
Parking:

For parking purposes, staff is evaluating the use as two separate uses. The tap room area consists of tables and chairs, much like a restaurant so the "restaurant" requirement of one space for every 100 square feet is applied to that 1,440 square feet. The remaining 2,044 square feet is treated like a manufacturing use, which requires one space for every 800 square feet. These two uses require a total of 17 parking spaces for the use. The parking as shown on the plan submitted with the application (attached as Exhibit 1) provides 15 parking spaces, including 2 handicapped spaces, and a

previously paved area retrofitted to accommodate the required screened garbage area (attached as Exhibit 2). Only 1 handicapped parking spaces is required for up to 25 parking spaces, and staff has notified the applicant of an alternate to maximize and achieve required parking. This alternative includes relocating the dumpster to the north side of the parking lot, just west of the door. This modification would provide for the required accessible spot, and room to provide the minimum 17 spaces, if not a couple of additional spaces. It is suggested that the furthest west parking spot be designate "No Parking/Turn Around Only". The applicant has conceptually agreed to relocating the dumpster as suggested.

Interior Layout:

The proposed interior layout is provided below. The taproom area consists of 1,440 square feet, while the brew room is about 1,290 square feet. Bathrooms, storage and general remaining space is 754 square feet.



The 1,440 square foot tap room shows seating for 38 people, which equates to about 2 people for every parking space. Tap room hours will be limited to Thursdays through Sundays, with hours on Thursday from 3PM to 10PM, Friday and Saturday Noon to 11PM, and Sunday Noon to 7:00PM. Brewing will take place during non-public hours as needed between the hours of 6 AM and 7 PM.

Existing Dock/Dumpster Enclosure Site Improvements:

The existing dock area will be utilized to off-load deliveries from vans, flatbeds and similar vehicles that are intended to be used for this business. The west end of the dock area will be improved with a gate that can be closed to provide a safer environment for customers when they are on the site.

Other site improvements include the addition of a masonry screened dumpster area. Staff has talked to the applicant about relocating the dumpster from the location shown on the site plan to an area just west of the entrance door on the southwest corner of the building. The dumpster will still have to be screened and landscaped on two sides. The sample motion includes a condition that the plans must be modified to meet those ordinance requirements.

Signage:

One wall sign is proposed on the south side of the building on the overhead garage door. No detail has been provided.

Special Use Standards:

Section 9-14-5.2 of the Willowbrook Zoning Ordinance establishes seven standards that must be evaluated by the Plan Commission and Village Board. Recommendations may include conditions of approval if appropriate to mitigate any negative impacts created by the special use. A list of the special use standards is provided in Attachment 1, along with the proposed findings to be incorporated in the Plan Commission's recommendation and the Village Board's ordinance if approved.

Staff Recommendation:

Over the past several years, Willowbrook's industrial area has been transforming itself to one that accommodates and incorporates uses that cater to retail type customers. These uses can be safely incorporated into the mix when there is adequate parking and when conflicting uses are not in close proximity to each other. A tap room can be an acceptable addition to brew production uses. The proposed site has been evaluated and found to be an acceptable location for a tap room, subject to acquiring necessary liquor license approval from the Village's liquor commissioner.

Plan Commission Hearing Summary and Recommendation

The Plan Commission conducted a public hearing on this petition at their April 6, 2016 meeting. The following members were in attendance: Chairman Dan Kopp, Vice Chairman Wagner, and Commissioners Kaucky, Ruffolo and Soukup. Commissioners Lacayo and Remkus were absent.

There was no one in the public that came forward with questions or testimony.

Following staff's report and the Plan Commission's discussion, the following motion by Vice Chairman Wagner was seconded by Commissioner Ruffolo and approved by a unanimous roll call vote of the members present:

Based on the submitted petition and testimony presented, I move that the Plan Commission forward its recommendation to approve the text amendments outlined in the April 6, 2016 staff report for PC 16-03 to

establish and regulate production brewery tap rooms as a special use in the M-1 Zoning District; and forward its findings of fact to the Mayor and Village Board for a special use for the property located at 7560 S. Quincy for a production brewery tap room, as shown in Attachment 1 of the staff report prepared for the April 6, 2016 Plan Commission for PC 16-03 (also attached hereto as Attachment 1), and recommend approval of the requested special use subject to the following conditions:

1. Conditional use shall be null and void unless the Village establishes and issues a liquor license for the proposed special use.
2. Construction and long term maintenance of the production brewery tap room shall at all times be in substantial compliance with the Project Plans identified in Attachment 2 of the April 6, 2016 staff report for PC 16-03 (also attached hereto as Attachment 2), except for the changes and conditions as provided for in Attachment 3 "Required Changes to Project Plans" (also attached hereto as Attachment 3).
3. The special use shall become null and void unless a certificate of occupancy has been issued within eighteen (18) months of the date of Village Board approval, or if the tap room ceases to operate for any 90 day period.

Attachment 1

Standards for Special Use

- (A) That the establishment, maintenance, or operation of the special use will not be detrimental to or endanger the public health, safety, morals, comfort or general welfare.

Finding: The proposed special use is to be located in a well-traveled, well-lit area along Quincy Street. Adequate access, parking and access to the proposed tap room is being provided.

- (B) That the special use will not be injurious to the use and enjoyment of other property in the immediate vicinity for the purposes already permitted, nor substantially diminish and impair property values within the neighborhood.

Finding: A tap room will operate similar to nearby businesses where retail customers come and go, namely the newly established swim club training facility located immediately south. The tap room will share space in a building that is owned and operated by the only other user in the building on the Subject Property, and is doing so with the full approval of that owner/operator. The proposed tap room will not diminish and impair property values within the neighborhood

- (C) That the establishment of the special use will not impede the normal and orderly development and improvement of surrounding property for uses permitted in the district.

Finding: The proposed special use is in an area that is largely already developed. Only one property, located across the street and south) is still vacant, but has recently been approved for development as a retail storage facility.

- (D) That adequate utilities, access roads, drainage and/or other necessary facilities have been or are being provided.

Finding: The subject property is already served by roads and all utilities.

- (E) That adequate measures have been or will be taken to provide ingress and egress so designed as to minimize traffic congestion in the public streets.

Finding: The subject property is served by Quincy, and adequate parking is available on site.

- (F) That the special use shall in all other respects conform to the applicable regulations of the district in which it is located, except as such regulations may in each instance be modified by the Village Board pursuant to the recommendation of the Plan Commission.

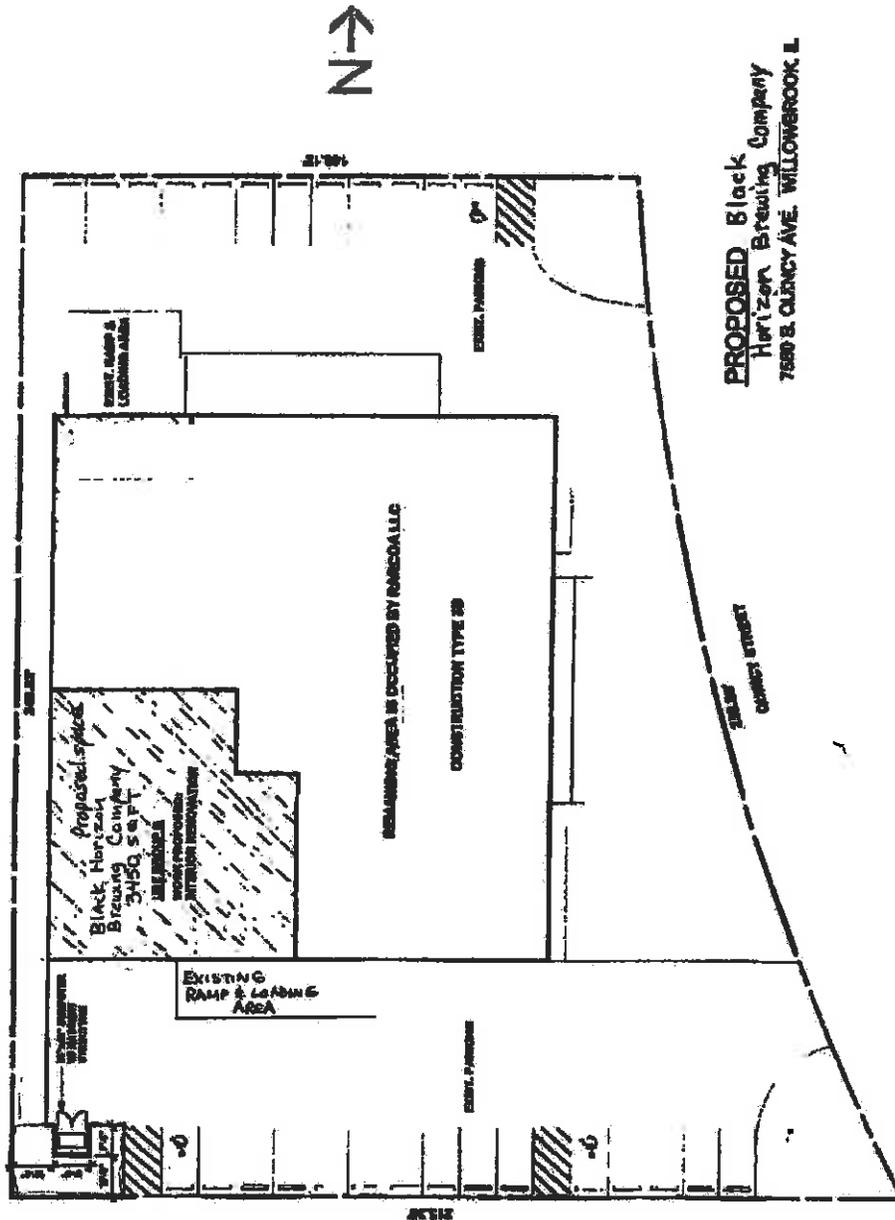
Finding: The proposed tap room and site improvements comply with all zoning requirements.

- (G) Conditions in the area have substantially changed, and at least one year has elapsed since any denial by the Village Board of any prior application for a special use permit that would have authorized substantially the same use of all or part of the site. (Ord. 97-O-05, 1-27-1997)

Finding: The last application for a special use on this site was for a medical cannabis dispensary, which the Village Board approved in November of 2014. It was never constructed due to the fact that the State of Illinois did not issue the required license.

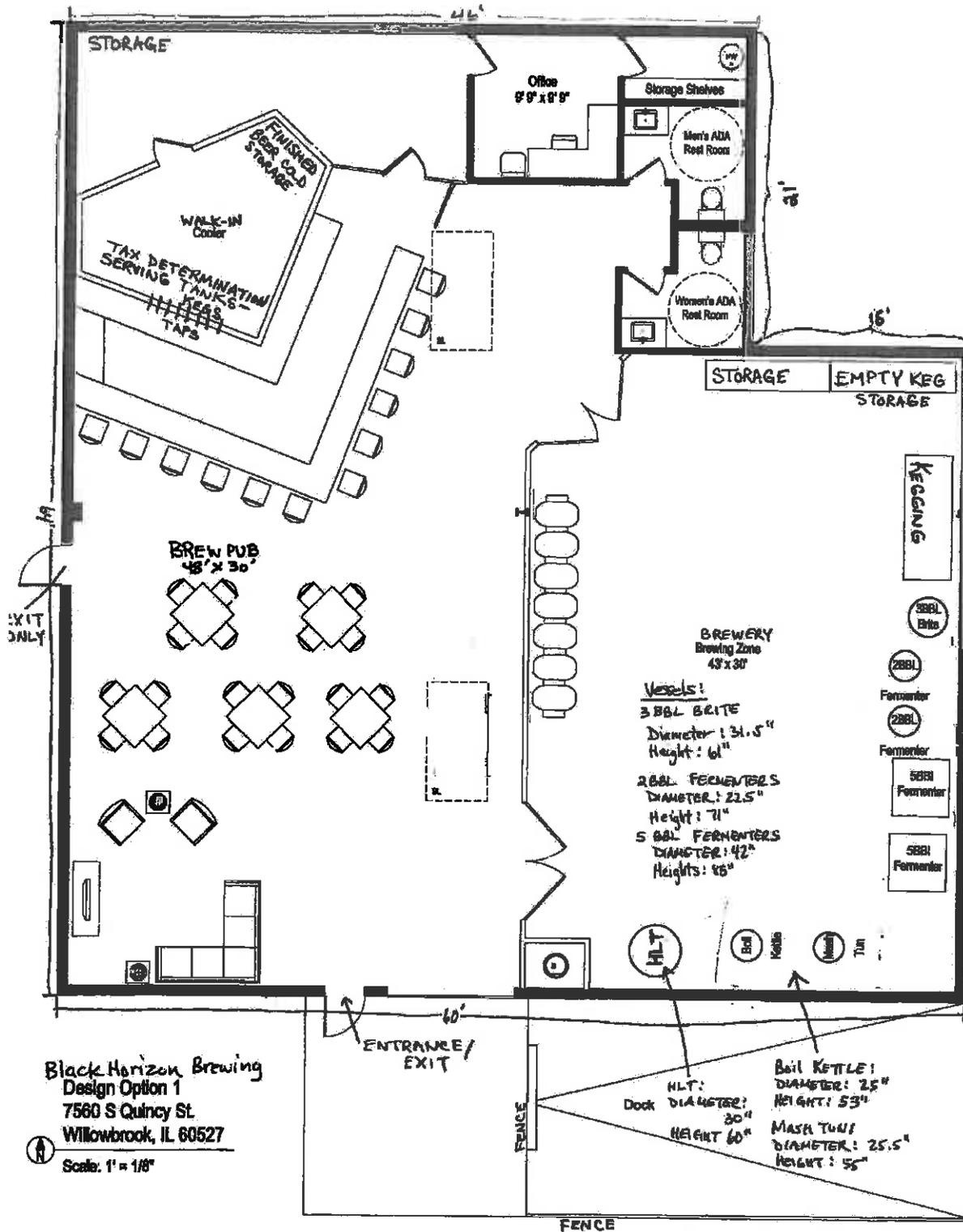
Attachment 2

Project Plans



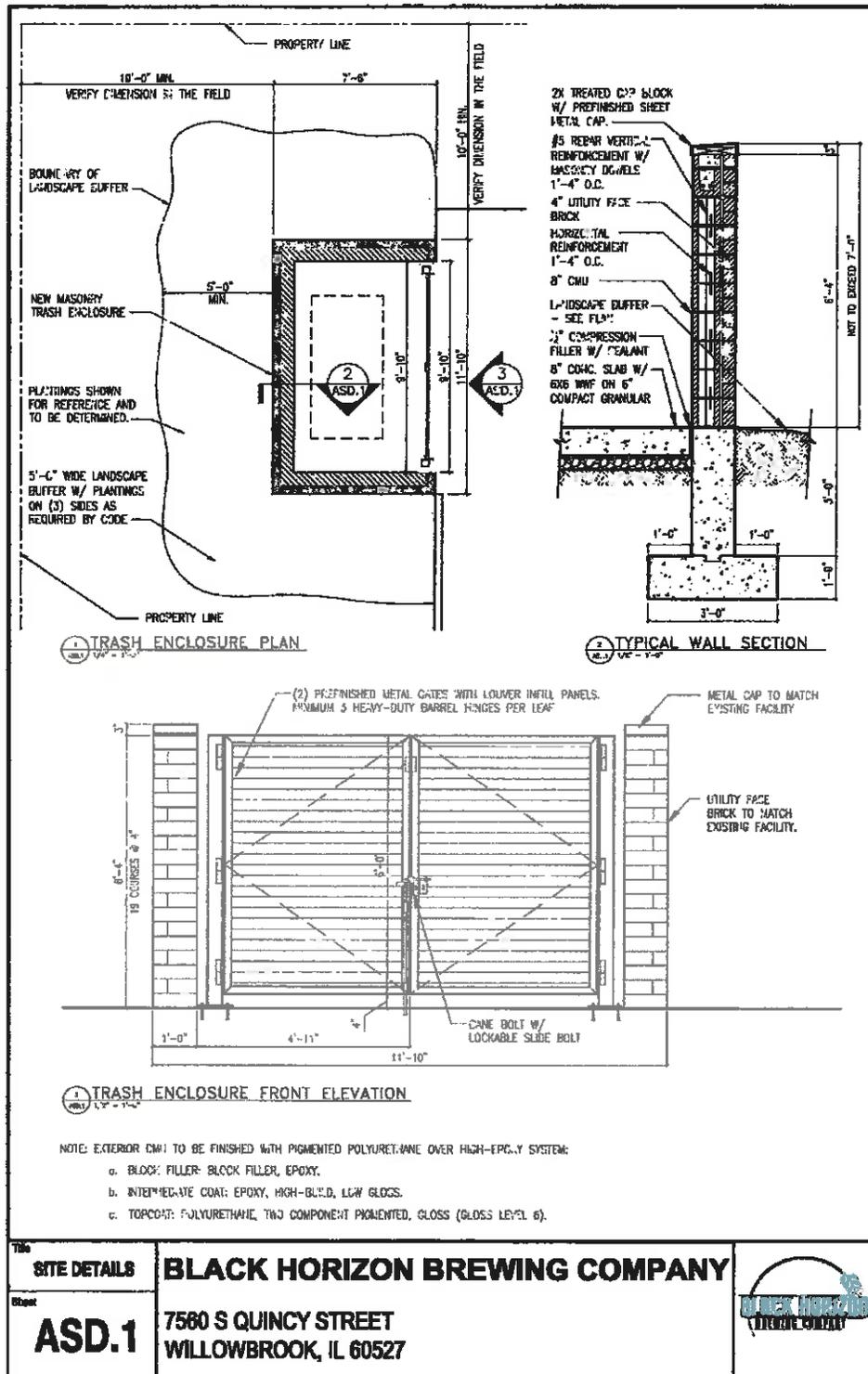
Attachment 2

Project Plans (Continued)



Attachment 2

Project Plans (Continued)



**7560 South Quincy Ave.
Willowbrook, IL 60527**

Site Description: The subject property is zoned M-1 Light Manufacturing, and is located on the west side of Quincy, the second building south of 75th Street. The property contains an existing 16,104 square foot building which is currently occupied by a wholesale user, who primarily accesses his business from the north and east sides of the building. Parking is provided on both the north and south sides of the building, with twelve (12) spaces provided on the north and twenty (20) parking spaces currently provided on the south. Two spaces in the south parking lot of the building will be lost for planned improvements.

Proposal: Black Horizon Brewing, LLC, with the property owner's permission, is requesting approval of the following zoning item: Approval of a special use to allow a 3,400 square foot production brewery and taproom in the southwest corner of the existing building located at 7550/7560 Quincy Avenue. Approval and licensing of this conditional use is subject to approval by the state and federal government (TTB).

Black Horizon is proposing to occupy square footage in the southwest corner of the building. Customers will enter the south parking lot from Quincy, park as far west as possible, and enter through an existing door at the southwest end. Deliveries are to be taken on the south side of the building, where the existing truck dock ramp is located. When deliveries are made to the south delivery area, they will be moved through the overhead door into the brewery production storage space in the building.

Brewery production hours of operation will be Monday through Sunday, 6am to 7pm as brewing is needed. Beer production may vary depending on needs and supply.

Taproom Hours (open to public) Thursday through Sunday:

Thursday: 3pm to 10pm

Friday: Noon to 11pm

Saturday: Noon to 11pm

Sunday: Noon to 7pm

The number of spaces on the south side of the building is being reduced to accommodate an enclosed dumpster at the southwest corner of the property and to convert two spaces into an extra accessible parking spot.

Dumpster: A new dumpster with masonry enclosure is proposed at the southwest corner of the property and complies with the ten foot (10') setback requirements from property lines for accessory structures. Pavement in the area surrounding the dumpster will be removed and will be required to be retrofitted with landscaping to screen the dumpster on three sides. **Existing Dock:** We plan to add a removal gate at the loading dock to keep patrons from having access to the dock/ramp. No deliveries will be made using the ramp during regular business hours when patrons would be present at the brewery's taproom.

Speed Bump: There is an existing speed bump leading into the south parking lot, which was installed by the property owner to discourage illegal parking and turn-around movements when the lot was vacant. This bump should be removed as part of the occupancy of this space.

Entrance to Space: Replacement of front door with new glass business door will allow patrons to access the space and be provided with hours of operation information as well.

Signage: One wall sign is proposed on the south side of the building on the garage door next to the entrance doorway into the facility.

Kevin Baldus

CEO, Co-Owner, Brewer

Alex Stankus

Head Brewer, Co-Owner, Head of Sales

Charles St. Clair

Chairman, Co-Owner, Head of Financials

Current Company Information:

Black Horizon Brewing Company, LLC

1305 Klein Ave.

Downers Grove, IL 60516

DBA: Black Horizon Brewing Company

Year Established: 2013

Corp #: 4140-7237(Illinois #)

Employer ID # 46-3938837

The overall area of the space is 3484 square feet for the whole space.

The break down for the space is:

Taproom:	1440	48' x 30'
Brewing Facility:	1290	43' x 30'
Bathrooms:	274	21' x 13'
Brewing Storage		
Cold & General	480	16' x 30'
Total:	3484	sq ft.

During Brewery hours (not open to the public):

There will be on any given day 2 - 3 people in the brewery working.

During Taproom Hours (only public)

There will be on any given day 2 - 3 people in the taproom working.

1. Your business, your partners and your experience

Black Horizon LLC is uniquely qualified to succeed due to the following reasons:

Our head brewmaster, Alex Stankus, has homebrewed beer religiously for over 6 years and has attended the Siebel Institute of Technology in Chicago, which is one of only two accredited brewing institutes in the United States. Alex has worked in beer sales, purchasing, marketing, and has many contacts and ties to liquor distribution. Alex's beers have been tasted by predominant figures in the craft beer community such as: Randy Mosher (co-owner of 5 Rabbit Brewing (Chicago), co-owner of Forbidden Root Brewing (Chicago), author of Radical Brewing and international beer judge), Ray Daniels (Creator of the Master Cicerone program, international beer judge, and author of many craft beer guides), Paul Virant (Owner and head chef of Vie in western springs and Perennial Virant [Chicago]) in which one of his most acclaimed beers was chosen to be a part of a craft beer dinner hosted by the restaurant.

Human Resources: Our management team has unique experience in the industry including Charles St. Clair. Charles St. Clair is the coordinator of Black Horizon Brewing's financial affairs. Aside from being a craft beer enthusiast, Charles is 24-year military veteran. He retired as a Captain in the US Army Reserves, with service in Iraq (2007-2008) and a stateside deployment during the Gulf War (1990). Charles is also a graduate of both the University of Illinois, Urbana-Champaign (BS Journalism, 1994) and DePaul University (MS Network Engineering and Management, 2013). Charles currently works as a Senior Network Engineer for Seyfarth Shaw LLP. In a former life, Charles worked in sales and feels that he can put that skill set to great use in this venture.

Other key members: Kevin Baldus has been brewing beer as a side project for the past eight years as a homebrewer. A teacher of fifteen years while holding two Master's Degrees, he will now take his love and passion for brewery to the next level. After hosting multiple beer tastings and annual fall gatherings he is following the advice of others that enjoy what he has produced and decided to become a professional brewer and production organizer. Kevin also brings eight plus years of food and beverage industry experience and management. Kevin will be attending the Siebel Institute of Chicago in order to gain formal brewmaster training and experience.

- Location: Our location allows us to better serve customers because we plan to be in a high traffic area in a location whose community is looking for the next best craft beer.
- Marketing: We have unique marketing skill sets that enable us to attract new customers at a low cost. These skill sets include vast social media influence, ties to local area breweries, guild member status of the Illinois Craft Brewers Guild.
- Successes achieved to date: We have already accomplished the following which positions us for future success. Successful tasting event with over 80 people in attendance. Currently own the entire brewhouse equipment needed for operations. Logo and design work has been created and trademarked.

2. Supply deliveries by type, frequency, and the type of vehicle that makes the delivery

Delivery of production goods and supplies are delivered on a weekly basis during brewery hours, deliveries will not take place during taproom hours of business. Deliveries to the brewery will be my flatbed trucks, vans, and other similar vehicles using the on site loading dock.

3. Estimated volume produced/maximum allowed.

Our first year of production we anticipate an average output estimated 300 - 350 barrels per year. The following years we estimate a rate of growth in the range of 100 - 400 barrels.

4. Indicate which state/federal laws you will be operating under and provide copies of those regulations.

The following is the areas of legislation that operating breweries must follow:

Federal Regulations

Brewery Application Approval, Excise Tax Collection, Labeling and Advertising Approval, Label Approval, Advertising Approval

State Regulations

A class 1 brewer is a licensed brewer or licensed non-resident dealer who manufactures not more than 930,000 gallons (30,000 barrels) of beer per year and is not a member of or affiliated with, directly or indirectly, a manufacturer that produces more than 930,000 gallons (30,000 barrels) of beer or any other alcoholic liquor per year. A class 1 brewer may make sales and deliveries to distributors and importing distributors. A class 1 brewer may make application to the State Commission for a self-distribution exemption to allow the sale of not more than 232,500 gallons (7,500 barrels) of the exemption holder's beer to retailers annually [235 ILCS 5/3-12(18)(a) of the Liquor Control Act].

SUPPORTING DOCUMENTS REQUIRED: CLASS 1 BREWER'S LICENSE

1) ****REQUIRED**** COPY OF CURRENT STATE OF ILLINOIS MANUFACTURER'S (BREWER'S) LIQUOR LICENSE OR, FOR OUT-OF-STATE BREWERIES, COPY OF CURRENT STATE OF ILLINOIS NON-RESIDENT DEALER'S LICENSE AND CURRENT OUT-OF-STATE STATE MANUFACTURER'S (BREWER'S) LIQUOR LICENSE.

2) COPY OF YOUR FEDERAL BREWER'S NOTICE. V

3) COPY OF ALL FEDERAL LABEL APPROVAL(S). Note: Federal label approvals may not be required if not bottling your product.

4) ONE OF THE FOLLOWING ENCLOSED TAX BONDS IS REQUIRED: • REG-4-A (FINANCIAL RESPONSIBILITY BOND); OR • REG-4-D (FINANCIAL INSTITUTION IRREVOCABLE LETTER OF CREDIT BOND). If you have questions, please contact Illinois Dept. of Revenue at 217-782-6045 to confirm that you have complied with bond requirements.

5) COMPLETED REGISTRATION STATEMENT (IL567-0014).

5. How/when product moves off your property.

Distribution of our beer will be in legal labelled and secured vessels (½ barrel keg, ⅓ barrel keg, packaged bottles and/or cans, growlers, and howlers). Packaged beer will leave the facility during brewery and taproom hours of business.

6. Hours of operation for brewing.

Brewery production hours of operation will be Monday through Sunday, 6am to 7pm as brewing is needed, during non-public hours. Beer production may vary depending on needs and supply.

7. Tap room hours.

Taproom Hours (open to public) Thursday through Sunday:

Thursday: 3pm to 10pm

Friday: Noon to 11pm

Saturday: Noon to 11pm

Sunday: Noon to 7pm

8. Food offerings or partnering with other businesses to deliver food?

Black Horizon Brewing Company is currently developing relationships with local businesses in the area that will offer food for delivery to the taproom. We will also offer snacks (peanuts, chips, pretzels, etc..) to the public that are not produced on the premises.

1. The dumpster and associated screening and landscaping shall be relocated to the north side of the parking lot west of the entrance, and the parking lot shall be striped to include a minimum of 16 standard and 1 accessible parking space. A "No Parking/Turn Around Only" space shall be provided at the far west end of the parking row.



EST. 1960

Willowbrook

835 Midway Drive
Willowbrook, IL 60527-5549

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

Mayor

Frank A. Trilla

Village Clerk

Leroy R. Hansen

Village Trustees

Sue Berglund

Umberto Davi

Terrence Kelly

Michael Mistele

Gayle Neal

Paul Oggerino

Village Administrator

Tim Halik

Chief of Police

Mark Shelton

Director of Finance

Carrie Dittman

March 30, 2016

BORSELINO, JULIE
509 RIDGEMOOR DR
WILLOWBROOK, IL 60527

Re: Account 252035.005
Delinquent Water Bill

Dear Sir or Madam,

Please be advised that your water bill is now delinquent in the amount of \$ 389.76. This amount now includes a \$25.00 fee pursuant to Section 6-8-5 of the Village of Willowbrook Code. This \$25.00 is added to all accounts delinquent 45 or more days after the billing date. This amount also includes all other penalties pursuant to Section 6-8-5 of the Village Code. Your failure to satisfy the total amount of this delinquency on or before April 25, 2016, will result in the immediate termination of your water service.

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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



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Director of Finance

Carrie Dittman

March 30, 2016

CHINOY, SUSAN C.
140 RODGERS CT
WILLOWBROOK, IL 60527

Re: Account 253025.000
Delinquent Water Bill

Dear Sir or Madam,

Please be advised that your water bill is now delinquent in the amount of \$ 184.02. 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 25, 2016, will result in the immediate termination of your water service.

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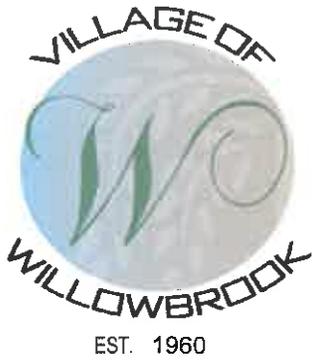
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Director of Municipal Services



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Director of Finance

Carrie Dittman

March 30, 2016

CHISHACK
C/O: JOHN BOBAK
301 75TH ST
WILLOWBROOK, IL 60527

Re: Account 410055.002
Delinquent Water Bill

Dear Sir or Madam,

Please be advised that your water bill is now delinquent in the amount of \$ 845.39. 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 25, 2016, will result in the immediate termination of your water service.

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

Sincerely,

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Director of Municipal Services



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Mark Shelton

**Director of
Finance**

Carrie Dittman

March 30, 2016

CODDINGTON, DANIEL
6817 QUINCY ST
WILLOWBROOK, IL 60527

Re: Account 211455.000
Delinquent Water Bill

Dear Sir or Madam,

Please be advised that your water bill is now delinquent in the amount of \$ 341.80. This amount now includes a \$25.00 fee pursuant to Section 6-8-5 of the Village of Willowbrook Code. This \$25.00 is added to all accounts delinquent 45 or more days after the billing date. This amount also includes all other penalties pursuant to Section 6-8-5 of the Village Code. Your failure to satisfy the total amount of this delinquency on or before April 25, 2016, will result in the immediate termination of your water service.

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Sincerely,

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**Director of
Finance**

Carrie Dittman

March 30, 2016

ESPERANZA, GUZMAN
617 68TH ST
WILLOWBROOK, IL 60527

Re: Account 213420.000
Delinquent Water Bill

Dear Sir or Madam,

Please be advised that your water bill is now delinquent in the amount of \$ 301.23. This amount now includes a \$25.00 fee pursuant to Section 6-8-5 of the Village of Willowbrook Code. This \$25.00 is added to all accounts delinquent 45 or more days after the billing date. This amount also includes all other penalties pursuant to Section 6-8-5 of the Village Code. Your failure to satisfy the total amount of this delinquency on or before April 25, 2016, will result in the immediate termination of your water service.

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Sincerely,

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March 30, 2016

KRUKOWSKI, HENRY
604 W 68TH ST
WILLOWBROOK, IL 60527

Re: Account 212715.007
Delinquent Water Bill

Dear Sir or Madam,

Please be advised that your water bill is now delinquent in the amount of \$ 115.35. 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 25, 2016, will result in the immediate termination of your water service.

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Sincerely,

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March 30, 2016

KUPETIS, CAROL
638 68TH ST
WILLOWBROOK, IL 60527

Re: Account 212210.000
Delinquent Water Bill

Dear Sir or Madam,

Please be advised that your water bill is now delinquent in the amount of \$ 115.35. 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 25, 2016, will result in the immediate termination of your water service.

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Sincerely,

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March 30, 2016

WILTON, MICHAEL
6458 CAMBRIDGE RD
WILLOWBROOK, IL 60527

Re: Account 251190.000
Delinquent Water Bill

Dear Sir or Madam,

Please be advised that your water bill is now delinquent in the amount of \$ 172.76. This amount now includes a \$25.00 fee pursuant to Section 6-8-5 of the Village of Willowbrook Code. This \$25.00 is added to all accounts delinquent 45 or more days after the billing date. This amount also includes all other penalties pursuant to Section 6-8-5 of the Village Code. Your failure to satisfy the total amount of this delinquency on or before April 25, 2016, will result in the immediate termination of your water service.

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Sincerely,

Timothy J. Halik
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Finance**

Carrie Dittman

March 30, 2016

WORLDWIDE TRANSMISSION GROUP
C/O: VALVE BODY CONNECTION
585 EXECUTIVE DR
WILLOWBROOK, IL 60527

Re: Account 410210.004
Delinquent Water Bill

Dear Sir or Madam,

Please be advised that your water bill is now delinquent in the amount of \$ 862.98. This amount now includes a \$25.00 fee pursuant to Section 6-8-5 of the Village of Willowbrook Code. This \$25.00 is added to all accounts delinquent 45 or more days after the billing date. This amount also includes all other penalties pursuant to Section 6-8-5 of the Village Code. Your failure to satisfy the total amount of this delinquency on or before April 25, 2016, will result in the immediate termination of your water service.

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**Director of
Finance**

Carrie Dittman

March 30, 2016

ZENNER, RICHARD
125 WATERFORD DR
WILLOWBROOK, IL 60527

Re: Account 250850.001
Delinquent Water Bill

Dear Sir or Madam,

Please be advised that your water bill is now delinquent in the amount of \$ 225.62. 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 25, 2016, will result in the immediate termination of your water service.

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VILLAGE OF WILLOWBROOK

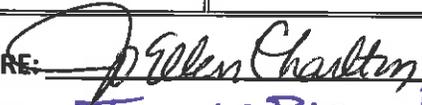
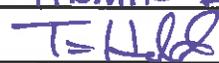
BOARD MEETING AGENDA ITEM - HISTORY/COMMENTARY

ITEM TITLE:

Ordinance Granting a Special Use for a 16,311 Square Foot Heliport and Granting Certain Variations:

Public Hearing 16-05: Midwest Helicopter, 525 Executive Drive.

Requests approval of a Special Use and Variations to redevelop an existing heliport with a new building that includes a high ceiling single story 9,256 square foot hangar and 7,045 square feet of hangar support and office areas in an adjoining two story space.

AGENDA NO. 7**AGENDA DATE:** 4/25/16**STAFF REVIEW:** Jo Ellen Charlton, Planning Consultant**SIGNATURE:** **LEGAL REVIEW:** Tom 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 HISTORY)**

The existing heliport pre-dates Willowbrook's incorporation and the site was annexed as a heliport before heliports were regulated as a special use. As a result the existing heliport is non-conforming as it never received special use approval. The existing building also has a non-conforming front yard setback from Executive Drive of 31', when 40' is required. This setback is consistent with all other buildings to the west that also front on Executive Drive. The building and the use have co-existed with surrounding uses, all of which have been added long after this building and use were in place.

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

Midwest Helicopter is requesting approval of a special use and variations that will allow them to remove the existing 5,400 square foot structure and replace it with a new 16,311 square foot building, including a high ceiling single story 9,256 square foot hangar, with adjoining 7,045 square foot two story space for hangar support and offices. In order to meet FAA clearance requirements, the building will be re-established in roughly its existing location along the front yard setback. The two existing driveways on Madison are being consolidated into one, and the site will be landscaped in accordance with the code, except in areas that need to remain clear to accommodate flight patterns.

The Plan Commission conducted a public hearing on this case at their regular April 6, 2016 meeting. The following members were in attendance: Chairman Dan Kopp, Vice Chairman Wagner, and Commissioners Kaucky, Ruffolo and Soukup. Commissioners Lacayo and Remkus were absent.

There were no comments from members of the public. After presentation of the applicant's testimony, review of the staff report and questions from the Plan Commission as outlined in the attached staff report, the Plan Commission recommended unanimous approval of the special use and variations, including two changes from the sample motion. The first change was to utilize a landscape screening detail in lieu of a masonry wall to provide additional screening for 2 fuel trucks, and to increase from 18 to 30 months the validity of the special use from the date of approval to occupancy. Staff supports both changes recommended by the Plan Commission.

ACTION PROPOSED:

April 11, 2016: Receive Plan Commission Recommendation.

April 25, 2016: Consideration of Attached Ordinance.

ORDINANCE NO. 16-0-_____

AN ORDINANCE GRANTING A SPECIAL USE FOR A
16,311 SQUARE FOOT HELIPORT,
AND GRANTING CERTAIN VARIATIONS

PC 16-05: 525 Executive Drive, Midwest Helicopter

WHEREAS, on or about January 29, 2016, Rick Smith of Midwest Helicopter Airways, Inc., as applicant ("APPLICANT"), filed an application for approval of a special use and variations for the property legally described in Exhibit A attached hereto, which is, by this reference, incorporated herein ("SUBJECT REALTY"), to redevelop an existing heliport property with a new 16,311 square foot building, a new paved landing area, and a new paved parking lot, and landscaping (the collectively the "IMPROVEMENTS"); and,

WHEREAS, Notice of Public Hearing on said special use and variations was published in the Suburban Life Newspaper on or about March 18, 2016, all as required by the statutes of the State of Illinois and the ordinances of the Village of Willowbrook; and,

WHEREAS, a Public Hearing was conducted by the Plan Commission of the Village of Willowbrook on April 6, 2016, pursuant to said Notice, all as required by the statutes of the State of Illinois and the ordinances of the Village of Willowbrook; and,

WHEREAS, at said Public Hearing, the applicant provided testimony in support of the proposed special use and variations to the Village of Willowbrook Zoning Ordinance, and all interested parties had an opportunity to be heard; and,

WHEREAS, the Plan Commission forwarded its recommendation, including its Findings of Fact regarding the requested special use and variations, to the Mayor and Board of Trustees on or about April 6, 2016, a copy of which is attached hereto as Exhibit "B" which is by this reference, made a part hereof.

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

SECTION ONE: The recitals set forth in the preamble are hereby incorporated herein by reference and made a part of this Ordinance.

SECTION TWO: That the Findings of Fact made by the Plan Commission in its recommendation attached hereto as Exhibit "C" are hereby adopted by the President and Board of Trustees.

SECTION THREE: That the Zoning Map of the Village of Willowbrook be amended to reflect the granting of a special use permit on the SUBJECT REALTY, pursuant to Section 9-8-2 of the Zoning Ordinance of the Village of Willowbrook, to allow the operation of a 16,311 square foot heliport facility.

SECTION FOUR: That pursuant to Section 9-14-4 of the Village Code, the following variations from the provisions of the Zoning Ordinance be and the same are hereby granted:

- A. That Section 9-8-3(A)4, Minimum Lot Area, is hereby varied to permit a reduction in required lot depth from three hundred feet (300') to two hundred sixty-seven feet (267').
- B. That Section 9-8-3(D)1, Minimum Yard Requirements, is hereby varied to permit a reduction in the front yard setback from forty feet (40') to thirty and thirty-seven one hundredths feet (30.37).
- C. That Sections 9-10 and 9-14 are hereby varied to allow landscaping in accordance with the landscape plan prepared by Wingren Landscape, consisting of two (2) sheets, latest revision dated April 14, 2016.

SECTION FIVE: That the relief granted in Section Four is for the purpose of facilitating the Improvements defined herein, and is expressly conditioned upon the following:

- 1. Construction and long term maintenance of the heliport shall at all times be in substantial compliance with the plans attached hereto and made a part hereof as Exhibit D (the "Approved Plans"), except that the following is additionally required:
 - a. The concrete pavement shall be expanded in the area between the hangar door and the east fence to accommodate the location where fuel trucks will be parked.
 - b. Sufficient documentation should be provided to show compliance with Section 15-33 of the DuPage County Stormwater and Floodplain Ordinance. The back-up documentation required by either Section 15-33.A or 15-33.B must be provided.
 - c. A plat of easement will be required for the water service.
 - d. A permit from DuDot is required for work within the Madison Street right-of-way.

- e. A permit is required from DuPage County Public Works for the sanitary connection.
- f. An easement will be required to be granted over the proposed drainage swales and CMP basin. A plat of easement will be required.
- g. The Landscape Plan shall indicate all areas not included in the "native swale mix and blanket" areas and not included in planting beds, shall be sodded.

2. The special use shall become null and void unless a certificate of occupancy has been issued within thirty (30) months of the date of Village Board approval, or if the heliport eases to operate for any 90 day period.

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

SECTION SEVEN: That this Ordinance shall be in full force and effect ten (10) days from and after its passage, approval, and publication in pamphlet form as provided by law.

PASSED and APPROVED this 25TH day of April, 2016.

APPROVED:

Mayor

ATTEST:

Village Clerk

ROLL CALL VOTE: AYES: _____

 NAYS: _____

 ABSTENTIONS: _____

 ABSENT: _____

EXHIBIT "A"

LEGAL DESCRIPTION

The property is legally described as follows:

LOT 30 IN WILLOWBROOK EXECUTIVE PLAZA, BEING A SUBDIVISION OF PART OF THE SOUTHEAST $\frac{1}{4}$ OF SECTION 26, TOWNSHIP 38 NORTH, RANGE 11, EAST OF THE THIRD PRINCIPAL MERIDIAN, ACCORDING TO THE PLAT THEREOF RECORDED JULY 8, 1975 AS DOCUMENT R75-33298, IN DUPAGE COUNTY, ILLINOIS.

PIN: 09-26-404-011

ADDRESS: 525 Executive Drive, Willowbrook, IL

EXHIBIT "B"

PLAN COMMISSION REPORT

M E M O R A N D U M

MEMO TO: Frank A.Trilla, Mayor
Board of Trustees

MEMO FROM: Chairman Daniel Kopp, Plan Commission

DATE: April 6, 2016

SUBJECT: Zoning Hearing Case 16-05: (Midwest Helicopter Airways, Inc. Rick Smith - 525 Executive Drive) Discussion and Recommendation for approval of a Special Use and Variations to redevelop an existing heliport located at 525 Executive Drive and known as Midwest Helicopter, with a new building that includes a high ceiling single story 9,256 square foot hangar and 7,045 square feet of hangar support and office areas in an adjoining two story space.

At the regular meeting of the Plan Commission held on April 6, 2016, the above referenced application was discussed and the following motion was made:

MOTION: Made by Commissioner Ruffolo, seconded by Commissioner Kaucky that based on the submitted petition and testimony presented, I move that the Plan Commission forward its findings of fact to the Mayor and Village Board for special uses and variations as shown in Attachments 1 and 2 of the staff report prepared for the April 6, 2016 Plan Commission for PC 16-05 (provided herein as Exhibit C), and recommend approval of a special use for a heliport, a variation from 9-8-3(A)4 to reduce minimum required lot depth from 300' to 267', a variation from 9-8-3(D)1 to reduce the minimum front yard setback from 40' to 30.37 feet, and landscape variations from Sections 9-10 and 9-14 in accordance with the proposed plans, subject to the following conditions:

1. Construction and long term maintenance of the heliport shall at all times be in substantial compliance with the Project Plans identified in Attachment 3 of the April 6, 2016 staff report for PC 16-05, except for the changes and conditions as provided for in Attachment 4 "Required Changes to Project Plans." Also Condition 2 of attachment 4 shall be changed to allow the arborvitae screening as shown on the exhibit presented at the hearing.

2. The special use shall become null and void unless a certificate of occupancy has been issued within eighteen (18) months of the date of Village Board approval, or if the heliport ceases to operate for any 90 day period.

ROLL CALL: AYES: Commissioners Soukup, Kaucky, Ruffolo, Vice-Chairman Wagner and Chairman Kopp; NAYS: None. ABSENT: Commissioner Lacayo and Remkus.

MOTION DECLARED CARRIED

Should any member of the Board have any questions regarding this matter, please do not hesitate to contact me.

DK:jp

EXHIBIT "C"

**Special Use Standards and Findings for PC 16-05 Midwest
Helicopter**

- (A) That the establishment, maintenance, or operation of the special use will not be detrimental to or endanger the public health, safety, morals, comfort or general welfare.

Finding: Midwest helicopter has been established in this location since the late 1960's, long before the surrounding buildings were constructed and occupied. Although the new facility is slightly larger, only those variations that are necessary to maintain existing flight patterns are being requested. Furthermore, these variations reflect the placement of the new building in roughly the same location it has been situated on the lot all these years...at a roughly 30' front yard setback from Executive Drive, when 40' is required.

- (B) That the special use will not be injurious to the use and enjoyment of other property in the immediate vicinity for the purposes already permitted, nor substantially diminish and impair property values within the neighborhood.

Finding: For the reasons listed in "A" above, the special use will not be injurious to the use and enjoyment of nearby properties, nor will the special use impact property values.

- (C) That the establishment of the special use will not impede the normal and orderly development and improvement of surrounding property for uses permitted in the district.

Finding: Most properties in the immediate vicinity are already developed.

- (D) That adequate utilities, access roads, drainage and/or other necessary facilities have been or are being provided.

Finding: The redevelopment of the site includes modifications to reduce the number of curb cuts in the Madison Street right-of-way from one to two. Furthermore, the Village Engineer has confirmed that the project's engineering meets the requirements of the Village and the DuPage County Stormwater Management Ordinance.

(E) That adequate measures have been or will be taken to provide ingress and egress so designed as to minimize traffic congestion in the public streets.

Finding: The new curb cut will be nearly aligned with the curb cut for Porterhouse restaurant across the street. Business, employee and visitor trips to this location are very limited and will not have much of an impact on Madison Street.

(F) That the special use shall in all other respects conform to the applicable regulations of the district in which it is located, except as such regulations may in each instance be modified by the Village Board pursuant to the recommendation of the Plan Commission.

Finding: Except for the variations granted, the special use will conform to all other applicable regulations of the M1 zoning district.

(G) Conditions in the area have substantially changed, and at least one year has elapsed since any denial by the Village Board of any prior application for a special use permit that would have authorized substantially the same use of all or part of the site. (Ord. 97-0-05, 1-27-1997)

Finding: No special uses have been requested on this property in the past year.

Exhibit C (Continued)

Variation Standards and Findings for PC 16-05 Midwest Helicopter

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

Finding: The property could not continue to operate at the location is has been located at for over 45 years without the requested variation given flight path requirements.

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

Finding: Heliports have unusual requirements that extend beyond the lot lines. Flight areas must remain clear, which has necessitated the location of the building on the lot in generally the same location it has existed for over 45 years.

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

Finding: The hardship has not been created by any person having a proprietary interest in the premises.

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

Finding: Midwest Helicopter has operated at this site for over 45 years with little to no nuisance complaints received by the Village which would indicate that few people view the use as a detriment to the area.

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

Finding: Light and air are unaffected by the proposed development. The use generates fewer automobile trips than most uses in this zoning classifications, and the building will be constructed in compliance with current building codes, thereby improving its fire safety over the current structure.

(F) The proposed variation will not alter the essential character of the locality.

Finding: The proposed variation allows new construction in basically the same location the existing building has existed for over 45 years, therefore it will not alter the character of the area.

(G) The proposed variation is in harmony with the spirit and intent of this title.

Finding: The proposed variation is in harmony with the spirit and intent of the title. In fact the front yard setback variation is consistent with the existing front yard setbacks of all existing building west of the subject property on the south side of Executive Drive.

Exhibit D
Approved Plans

1. Final Engineering Improvement Plans, Midwest Helicopter Airways, Inc. 525 Executive Drive, Willowbrook, IL, prepared by Engineering Resource Associates, Inc., consisting of nine (9) sheets, "Submittal" dated April 18, 2016 on the cover sheet.
2. Sheet 01502, Site Lighting/Lighting Levels, prepared by David Dressler Design-Build, dated March 3, 2016.
3. Floor and Elevation Plans, prepared by David Dressler Design-Building, consisting of four (4) sheets, dated March 2, 2016.
4. Landscape Plan, prepared by Wingren Landscape, consisting of two (2) sheets, latest revision dated April 14, 2016.
5. Colored elevation rendering, consisting of 1 sheet (attached), not dated.

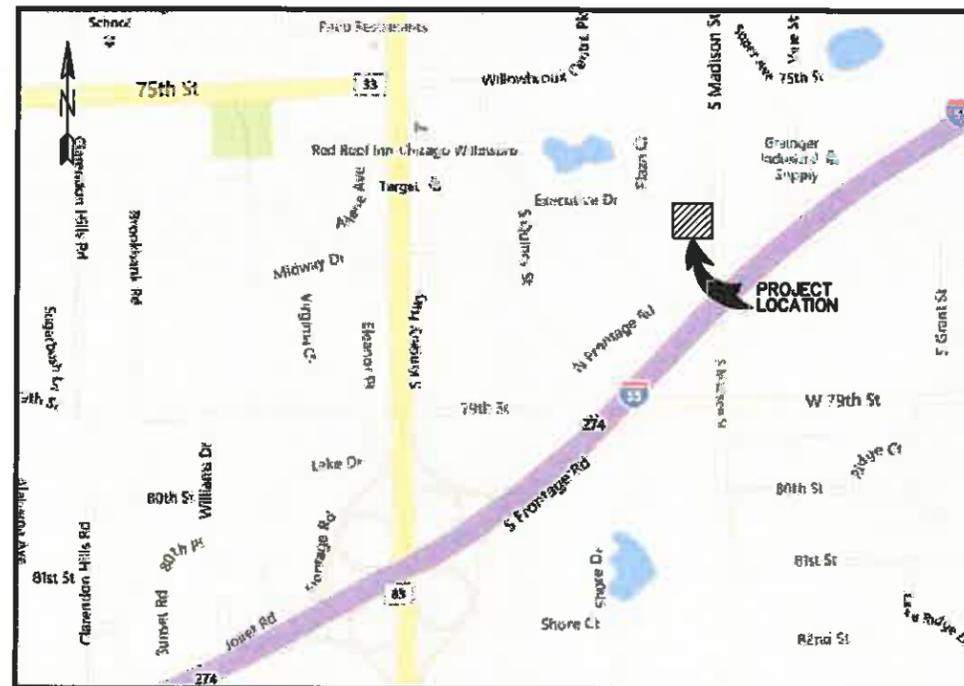
FINAL ENGINEERING IMPROVEMENT PLANS MIDWEST HELICOPTER AIRWAYS, INC. 525 EXECUTIVE DRIVE WILLOWBROOK, ILLINOIS

LOT 30 WILLOWBROOK EXECUTIVE PLAZA, BEING A SUBDIVISION OF PART OF THE SOUTHEAST ¼ OF SECTION 26, TOWNSHIP 28 NORTH, RANGE 11, EAST OF THE THIRD PRINCIPAL MERIDIAN, ACCORDING TO THE PLAT THEREOF RECORDED JULY 8, 1978 AS DOCUMENT R76-33298, IN DUPAGE COUNTY, ILLINOIS

PREPARED FOR:
MIDWEST HELICOPTER AIRWAYS, INC.
525 EXECUTIVE DRIVE
WILLOWBROOK, ILLINOIS

INDEX TO DRAWINGS

1. COVER SHEET
2. EXISTING CONDITIONS AND DEMOLITION PLAN
3. GEOMETRY AND UTILITY PLAN
4. GRADING AND EROSION CONTROL PLAN
5. SITE CROSS SECTIONS
6. GENERAL NOTES
7. DETAILS
8. DETAILS
9. DETAILS



LOCATION MAP

BENCHMARKS:
SOURCE BENCHMARK: BRONZE DISK IN THE CONCRETE PIER FOR THE I-55 OVERPASS ON THE WEST SIDE OF MADISON STREET.
ELEV: 714.83 (NGVD 29)
SITE BENCHMARK: UPPER NORTHEAST FLANGE BOLT ON FIRE HYDRANT AT THE SOUTHEAST CORNER OF SUBJECT PROPERTY.
ELEV: 708.10 (NGVD 29)
NOTE: TO CONVERT FROM NGVD 29 TO NAVD 88 SUBTRACT 0.278'

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WARRENVILLE, ILLINOIS 60555
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FAX (630) 393-2152

10 S. RIVERSIDE PLAZA,
SUITE 875
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PHONE (312) 474-7841

VILLAGE OF WILLOWBROOK REQUIRED GENERAL NOTES

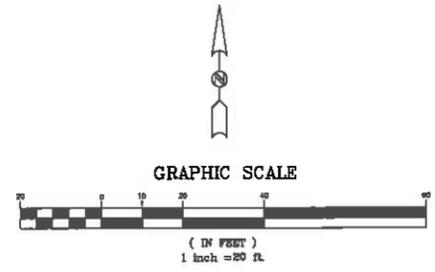
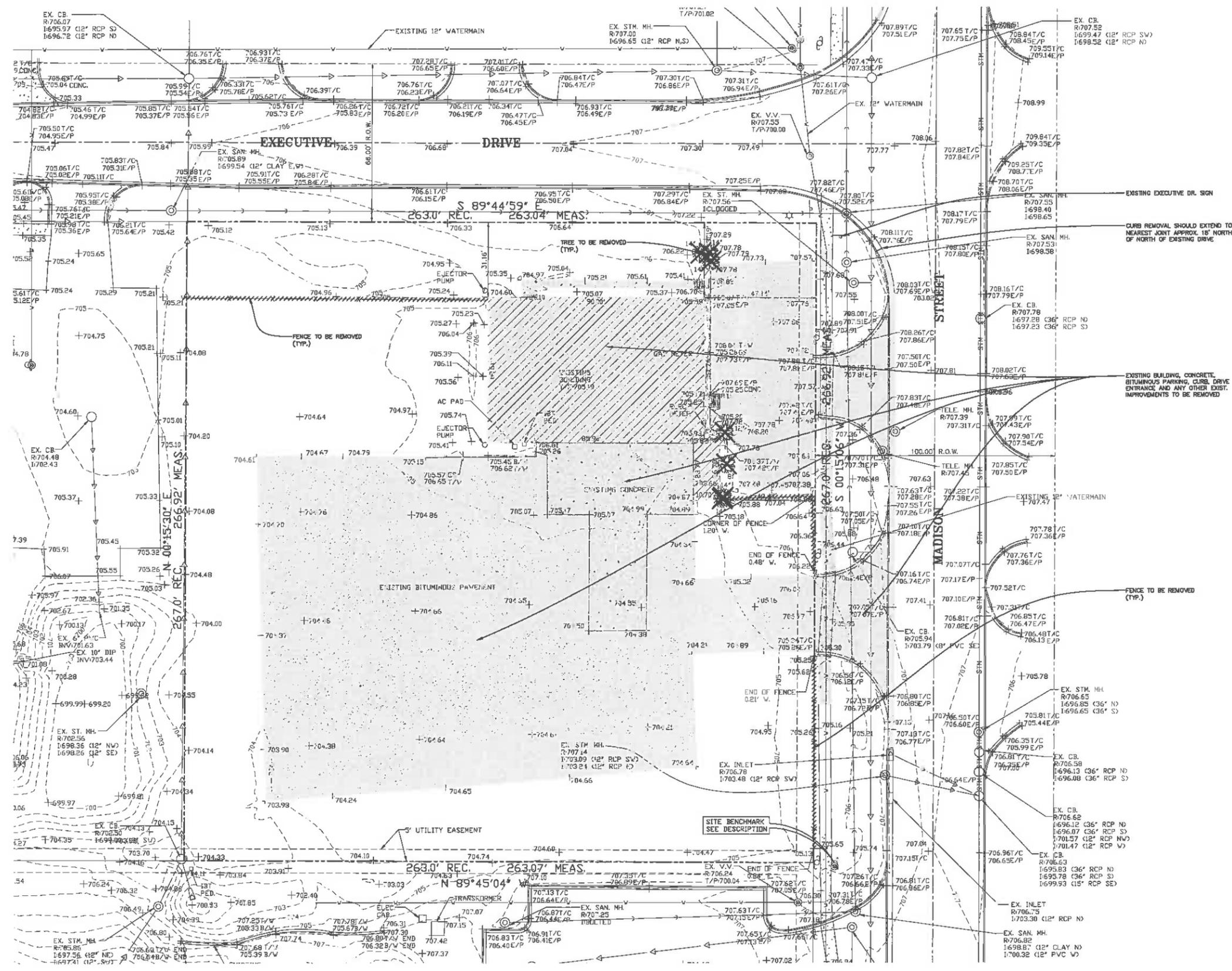
1. ALL ON-SITE, OFF-SITE AND PUBLIC IMPROVEMENTS SHALL BE CONSTRUCTED IN ACCORDANCE WITH THE VILLAGE OF WILLOWBROOK ZONING ORDINANCE, SUBDIVISION REGULATIONS AND "STANDARD SPECIFICATIONS FOR THE DESIGN AND CONSTRUCTION OF PUBLIC IMPROVEMENTS", LATEST EDITION.
2. ALL RESTORATION WORK IN THE PUBLIC RIGHT-OF-WAY IS SUBJECT TO THE SPECIFIC APPROVAL OF THE DIRECTOR OF COMMUNITY DEVELOPMENT.
3. PERMITS SHALL BE OBTAINED FROM ALL OUTSIDE GOVERNMENTAL AGENCIES HAVING JURISDICTION PRIOR TO INITIATION OF CONSTRUCTION ACTIVITY.
4. ALL STRUCTURE ADJUSTMENTS SHALL BE ACCOMPLISHED USING ONLY CONCRETE RINGS OR CONCRETE BRICK, WITH APPROPRIATE MASTIC OR MORTAR WHEN REQUIRED.
5. EXISTING FIELD TILES ENCOUNTERED DURING CONSTRUCTION SHALL BE EITHER INTEGRATED INTO THE SITE DRAINAGE SYSTEM OR REMOVED IN A MANNER DEEMED APPROPRIATE BY THE DIRECTOR OF COMMUNITY DEVELOPMENT. ANY AND ALL FIELD TILES ENCOUNTERED SHALL BE IMMEDIATELY REPORTED TO THE DIRECTOR OF COMMUNITY DEVELOPMENT OR HIS DESIGNEE.
6. STREET TREES SHALL BE PROVIDED BY THE SUBDIVIDER IN ACCORDANCE WITH THE CURRENT WILLOWBROOK SUBDIVISION REGULATIONS AND THE "STANDARD SPECIFICATIONS FOR THE DESIGN AND CONSTRUCTION OF PUBLIC IMPROVEMENTS", LATEST EDITION.
7. STREET SIGNS SHALL BE PROVIDED BY THE SUBDIVIDER IN ACCORDANCE WITH THE CURRENT WILLOWBROOK SUBDIVISION REGULATIONS AND THE "STANDARD SPECIFICATIONS FOR THE DESIGN AND CONSTRUCTION OF PUBLIC IMPROVEMENTS", LATEST EDITION.
8. THE DEVELOPER SHALL BE RESPONSIBLE FOR ALL ADJUSTMENTS BEFORE AND AFTER FINAL INSPECTION, PRIOR TO FINAL ACCEPTANCE BY THE VILLAGE OF WILLOWBROOK.
9. THE VILLAGE OF WILLOWBROOK MUST HAVE 48 HOURS NOTICE PRIOR TO THE INITIATION OF CONSTRUCTION ACTIVITIES.
10. MATERIAL SPECIFICATIONS SHALL COMPLY WITH THE VILLAGE OF WILLOWBROOK "STANDARD SPECIFICATIONS FOR THE DESIGN AND CONSTRUCTION OF PUBLIC IMPROVEMENTS", LATEST EDITION.
11. THE VILLAGE OF WILLOWBROOK AND THE APPROPRIATE FIRE PROTECTION DISTRICT SHALL BE NOTIFIED 48 HOURS PRIOR TO PROPOSED ROAD CLOSINGS OR WATERMAIN SHUT DOWNS.
12. THE CONTRACTOR SHALL CONTACT JULIE (1-800-892-0123) PRIOR TO ANY CONSTRUCTION WORK (INCLUDE SECTION, TOWNSHIP, AND RANGE NUMBERS OF PROPERTY).
13. PAVEMENT CROSSING CUTS REQUIRE THE SPECIFIC APPROVAL OF THE DIRECTOR OF COMMUNITY DEVELOPMENT.
14. WATER DISTRIBUTION PLANS AND SPECIFICATIONS SHALL CONFORM TO "STANDARD SPECIFICATIONS FOR WATER AND SEWER MAIN CONSTRUCTION IN ILLINOIS" AND VILLAGE OF WILLOWBROOK CODE. IF A CONFLICT ARISES, THE MORE RESTRICTIVE CODE SHALL GOVERN.
15. SOIL EROSION AND SEDIMENTATION CONTROL MEASURES SHALL BE DESIGNED AND IMPLEMENTED CONSISTENT WITH THE CURRENT VILLAGE BUILDING CODE.
16. SPACES FOR THE PHYSICALLY HANDICAPPED: PARKING LOTS REQUIRED FOR MULTIPLE-FAMILY, COMMERCIAL AND INDUSTRIAL USES SHALL HAVE THE REQUIRED NUMBER OF SURFACE LEVEL, PARKING SPACES AS SET FORTH IN THE ZONING ORDINANCE IDENTIFIED BY PERMANENT ABOVE GRADE SIGNS AS RESERVED FOR PHYSICALLY HANDICAPPED PERSONS AND STIPULATING A 500.00 FINE FOR IMPROPER USAGE. EACH SUCH RESERVED PARKING SPACE SHALL NOT BE LESS THAN SIXTEEN FEET (16') WIDE INCLUDING AN 8.00 FOOT (8') WIDE ACCESS AISLE. ADJACENT PARKING SPACES SHALL NOT SHARE A COMMON ACCESS AISLE. ALL ACCESS AISLES SHALL BLEND TO A COMMON LEVEL VIA AN ACCESSIBLE ROUTE AND SHALL BE DIAGONALLY STRIPED.
17. A MYLAR AND FOUR (4) PAPER COPIES OF "RECORDED DRAWINGS" FOR THE ENGINEERING PLANS SHALL BE SUBMITTED TO THE VILLAGE PRIOR TO ANY REQUEST FOR A LETTER OF CREDIT REDUCTION, OCCUPANCY PERMIT OR FINAL INSPECTION. "RECORDED DRAWINGS" SHALL INDICATE THE EXACT LOCATION OF IMPROVEMENTS; INCLUDE VERIFICATION OF ALL BUILDING PAIRS, TOPS OF FOUNDATIONS, INVERTS, RIMS, AND SPOT GRADE ELEVATIONS; AND INCORPORATE ALL FIELD DESIGN CHANGES APPROVED BY THE VILLAGE (SEE RECORD DRAWINGS CHECKLIST).

Jon P. Green, P.E.
IL. P.E. NO. 062-052108
Expires November 30, 2017

ERA JOB NO: 270815

SUBMITTAL: APRIL 18, 2016

PROFESSIONAL DESIGN FIRM NUMBER: 184.001186



BENCHMARKS:
 SOURCE BENCHMARK: BRONZE DISK IN THE CONCRETE PIER FOR THE I-55 OVERPASS ON THE WEST SIDE OF MADISON STREET.
 ELEV: 714.83 (NGVD 29)

SITE BENCHMARK:
 UPPER NORTHEAST FLANGE BOLT ON FIRE HYDRANT AT THE SOUTHEAST CORNER OF SUBJECT PROPERTY.
 ELEV: 708.10 (NGVD 29)

NOTE: TO CONVERT FROM NGVD 29 TO NAVD 88 SUBTRACT 0.279'

REVISIONS:		DATE		BY		DESCRIPTION	
2/25/16	A.J.						PER VILLAGE OF WILLOWBROOK COMMENTS

DRAWN BY: A.J.
 CHECKED BY: A.K.
 APPROVED BY: J.G.

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 WARRENVILLE, ILLINOIS 60555
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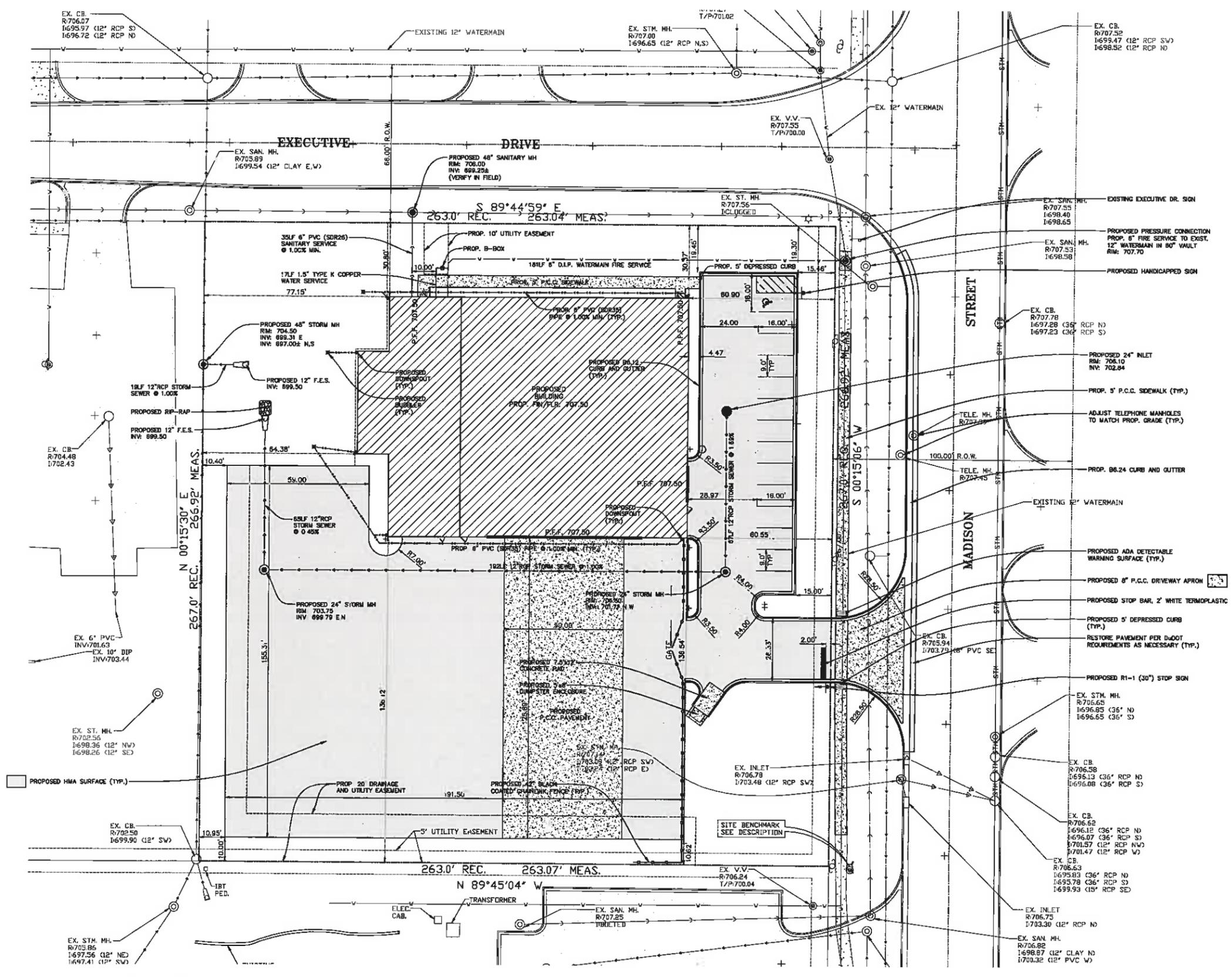
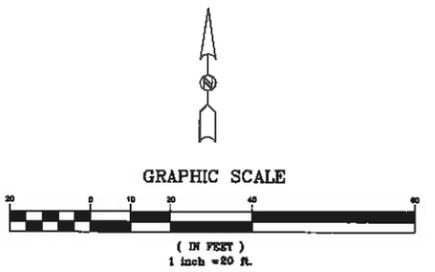
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MIDWEST HELICOPTER AIRWAYS, INC.
 525 EXECUTIVE DRIVE
 WILLOWBROOK, ILLINOIS 60527

EXISTING CONDITIONS AND DEMOLITION PLAN
 525 EXECUTIVE DRIVE
 WILLOWBROOK, ILLINOIS 60527

SCALE: 1"=20'
 DATE: APRIL, 2016
 JOB NO: 270815
 SHEET 2 OF 9



PARKING REQUIREMENTS:

Maximum 22 employees at any given time.

Square Footage:		
Hanger:		9,236
Hangar Support:		3,400
Office:		3,364
TOTAL:		16,000

Meets parking requirement as either a warehouse or a transportation use as follows:

Classification	Requirement	Based on Sq. Ft.	Based on Employment	Requirement
Warehouse, storage, wholesale and mail order establishments	4 parking spaces plus 1 parking space for each 1,000 square feet of floor area over 4,500 square feet or 1 parking space for each 2.5 employees as related to the working period when the maximum number of persons are employed on the premises, whichever is greater		22	8
Public, utility, governmental services and transportation uses	1 parking space for each 2 employees. At facilities where employees are only periodicly present, a total of 4 spaces.			6

Spaces Provided: 22

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REVISIONS:

DATE	BY	DESCRIPTION	DATE	BY	DESCRIPTION
2/25/18	A.J.	PER VILLAGE OF WILLOWBROOK COMMENTS			
3/28/18	RT	PARKING LOT REVISION			
4/18/18	A.J.	ISLAND REVISION			

DRAWN BY: A.J.
 CHECKED BY: A.K.
 APPROVED BY: J.G.



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 WARRENVILLE, ILLINOIS 60555
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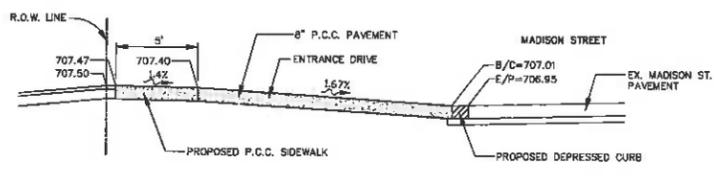
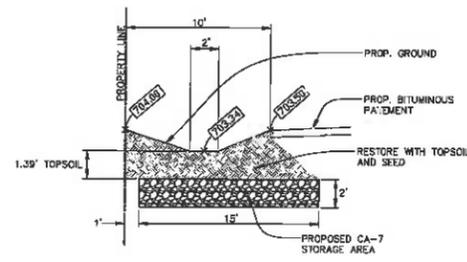
MIDWEST HELICOPTER AIRWAYS, INC.
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 WILLOWBROOK, ILLINOIS 60527

TITLE: **GEOMETRY AND UTILITY PLAN**
 525 EXECUTIVE DRIVE
 WILLOWBROOK, ILLINOIS 60527

SCALE: 1"=20'
 DATE: APRIL 2018
 JOB NO: 270815
 SHEET 3 OF 9

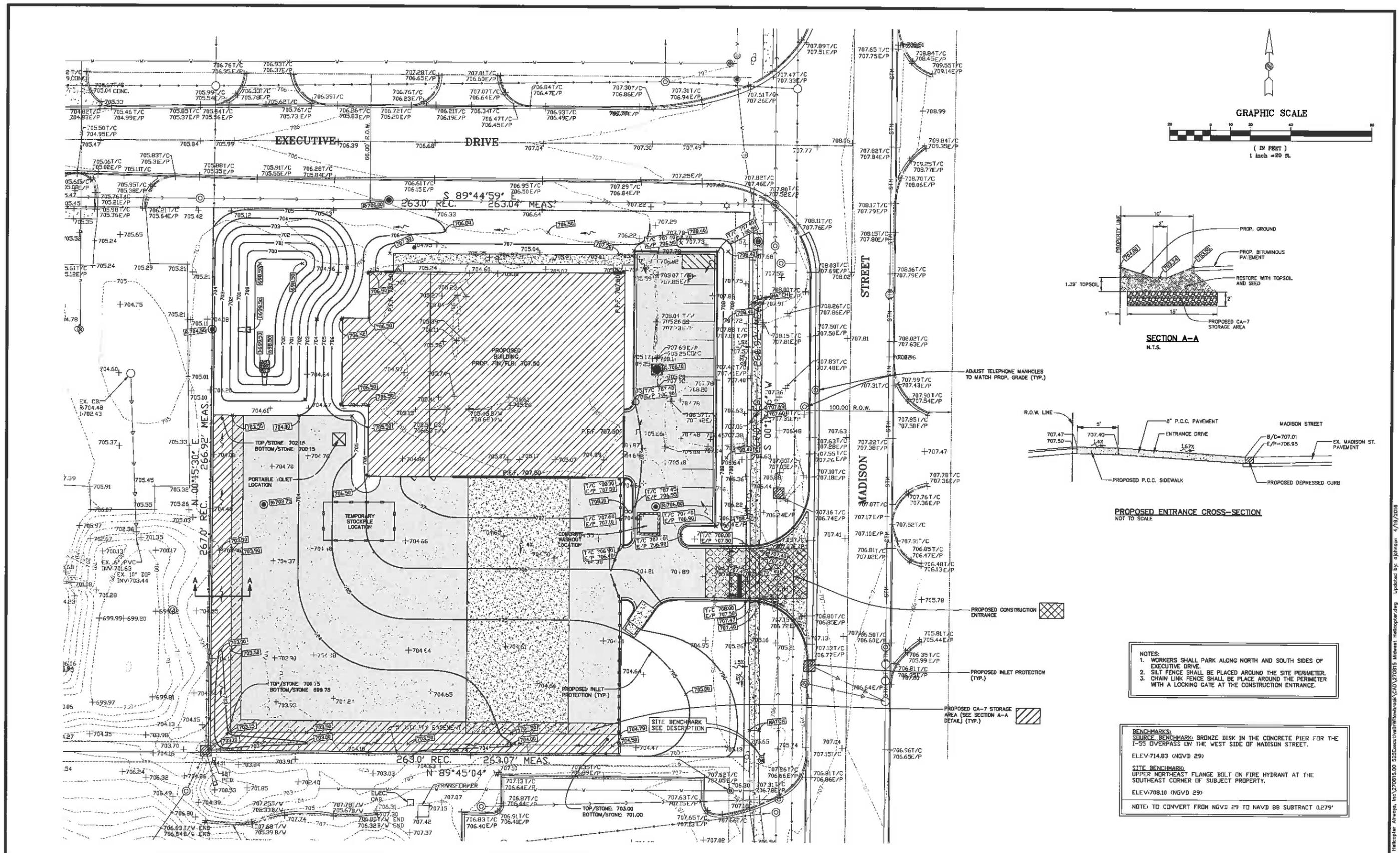
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GRAPHIC SCALE



- NOTES:
1. WORKERS SHALL PARK ALONG NORTH AND SOUTH SIDES OF EXECUTIVE DRIVE.
 2. SILT FENCE SHALL BE PLACED AROUND THE SITE PERIMETER.
 3. CHAIN LINK FENCE SHALL BE PLACED AROUND THE PERIMETER WITH A LOCKING GATE AT THE CONSTRUCTION ENTRANCE.

BENCHMARKS:
 SURVEY BENCHMARK: BRONZE DISK IN THE CONCRETE PIER FOR THE I-55 OVERPASS ON THE WEST SIDE OF MADISON STREET.
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3/28/16	RT	PARKING LOT REVISION			
4/18/16	A.J.	ISLAND REMOVAL			

DRAWN BY: A.J.
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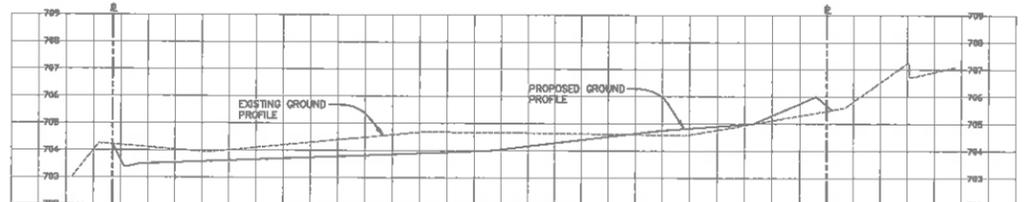
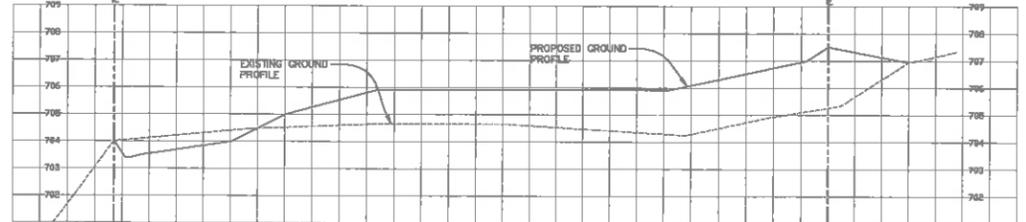
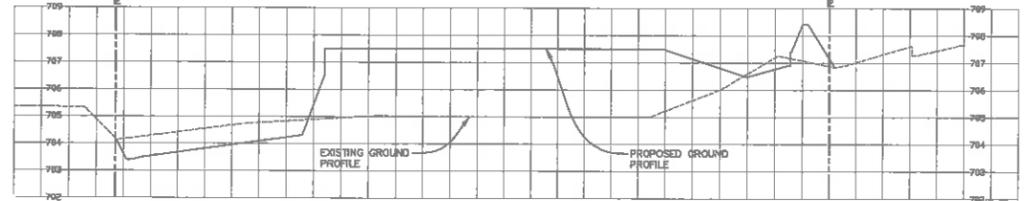
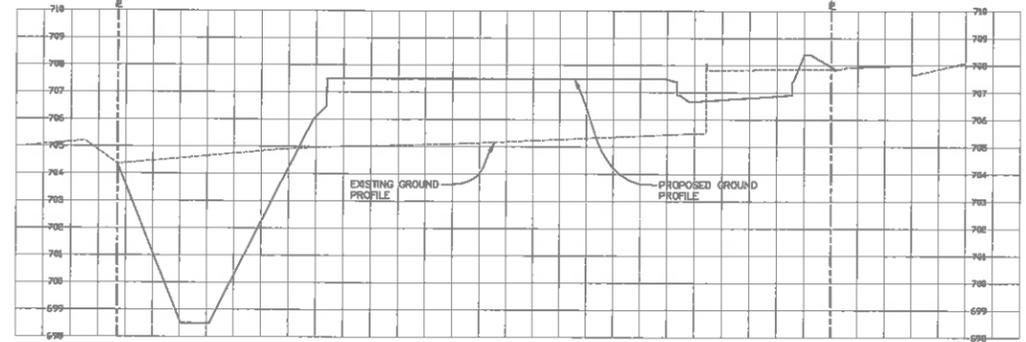
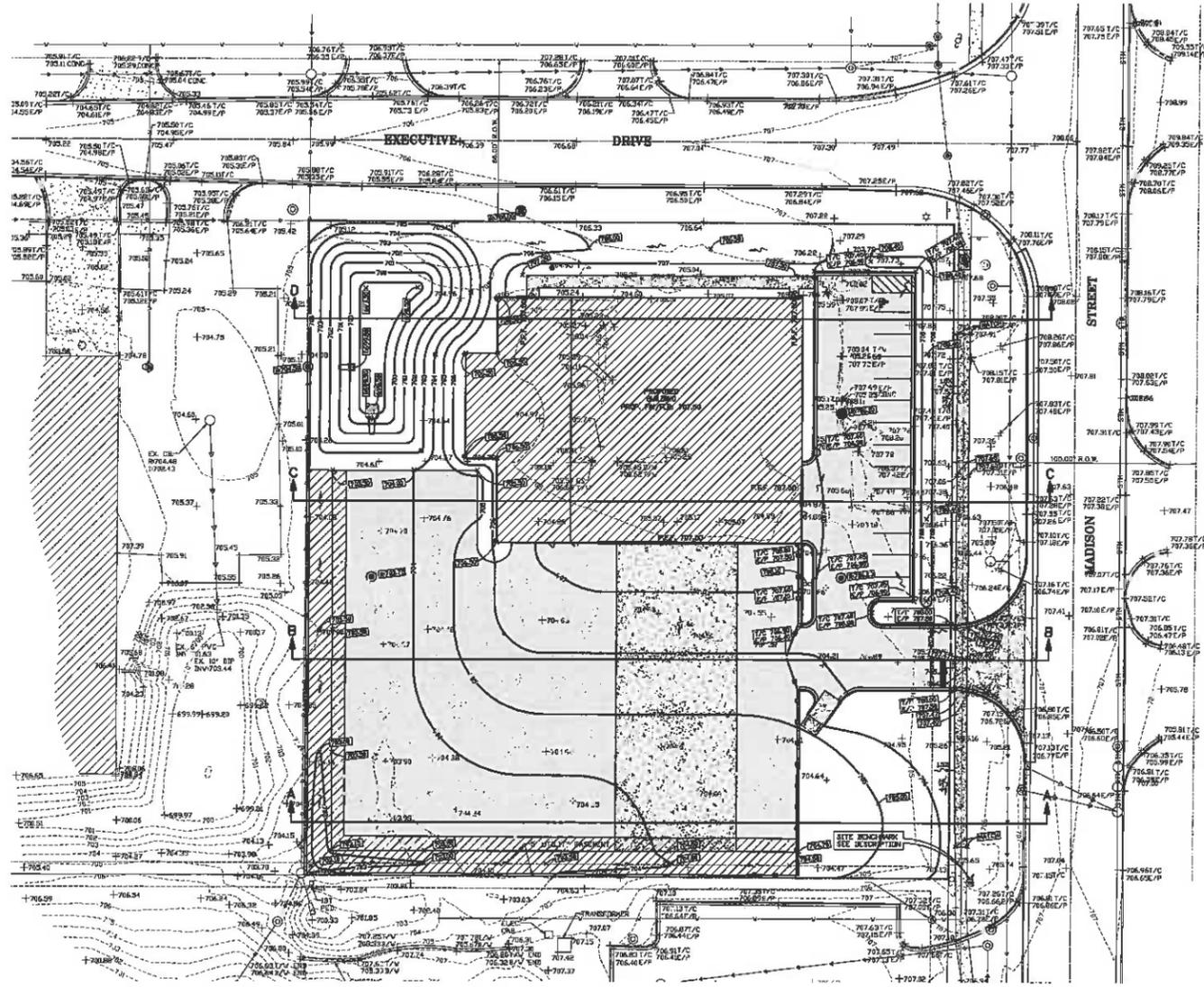
2416 GALEN DRIVE
 CHAMPAIGN, ILLINOIS 61821
 PHONE (317) 331-6368
 FAX (317) 335-1902

10 S. RIVERSIDE PLAZA
 SUITE 875
 CHICAGO, ILLINOIS 60606
 PHONE (312) 474-7841

MIDWEST HELICOPTER AIRWAYS, INC.
 525 EXECUTIVE DRIVE
 WILLOWBROOK, ILLINOIS 60527

TITLE: GRADING AND EROSION CONTROL PLAN
 525 EXECUTIVE DRIVE
 WILLOWBROOK, ILLINOIS 60527
 SCALE: 1"=20'
 DATE: APRIL, 2016
 JOB NO: 270815
 SHEET 4 OF 9

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DATE	BY	DESCRIPTION	DATE	BY	DESCRIPTION
2/25/16	A.J.	PER VILLAGE OF WILLOWBROOK COMMENTS			
3/28/16	RT	PARKING LOT REMOVAL			
4/18/16	A.J.	ISLAND REMOVAL			

DRAWN BY: A.J.
CHECKED BY: A.K.
APPROVED BY: J.G.



ENGINEERING RESOURCE ASSOCIATES, INC.
CONSULTING ENGINEERS, SCIENTISTS & SURVEYORS

35701 WEST AVENUE, SUITE 150
WARRENVILLE, ILLINOIS 60555
PHONE (630) 393-3060
FAX (630) 393-2152

2416 GALLEN DRIVE
CHAMPAIGN, ILLINOIS 61821
PHONE (217) 331-6368
FAX (217) 335-1902

10 S. RIVERSIDE PLAZA
SUITE 875
CHICAGO, ILLINOIS 60605
PHONE (312) 474-7841

MIDWEST HELICOPTER AIRWAYS, INC.
525 EXECUTIVE DRIVE
WILLOWBROOK, ILLINOIS 60527

TITLE:

SITE CROSS-SECTIONS
525 EXECUTIVE DRIVE
WILLOWBROOK, ILLINOIS 60527

SCALE: 1"=30'
DATE: APRIL, 2016
JOB NO: 270815
SHEET 5 of 9

G:\PROJECTS\Midwest Helicopter Airways, Inc.\270815.00_525ExecDrive\Drawings\CAD\270815 Midwest Helicopter.dwg Updated by: ajones 4/19/2016

GENERAL NOTES

- 1. AT LEAST TWO WORKING DAYS PRIOR TO THE COMMENCEMENT OF ALL PHASES OF WORK, THE CONTRACTOR SHALL NOTIFY THE FOLLOWING: VILLAGE OF WILLOWBROOK (630) 920-2240 VILLAGE ENGINEER, CHRISTOPHER BURKE (847) 863-0500 ENGINEERING RESOURCE ASSOC. (630) 262-8689
2. UTILITY INFORMATION IS BASED UPON FIELD MEASUREMENTS AND BEST AVAILABLE RECORDS. FIELD DATA IS LIMITED TO THAT WHICH IS VISIBLE AND CAN BE MEASURED. THIS DOES NOT PRECLUDE THE EXISTENCE OF OTHER UNDERGROUND UTILITIES.
3. THE CONTRACTOR SHALL NOTIFY JULLIE (1-800-992-0123) 48 HOURS PRIOR TO ANY EXCAVATION WORK TO DETERMINE THE EXACT LOCATION OF EXISTING UTILITIES.
4. EXCEPT WHERE MODIFIED BY THE CONTRACT DOCUMENTS, ALL WORK SHALL BE IN ACCORDANCE WITH THE LATEST EDITION OF THE FOLLOWING DOCUMENTS:
'STANDARD SPECIFICATIONS FOR ROAD AND BRIDGE CONSTRUCTION IN THE STATE OF ILLINOIS', ILLINOIS DEPARTMENT OF TRANSPORTATION, LATEST EDITION.
'STANDARD SPECIFICATIONS FOR WATER AND SEWER MAIN CONSTRUCTION IN ILLINOIS', LATEST EDITION.
'PROCEDURES AND STANDARDS FOR URBAN SOIL EROSION CONTROL AND SEDIMENTATION CONTROL IN ILLINOIS', NORTHEASTERN ILLINOIS SOIL EROSION AND SEDIMENTATION CONTROL STEERING COMMITTEE.
'AMERICAN STANDARD PRACTICE FOR ROADWAY LIGHTING', CURRENT EDITION.
'VILLAGE OF WILLOWBROOK SUBDIVISION DEVELOPMENT CODE'.
5. THE CONTRACTOR SHALL BE RESPONSIBLE FOR THE INSTALLATION AND MAINTENANCE OF ADEQUATE SIGNS AND WARNING DEVICES TO INFORM AND PROTECT THE PUBLIC. THIS INCLUDES ON-UTILITY TRAFFIC CONTROL DEVICES FOR STREETS AND HIGHWAYS, AS ADOPTED BY THE ILLINOIS DEPARTMENT OF TRANSPORTATION, LATEST EDITION. APPROPRIATE CONTROL METHODS SHOULD BE APPLIED TO THE SPECIFIC SITUATIONS AND TYPES OF CONSTRUCTION OPERATIONS BEING PERFORMED.
6. UNLESS WRITTEN AUTHORIZATION IS OBTAINED FROM THE CITY ENGINEER, ALL OPENINGS IN ANY PAVEMENT OR TRAVELED WAY SHALL BE BACKFILLED PRIOR TO THE END OF THE WORKING DAY.
7. THE CONTRACTOR SHALL ESTABLISH THE NECESSARY PERFORMANCE BONDS REQUIRED. PERMITS SHALL BE OBTAINED FROM ALL OUTSIDE GOVERNMENTAL AGENCIES HAVING JURISDICTION PRIOR TO INITIATION OF CONSTRUCTION ACTIVITIES.
8. THE CONTRACTOR IS RESPONSIBLE FOR HAVING THE MOST RECENT SET OF THE "APPROVED" FINAL ENGINEERING PLANS WITH THE LATEST REVISION DATE ON THE JOB SITE PRIOR TO THE START OF CONSTRUCTION.
9. THE CONTRACTOR IS TO VERIFY THE LOCATION OF ALL EXISTING UTILITIES PRIOR TO THE START OF CONSTRUCTION AND WILL BE RESPONSIBLE FOR ANY DAMAGE TO THE SAME.
10. CONTRACTOR SHALL RESTORE OFF-SITE SURFACES TO ORIGINAL CONDITION IF DAMAGED BY CONSTRUCTION.
11. THE CONTRACTOR IS TO PROVIDE THE CITY ENGINEER WITH RECORD DRAWINGS OF ALL UTILITIES SHOWING LOCATIONS OF ALL SEWER PIPE, MAINS, SERVICE STUBS, AND STRUCTURES.
12. THE ENGINEER WILL NOT BE RESPONSIBLE FOR THE CONTRACTOR'S MEANS, METHODS, TECHNIQUES, SEQUENCES, OR PROCEDURES OF CONSTRUCTION, OR THE SAFETY PRECAUTIONS AND PROGRAMS INSTALLED THEREON, AND THE ENGINEER WILL NOT BE RESPONSIBLE FOR THE CONTRACTOR'S FAILURE TO PERFORM OR FURNISH THE WORK IN ACCORDANCE WITH THE CONTRACT DOCUMENTS.
13. THE ENGINEER WARRANTS THE DESIGN, RECOMMENDATIONS, AND SPECIFICATIONS TO HAVE BEEN PROMULGATED ON CONDITIONS GENERALLY ENCOUNTERED WITHIN THE INDUSTRY. THE ENGINEER ASSUMES NO RESPONSIBILITY WHATSOEVER, WITH RESPECT TO THE DESIGN RECOMMENDATIONS AND SPECIFICATIONS, FOR COMPLEX OR UNUSUAL SOIL CONDITIONS ENCOUNTERED ON THE PROJECT. IT SHALL BE THE OWNER'S/BIDDER'S RESPONSIBILITY TO ASCERTAIN THE EXACT NATURE OF SUBSURFACE CONDITIONS PRIOR TO THE CONSTRUCTION OF THE IMPROVEMENT.
14. ALL TRENCHES CAUSED BY THE CONSTRUCTION OF SEWERS, WATERMANS, WATER SERVICE PIPES AND IN EXCAVATIONS AROUND CATCH BASINS, MANHOLES, INLETS, AND OTHER APPURTENANCES WHICH OCCUR WITHIN TWO FEET OF THE LIMITS OF EXISTING AND PROPOSED IMPROVEMENTS, SIDEWALKS, AND CURB AND GUTTERS SHALL BE BACKFILLED WITH TRENCH BACKFILL AS DEFINED IN SECTION 006 OF THE STANDARD SPECIFICATIONS FOR ROAD AND BRIDGE CONSTRUCTION.
15. STREET SIGNS SHALL BE ERRECTED AT EACH STREET INTERSECTION. THE TYPE OF SIGN AND LOCATION THEREOF SHALL BE SUBJECT TO THE APPROVAL AND DIRECTION OF THE VILLAGE OF WILLOWBROOK DEPARTMENT OF PUBLIC WORKS.
16. ALL TRAFFIC SIGNS SHALL BE INSTALLED @ 7 FEET HIGH, MEASURED FROM THE GROUND ELEVATION TO THE BOTTOM OF THE SIGN.

WATERMAIN

- 1. WATER SYSTEM CONSTRUCTION SHALL, IN ALL RESPECTS, BE IN ACCORDANCE WITH THE REGULATIONS OF THE ENVIRONMENTAL PROTECTION AGENCY OF THE STATE OF ILLINOIS. NO CONSTRUCTION SHALL COMMENCE UNTIL A COPY OF A PERMIT FROM THIS AGENCY IS FILED WITH THE VILLAGE AND VILLAGE ENGINEER.
2. ALL WATERMAIN SHALL BE DUCTILE IRON MECHANICAL JOINT, CLASS 52, CEMENT LINED, CONFORMING TO AWWA C-151, OR AS REQUIRED BY AWWA C-150 FOR VARIOUS DEPTHS. JOINTS SHALL BE PUSH-ON AND MECHANICAL CONFORMING TO AWWA C-111. FITTINGS SHALL BE CAST OR DUCTILE IRON CONFORMING TO AWWA C-118 AND AWWA C-112.
3. THE MINIMUM DEPTH OF WATERMAIN FROM THE TOP OF THE PIPE TO THE FINISHED GRADE SHALL BE FIVE AND A HALF (5.5) FEET.

- 5. VALVES THAT ARE 12 INCHES AND SMALLER SHALL BE IRON BODY, BRONZE MOUNTED, DOUBLE DISC, PARALLEL SEAT, NON-RISING STEM GATE VALVES, CENTER-CLOSURE TO OPEN, IN FULL CONFORMANCE WITH AWWA C-300 WITH MECHANICAL JOINT ENDS (AWWA C-111).
6. ALL VALVES SIX (6) INCHES AND LARGER MUST BE INSTALLED IN VALVE VAULTS. VALVE VAULTS MUST BE PRECAST REINFORCED CONCRETE CONFORMING TO ASTM C-478 AND ASTM C-443. VALVE VAULTS SHALL HAVE A 48" INSIDE DIAMETER FOR 6" AND 8" DIAMETER VALVES. VALVE VAULTS SHALL HAVE A 60" INSIDE DIAMETER FOR 10" AND LARGER DIAMETER VALVES. ALL PRESSURE CONNECTIONS SHALL ALSO BE INSTALLED IN 60" INSIDE DIAMETER VAULTS.
7. VALVE VAULTS REQUIRING OFFSET CONES SHALL BE POSITIONED SO THAT NEITHER THE INSIDE OF THE CONE NOR THE MANHOLE STEPS WILL INTERFERE WITH THE OPERATION OF THE VALVE.
8. VALVE VAULTS SHALL NOT HAVE MORE THAN TWO (2) PRECAST ADJUSTING RINGS WITH A TWELVE INCH MAXIMUM TOTAL HEIGHT ADJUSTMENT.
9. CASTINGS SHALL HAVE "WATER" AND "VILLAGE OF WILLOWBROOK" EMBOSSED ON THE LIDS. CASTINGS SHALL BE E.J.M.V. 10223. MANHOLE STEPS SHALL BE NEENAH NO. R-1981-L.
10. WATERMAIN BEDDING SHALL BE 4 INCHES OF CRUSHED GRAVEL OR CRUSHED STONE AGGREGATE - ASTM C-303 SIZE NO. 57. THE BEDDING STONE SHALL BE EXTENDED TO THE SPRINGLINE OF THE PIPE.
11. ELEVATIONS SHOWN AT FIRE HYDRANTS ARE GROUND ELEVATIONS.
12. ALL DOMESTIC WATER SERVICES SHALL BE CONSTRUCTED OF TYPE K COPPER PIPE (ASTM B-88), HAVING A MINIMUM INTERNAL DIAMETER OF 1-1/2". SUCH SERVICES SHALL BE EQUIPPED WITH A CORPORATION STOP, CURB STOPS AND OTHER NECESSARY FITTINGS IN ACCORDANCE WITH CITY STANDARDS. A CURB STOP AND BOX SHALL BE INSTALLED ELEVEN FEET FROM THE PROPERTY LINE, WITHIN THE PUBLIC RIGHT-OF-WAY, FOR EACH LOT. ALL WATER SERVICE LINES SHALL BE LOCATED NEAR THE APPROXIMATE CENTER OF EACH LOT OBSERVING THE UTILITY SEPARATION REQUIREMENTS DESCRIBED HEREINAFTER AT A MINIMUM DEPTH OF FIVE AND A HALF (5.5) FEET. THE END OF THE SERVICE LINE SHALL BE MARKED WITH A 4 FOOT X 4 FOOT WOODEN STAKE PAINTED BLUE.
13. CONCRETE THRUST RESTRAINTS SHALL BE PRECAST OR FORMED CLASS X CONCRETE AND PROVIDED AT ALL TEES, PLUGGED ENDS, HYDRANTS AND BENDS BETWEEN 11.75 DEGREES AND 90 DEGREES. CARE SHOULD BE TAKEN WHEN POURING CONCRETE SO THAT THE MIX WILL NOT INTERFERE WITH ACCESS TO JOINTS OR WITH HYDRANT DRAINAGE.
14. CASING PIPES SHALL BE STEEL, CONFORMING TO ASTM A-180 WITH 0.375 INCH MINIMUM THICKNESS.
15. HORIZONTAL SEPARATION - WATERMANS AND SEWERS:
1) WATERMANS SHALL BE LOCATED AT LEAST TEN (10) FEET HORIZONTALLY FROM ANY EXISTING OR PROPOSED DRAIN, STORM SEWER, SANITARY SEWER, COMBINED SEWER OR SEWER SERVICE CONNECTION.
2) WATERMANS MAY BE LOCATED CLOSER THAN TEN (10) FEET TO A SEWER LINE WHEN:
A) LOCAL CONDITIONS PREVENT A LATERAL SEPARATION OF TEN FEET AND
B) THE WATERMAIN INVERT IS AT LEAST 18 INCHES ABOVE THE CROWN OF THE SEWER; AND
C) THE WATERMAIN IS EITHER IN A SEPARATE TRENCH OR IN THE SAME TRENCH ON A HALF INCH OR GREATER EARTH SHELFF LOCATED TO ONE SIDE OF THE SEWER.
3) WHEN IT IS IMPOSSIBLE TO MEET (2) OR (2) ABOVE, BOTH THE WATERMAIN AND DRAIN OR SEWER SHALL BE CONSTRUCTED OF SLIP-ON OR MECHANICAL JOINT CAST OR DUCTILE IRON PIPE, ASBESTOS-CEMENT PRESSURE PIPE, PRE-STRESSED CONCRETE PIPE, OR PVC PIPE EQUIVALENT TO WATERMAIN STANDARDS OF CONSTRUCTION. THE DRAIN OR SEWER SHALL BE PRESSURE-TESTED TO THE MAXIMUM EXPECTED SURCHARGE HEAD BEFORE BACKFILLING.
16. VERTICAL SEPARATION - WATERMANS AND SEWERS:
1) A WATERMAIN SHALL BE SEPARATED FROM A SEWER SO THAT ITS INVERT IS A MINIMUM OF 18 INCHES ABOVE THE CROWN OF THE DRAIN OR SEWER. WHENEVER WATERMANS CROSS STORM SEWERS, SANITARY SEWERS OR SEWER SERVICE CONNECTIONS, THE VERTICAL SEPARATION SHALL BE MAINTAINED FOR THAT PORTION OF THE WATERMAIN LOCATED WITHIN TEN (10) FEET HORIZONTALLY OF ANY SEWER OR DRAIN CROSSING. A LENGTH OF WATERMAIN PIPE SHALL BE CENTERED OVER THE SEWER TO BE CROSSED WITH JOINTS EQUIDISTANT FROM THE SEWER OR DRAIN.
2) BOTH THE WATERMAIN AND SEWER SHALL BE CONSTRUCTED OF SLIP-ON OR MECHANICAL JOINT CAST OR DUCTILE IRON PIPE, ASBESTOS-CEMENT PRESSURE PIPE, PRE-STRESSED CONCRETE PIPE, OR PVC PIPE EQUIVALENT TO WATERMAIN STANDARDS OF CONSTRUCTION WHEN:
A) IT IS IMPOSSIBLE TO OBTAIN THE PROPER VERTICAL SEPARATION AS DESCRIBED IN (1) ABOVE; OR
B) THE WATERMAIN PASSES UNDER A SEWER OR DRAIN.
3) A VERTICAL SEPARATION OF 18 INCHES BETWEEN THE INVERT OF THE SEWER OR DRAIN AND THE CROWN OF THE WATERMAIN SHALL BE MAINTAINED WHERE A WATERMAIN CROSSES UNDER A SEWER. SUPPORT THE SEWER OR DRAIN LINES TO PREVENT SETTling AND BREAKING THE WATERMAIN AS SHOWN ON THE PLANS OR APPROVED BY THE ENGINEER.
4) CONSTRUCTION SHALL EXTEND ON EACH SIDE OF THE CROSSING UNTIL THE PERPENDICULAR DISTANCE FROM THE WATERMAIN TO THE SEWER OR DRAIN LINE IS AT LEAST TEN FEET.
17. INSTALLED WATERMAIN SHALL BE PRESSURE-TESTED IN ACCORDANCE WITH CITY OF DARIEN CODE AND THE DEPARTMENT OF PUBLIC WORKS PRIOR TO FINAL ACCEPTANCE.
18. INSTALLED WATERMAIN SHALL BE DISINFECTED AND TESTED ACCORDING TO THE REQUIREMENTS OF THE 'STANDARDS FOR DISINFECTING WATERMANS', AWWA C-600, AND AS REQUIRED BY VILLAGE CODE. ALL DISINFECTING, AS REQUIRED, SHALL BE PERFORMED BY AN INDEPENDENT FIRM EXHIBITING EXPERIENCE IN THE METHODS AND TECHNIQUES OF THIS OPERATION AND SHALL BE APPROVED BY THE VILLAGE.

STORM SEWER

- 1. REINFORCED CONCRETE PIPE STORM SEWER SHALL MEET OR EXCEED THE REQUIREMENTS OF ASTM C-76 CLASS III. PVC PIPE STORM SEWER 4 INCH AND 6 INCH SHALL MEET OR EXCEED THE REQUIREMENTS OF ASTM D-3034 (SBR 50). GALVANIZED CORRUGATED STEEL CULVERT PIPE SHALL MEET OR EXCEED THE REQUIREMENTS OF AASHTO M-246, TYPE 3, MINIMUM WALL THICKNESS 14 GAUGE.
2. SEWER PIPE JOINTS SHALL BE "O-RING" TYPE - ASTM C-443 FOR RCP AND SHALL BE PUSH-ON TYPE-ASTM D-3912 FOR PVC PIPE.
3. MANHOLES AND CATCH BASINS SHALL BE PRECAST REINFORCED CONCRETE - ASTM C-478 AND ASTM C-443 CONFORMING TO THE FOLLOWING MINIMUM SIZE CRITERIA UNLESS SPECIFIED OTHERWISE:
A) FOR SEWER EIGHTEEN (18) INCH DIAMETER OR LESS, MANHOLE SHALL HAVE A FORTY-EIGHT (48) INCH INSIDE DIAMETER.
B) FOR SEWER TWENTY-ONE (21) INCH TO THIRTY-SIX (36) INCH IN DIAMETER, MANHOLE SHALL HAVE A SIXTY (60) INCH INSIDE DIAMETER.
C) FOR SEWER GREATER THAN THIRTY-SIX (36) INCH DIAMETER, MANHOLE SHALL HAVE AN OFFSET RISER PIPE OF FORTY-EIGHT (48) INCH INSIDE DIAMETER.
4. NO MORE THAN TWO PRECAST ADJUSTING RINGS WITH A MAXIMUM HEIGHT ADJUSTMENT OF TWELVE INCHES SHALL BE ALLOWED.
5. STORM SEWER MANHOLE JOINTS SHALL BE SEALED WITH PORTLAND CEMENT MORTAR, "O-RING" GASKETS, OR MASTIC MATERIAL.
6. MANHOLE FRAME AND COVER CASTINGS SHALL BE NEENAH NO. R-1772-C, EMBOSSED WITH "STORM" AND "VILLAGE OF WILLOWBROOK". MANHOLE STEPS SHALL BE NEENAH NO. R-1981-L, THREE INCH CURB AND GUTTER INLET CASTINGS SHALL BE NEENAH R-3501-P, SIX INCH CURB AND GUTTER INLET CASTINGS SHALL BE NEENAH NO. R-3002-A. INLET AND CATCH BASIN CASTINGS IN GRASSY AREAS SHALL BE NEENAH NO. R-8270 FRAME AND GRATE.
7. INLETS SHALL BE TWENTY-FOUR (24) INCH DIAMETER PRECAST REINFORCED CONCRETE CONFORMING TO ASTM C-478.
8. FOUR INCHES OF CRUSHED GRAVEL OR CRUSHED STONE AGGREGATE (ASTM C-303, SIZE NO. 57) SHALL BE USED AS BEDDING UNDER THE PIPE. THE BEDDING STONE SHALL BE GRADED ALONG THE ENTIRE LENGTH OF PIPE TO PROVIDE FULL BEARING. THE BEDDING STONE SHALL EXTEND TO THE SPRINGLINE OF THE PIPE.
9. RIM GRADES IN CURB AND GUTTER ARE EDGE OF PAVEMENT ELEVATIONS.
10. ALL EXISTING FIELD TILE AND/OR DRAIN PIPES ENCOUNTERED DURING CONSTRUCTION OPERATIONS SHALL BE CONNECTED TO THE PROPOSED STORM SEWER SYSTEM. IF THIS CANNOT BE ACCOMPLISHED, THEN IT SHALL BE REPAIRED WITH A NEW PIPE OF SIMILAR SIZE AND MATERIAL TO THE ORIGINAL LINE AND GRADE AND PUT INTO AN ACCEPTABLE OPERATING CONDITION. A RECORD OF ALL FIELD TILE OR DRAIN PIPE ENCOUNTERED SHALL BE KEPT BY THE CONTRACTOR AND TURNED OVER TO THE ENGINEER ON COMPLETION OF THE PROJECT. THE COST OF THIS WORK IS CONSIDERED INCIDENTAL TO THE PROJECT AND NO ADDITIONAL COMPENSATION WILL BE PROVIDED.
11. ALL FOOTING DRAINS AND DOWNSPOUTS SHALL DISCHARGE TO THE STORM SYSTEM OR OVER GROUND.
12. ANY PIPES OR MANHOLES CONTAINING SEDIMENT SHALL BE CLEANED OUT PRIOR TO FINAL ACCEPTANCE.
13. ALL WINDOW WELLS, WHERE APPLICABLE, SHALL DISCHARGE TO THE STORM SYSTEM.
14. ALL MANHOLES IN PAVEMENT SHALL HAVE EXTERNAL CHIMNEY SEALS.
15. CONTRACTOR SHALL CHECK FOR APPROVAL WITH THE VILLAGE OF WILLOWBROOK REGARDING THE SUBSTITUTION OF ADS PIPE FOR CURRENTLY ACCEPTED RCP. IF NEEDED, PLEASE CONSULT CURRENT "ADS SPECIFICATION MANUAL".

SANITARY SEWER

- 1. ALL SANITARY SEWER AND SERVICE CONNECTION PIPE SHALL BE POLYVINYL CHLORIDE (PVC) PIPE CONFORMING TO ASTM-3034, SBR 50 MINIMUM STRENGTH WITH FLEXIBLE ELASTOMERIC SEAL JOINTS CONFORMING TO ASTM D-3912. WATERMAIN SANITARY SEWER SHALL BE POLYVINYL CHLORIDE (PVC) PIPE CONFORMING TO ASTM D-3034 WITH ASTM D-2284 AND SHALL HAVE ELASTOMERIC JOINTS TO COMPLY WITH ASTM A-777 AND PRESSURE RATED IN ACCORDANCE WITH ASTM D-3139.
2. THE MINIMUM BUILDING SANITARY SEWER SERVICE SIZE SHALL BE SIX (6) INCHES IN DIAMETER. THE SERVICE LATERAL SHALL SLOPE TOWARD THE MAIN AT THE MINIMUM RATE OF ONE (1) PERCENT. THE SERVICE LATERAL SHALL BE TERMINATED EIGHT (8) FEET INTO THE LOT AND ALL SERVICE LINES SHALL BE LOCATED AT THE APPROXIMATE CENTER OF EACH LOT AND PLUGGED WITH A WATER-TIGHT FACTORY MADE PLUG. THE PLUG SHALL BE BACKFILLED TO WITHSTAND AIR TEST PRESSURE AND MARKED WITH A 4 FOOT X 4 FOOT RED STAKE.
3. MANHOLES SHALL BE PRECAST REINFORCED CONCRETE- ASTM C-478 WITH TONGUE AND GROOVE JOINTS SEALED WITH GASKETS CONFORMING TO ASTM C-443 OR BITUMINOUS JOINTING MATERIAL.
4. NO MORE THAN TWO PRECAST ADJUSTING RINGS WITH A MAXIMUM HEIGHT ADJUSTMENT OF TWELVE INCHES SHALL BE ALLOWED.
5. ALL PIPE CONNECTION OPENINGS SHALL BE PRECAST WITH RESILIENT RUBBER WATER-TIGHT PIPE TO MANHOLE SLEEVES OR SEALS, PER ASTM C-923.
6. MANHOLES SHALL INCLUDE EXTERNAL CHIMNEY SEALS.
7. ALL SANITARY SEWER CONSTRUCTION REQUIRES FOUR (4) INCHES OF CRUSHED GRAVEL OR CRUSHED STONE BEDDING UNDER THE PIPE. BEDDING STONE SHALL EXTEND TO A POINT TWELVE INCHES ABOVE THE TOP OF THE PIPE.
8. THE INSTALLATION OF SANITARY SEWER AND APPURTENANCES SHALL CONFORM TO THE REQUIREMENTS OF ASTM D-2321 FOR PVC PIPE AND FITTINGS.
9. BACKFILLING OF THE TRENCH SHALL BE ACCOMPLISHED BY CAREFUL REPLACEMENT OF THE EXCAVATED MATERIAL AFTER THE PIPE, BEDDING, AND THE COVER MATERIAL HAVE BEEN INSTALLED. ANY PIPE INSTALLED UNDER OR WITHIN TWO (2) FEET OF A PAVEMENT EDGE, SIDEWALK, OR CURB AND GUTTER SHALL BE BACKFILLED TO THE TOP OF THE TRENCH WITH CA-6 MATERIAL.
10. "NON-SHEAR" OR SIMILAR FLEXIBLE-TYPE COUPLINGS SHALL BE USED IN THE CONNECTION OF SEWER PIPE OF DISSIMILAR MATERIALS. ALL CHANGES OF MATERIAL SHALL OCCUR INSIDE A MANHOLE.

- 11. WHEN CONNECTING TO AN EXISTING SEWER MAIN BY MEANS OTHER THAN AN EXISTING VUE, TEE, OR AN EXISTING MANHOLE, ONE OF THE FOLLOWING METHODS SHOULD BE USED:
A) CIRCULAR SAVOUT OF SEWER MAIN BY PROPER TOOLS ("SEWER-TAP" MACHINE OR SIMILAR) AND PROPER INSTALLATION OF HUB-VUE SADDLE OR HUB-TEE SADDLE.
B) REMOVE AN ENTIRE SECTION OF PIPE BREAKING ONLY THE TOP OF ONE BELL AND REPLACE WITH A VUE OR TEE BRANCH SECTION.
C) WITH PIPE CUTTER, NEATLY AND ACCURATELY CUT OUT DESIRED LENGTH OF PIPE FOR INSERTION OF PROPER FITTING, USING "BAND-SEAL" OR SIMILAR COUPLINGS TO HOLD IT FIRMLY IN PLACE.
12. MANHOLE CASTINGS SHALL BE EAST JORDAN 10223 WITH A SELF-SEALING LID EMBOSSED WITH "SANITARY SEWER" AND "DUPAGE COUNTY".
13. ALL FLOOR DRAINS SHALL DISCHARGE TO THE SANITARY SEWER.
14. ALL SANITARY SEWER PIPES SHALL BE TESTED IN ACCORDANCE WITH THE STANDARD SPECIFICATIONS OF WATER AND SEWER MAIN CONSTRUCTION IN ILLINOIS, AS A MINIMUM, AND WITH DUPAGE COUNTY SANITARY CODE REQUIREMENTS, INCLUDING VISUAL, TELEVISION, INFILTRATION, EXFILTRATION, AIR TESTS, AND DEFLECTION TESTS.
15. OVERHEAD SEWERS ARE REQUIRED FOR ALL RESIDENCES.

PAVEMENT, SIDEWALK, AND CURB & GUTTER

- 1. PAVEMENT THICKNESS SHALL COMPLY WITH THE VILLAGE OF WILLOWBROOK REQUIREMENTS.
2. SIDEWALK SHALL BE FIVE (5) INCH PORTLAND CEMENT CONCRETE, FIVE (5) FEET WIDE, AND INSTALLED ONE (1) FOOT OFF OF THE RIGHT-OF-WAY LINE WITHIN THE PUBLIC RIGHT-OF-WAY. SIDEWALK SHALL BE SIX INCHES THICK WHERE PASSING ACROSS AN EXISTING OR PROPOSED COMMERCIAL DRIVE AND WHERE PASSING OVER PUBLIC UTILITY LINES.
3. HANDICAPPED RAMPS AND DEPRESSED CURBS SHALL BE PROVIDED WHEREVER SIDEWALK INTERSECTS CURB IN ACCORDANCE WITH IDOT SPECIFICATIONS.
4. THE CURB AND GUTTER BASE COURSE SHALL BE CA-6, TRIMMED OR FIELDED AS NECESSARY TO PROVIDE A FIVE (5) INCH DEPTH CURB AND GUTTER. PRIOR TO CONCRETE PLACEMENT, THE BASE COURSE SHALL BE COMPACTED AND PROOF-ROLLED.
5. EXPANSION JOINTS SHALL BE PLACED, AS A MINIMUM, AT ALL CURB RADIUS POINTS AND CONSTRUCTION JOINTS IN THE CURB. TWO NO. 4 REINFORCING BARS SHALL BE PLACED CONTINUOUSLY BETWEEN EXPANSION JOINTS. EXPANSION JOINTS SHALL BE DEVELOPED AND SPACED NO MORE THAN NINETY (90) FEET ON CENTER.
6. CONSTRUCTION JOINTS SHALL BE SAVOUT AT 15-FOOT MAXIMUM INTERVALS TO A DEPTH OF 1.5 INCHES. CONSTRUCTION JOINT SPACES SHALL BE SEALED WITH A COLD-POURED JOINT COMPOUND. CONCRETE CURING COMPOUND SHALL BE APPLIED AS FINISHING WORK PROCEEDS.
7. THE CONTRACTOR SHALL BACKFILL CURB AND GUTTER AFTER ITS CONSTRUCTION AND PRIOR TO THE PLACEMENT OF BASE COURSE MATERIALS. THE CURB IS TO BE SAVOUT WITHIN 24 HOURS AFTER PLACEMENT. GUTTER PITCH SHALL BE REVERSED WHERE APPROPRIATE FOR DRAINAGE.
8. ALL CURBS CONSTRUCTED OVER A UTILITY TRENCH SHALL BE REINFORCED WITH TWO NO. 4 REBARS FOR A LENGTH OF 20 FEET CENTERED OVER THE TRENCH. SIDEWALKS SHALL BE TREATED IN THE SAME MANNER USING THREE NO. 6 BARS.
9. PRIOR TO PLACING ANY PAVEMENT MATERIAL, THE CONTRACTOR IS RESPONSIBLE FOR PROPERLY PREPARING AND COMPACTING THE SUBGRADE. BOTH THE CURB AND GUTTER AND PAVEMENT BASE COURSE SHALL BE PROOF-ROLLED WITH A FULLY-LOADED BUMP TRUCK. THE ENGINEER SHALL BE NOTIFIED AT LEAST 24 HOURS BEFORE PROOF-ROLLING. ADDITIONAL PROOF-ROLLS MAY BE NECESSARY TO VERIFY THAT ANY UNSTABLE AREAS HAVE BEEN REPAIRED. NO PAVEMENT MATERIAL IS TO BE PLACED ON A WET OR SOFT SUBGRADE.
10. ALL EXISTING PAVEMENT OR CONCRETE TO BE REMOVED SHALL BE SAVOUT TO A NEAT EDGE ALONG LIMITS OF PROPOSED REMOVAL BEFORE REMOVAL OPERATIONS BEGIN.

SOIL EROSION CONTROL PLAN

- 1. THE ERCTE SITE SHALL BE GRADED SO THAT NO STORM WATER RUNOFF AND LIKEWISE SOIL SEDIMENT CAN FLOW UNRESTRICTED FROM THE SITE.
2. DURING CONSTRUCTION, A TEMPORARY EARTH BERM OR SILT FENCE SHALL BE PROVIDED ALONG THE PROPERTY LINES WHERE UNRESTRICTED RUNOFF OCCURS NATURALLY OR IS CREATED BY EXCAVATION. IF FENCING IS USED, THE CONDITION OF THE FENCE SHALL BE CHECKED AT MINIMUM EVERY OTHER WEEK, OR AFTER EVERY RAINSTORM THAT MIGHT PRODUCE RUNOFF. DAMAGED OR DETERIORATED ITEMS SHALL BE REPLACED AND MAINTAINED IN AN EFFECTIVE CONDITION.
3. ANY STORM WATER DRAINAGE STRUCTURES THAT HAVE THE POTENTIAL TO ACCEPT RUNOFF CONTAINING SUSPENDED SOIL PARTICLES SHALL BE PROTECTED WITH INLET FILTER BASKETS.
4. ANY EXCESS TOPSOIL THAT IS TO BE STOCKPILED FOR A PERIOD LONGER THAN THREE WEEKS SHALL BE PROTECTED BY EXCAVATING A TRENCH COMPLETELY AROUND THE STOCKPILE TO PREVENT THE ESCAPE OF SOIL MATERIAL THROUGH STORM WATER RUNOFF. STOCKPILES THAT ARE TO REMAIN FOR LONGER THAN TWO (2) MONTHS SHALL BE SEEDED WITH AN APPROPRIATE GRASS COVER.

- 5. ALL INLET FILTER BASKETS SHALL REMAIN IN PLACE UNTIL ALL DISTURBED EARTH HAS BEEN PAVED OR VEGETATED AND SHALL ALSO BE CHECKED AND CLEANED AT REGULAR INTERVALS TO ENSURE PROTECTION SILT FENCING CAN REMAIN IN PLACE THROUGHOUT THE CONSTRUCTION OF THE BUILDINGS TO SERVE AS EROSION CONTROL FOR THAT CONSTRUCTION.
6. AS EACH PHASE ON THE ENTIRE SITE IS COMPLETED, THE ENTIRE AREA IS TO BE EITHER SOILED OR SEEDS AFTER SEDIMENT HAS BEEN REDISTRIBUTED. IF WEATHER CONDITIONS ARE SUCH THAT SEEDING WOULD NOT BE EFFECTIVE, THEN THE STOCK PILES SHOULD BE EITHER MULCHED OR COVERED AND GRADED SO THAT ALL SEDIMENT FROM EROSION WILL BE CONFINED WITHIN THE BOUNDARIES OF THE SITE.
7. SEEDING SHALL BE DONE PER "STANDARDS AND SPECIFICATIONS FOR SOIL EROSION AND SEDIMENT CONTROL", BY THE ILLINOIS ENVIRONMENTAL PROTECTION AGENCY DIVISION OF WATER POLLUTION CONTROL, LATEST EDITION.
8. TO PREVENT SOIL FROM LEAVING THE SITE ON CONSTRUCTION VEHICLE WHEELS, WORK ENTRANCES SHALL BE CONSTRUCTED OF GRAVEL AND SHALL EXTEND AT LEAST 100 FEET INTO THE JOB SITE. THE EXISTING PAVEMENT SURFACES SHALL BE INSPECTED DAILY FOR SOIL DEBRIS AND SHALL BE CLEANED WHEN NECESSARY.
9. THE CONTRACTOR SHALL HAVE THE COMPENSATORY STORAGE BASIN VOLUME VERIFIED BY A LICENSED ENGINEER OR SURVEYOR PRIOR TO THE INSTALLATION OF TOPSOIL AND SEEDING/SOIL. THE COST OF SAID VERIFICATION SHALL BE BORNE BY THE CONTRACTOR.
10. IT SHALL BE THE CONTRACTOR'S RESPONSIBILITY TO PROPERLY DISPOSE OF ANY EXCESS EXCAVATED MATERIAL.

DISPOSAL OF DEBRIS EXCAVATION AND PAVEMENT REMOVAL SHALL BE THE CONTRACTOR'S RESPONSIBILITY AND CONSIDERED AS AN INCIDENTAL EXPENSE.

SITE GRADING

- 1. EXCAVATION OF TOPSOIL AND OTHER STRUCTURALLY UNSUITABLE MATERIALS MAY REQUIRE EARTH EXCAVATION AND COMPENSATORY STORAGE MATERIAL IN ORDER TO ACHIEVE THE PLAN SUBGRADE ELEVATIONS.
2. PLACEMENT OF THE EXCAVATED MATERIAL SHALL BE IN AREAS DESIGNATED BY THE OWNER FOR FUTURE USE. WITHIN AREAS TO BE LANDSCAPED, AND THOSE AREAS NOT REQUIRING STRUCTURAL FILL MATERIAL.
3. COMPACTION OF THE EXCAVATED MATERIAL PLACED IN AREAS NOT REQUIRING STRUCTURAL FILL SHALL BE MODERATE.
4. EXCESS MATERIALS, IF NOT UTILIZED AS FILL OR STOCKPILED FOR FUTURE LANDSCAPING, SHALL BE COMPLETELY REMOVED FROM THE CONSTRUCTION SITE AND DISPOSED OF BY THE CONTRACTOR.
5. EXCAVATION OF EARTH AND OTHER MATERIALS WHICH ARE SUITABLE FOR USE AS STRUCTURAL FILL. THE EXCAVATION SHALL BE TO WITHIN A TOLERANCE OF 0.3" +/- OF THE PLAN SUBGRADE ELEVATIONS. THE TOLERANCE WITHIN PAVEMENT AREAS SHALL BE SUCH THAT THE EARTH MATERIAL SHALL BALANCE AS PART OF THE FINE GRADING OPERATION.
6. PLACEMENT AND COMPACTION OF MATERIALS SHALL CONFORM TO I.D.G.T. SPECIFICATIONS.
7. THE CONTRACTOR SHALL MAINTAIN PROPER SITE DRAINAGE AT ALL TIMES DURING THE COURSE OF CONSTRUCTION AND PREVENT STORM WATER FROM RUNNING INTO OR STANDING IN EXCAVATED AREAS.
8. PAYMENT FOR THE REMOVAL OF UNSUITABLE MATERIAL, INCLUDING TOPSOIL EXCAVATION SHALL BE BASED ON THE QUANTITY OF MATERIAL REMOVED BY THE ENGINEER. THE CONTRACTOR SHALL PROVIDE AS PART OF HIS BID A UNIT PRICE PER CUBIC YARD FOR THE REMOVAL OF UNSUITABLE MATERIAL. SAID UNIT PRICE SHALL INCLUDE THE COMPLETE REMOVAL OF THE MATERIAL, REPLACEMENT WITH A SUITABLE MATERIAL OBTAINED BY THE CONTRACTOR FROM A BORROW SOURCE, AND COMPACTION TO THE REQUIRED SPECIFICATION OF THE CITY.

TRAFFIC CONTROL AND STAGING

- 1. THE CONTRACTOR SHALL PROVIDE TRAFFIC CONTROL IN ACCORDANCE WITH DOT SPECIFICATIONS, THE SPECIAL PROVISIONS, AND AS DIRECTED BY THE ENGINEER.
2. THE CONTRACTOR SHALL ENSURE THAT ALL TRAFFIC CONTROL DEVICES ARE OPERATIONAL AND EFFECTIVE 24 HOURS A DAY, INCLUDING SUNDAYS AND HOLIDAYS.
3. THE CONTRACTOR SHALL MAINTAIN ACCESS TO EMERGENCY VEHICLES AND RESIDENTS AT ALL TIMES. AT LEAST ONE LANE OF TRAFFIC MUST BE OPEN AT ALL TIMES. FLAGGERS IN ACCORDANCE WITH THE IDOT STANDARD SPECIFICATIONS, SHALL BE REQUIRED.
4. DURING CONSTRUCTION STAGING OPERATIONS, THE DISTRICT, THE VILLAGE OF WILLOWBROOK, THE POLICE DEPARTMENT AND FIRE DEPARTMENT SHALL BE NOTIFIED IN WRITING 48 HOURS PRIOR TO TEMPORARY LANE CLOSURE. EMERGENCY ACCESS SHALL BE PROVIDED AT ALL TIMES.
5. DURING CONSTRUCTION STAGING OPERATIONS, THE DISTRICT AND AFFECTED RESIDENTS SHALL BE NOTIFIED IN WRITING 48 HOURS PRIOR TO REMOVAL OF DRIVEWAYS. TEMPORARY ACCESS SHALL BE PROVIDED DURING NON-WORKING HOURS.
6. MADISON STREET SHALL BE FULLY RE-OPENED UPON THE CONCLUSION OF EACH WORK DAY AND SHALL REMAIN FULLY OPEN DURING NON-WORKING HOURS. STOCKPILING OF CONSTRUCTION MATERIALS WITHIN THE ROADWAY OF MADISON STREET WILL NOT BE ALLOWED.

DUPAGE COUNTY DIVISION OF TRANSPORTATION GENERAL NOTES AND SPECIFICATIONS

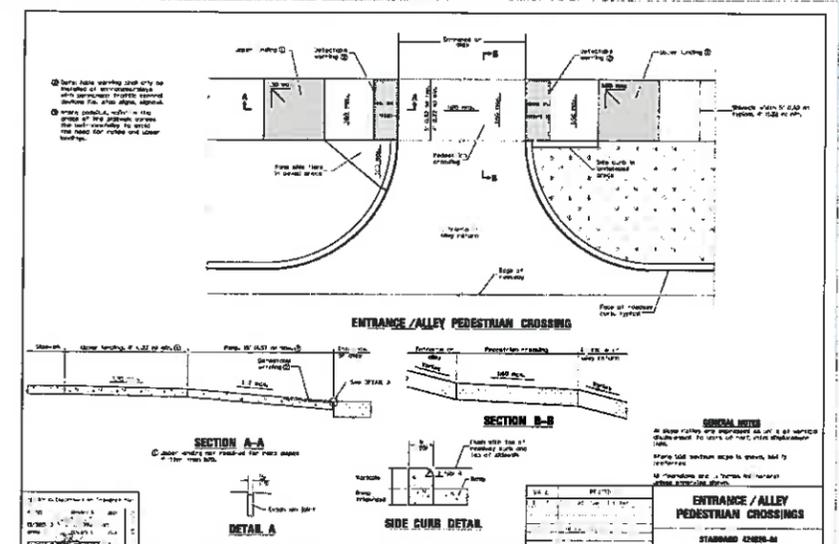
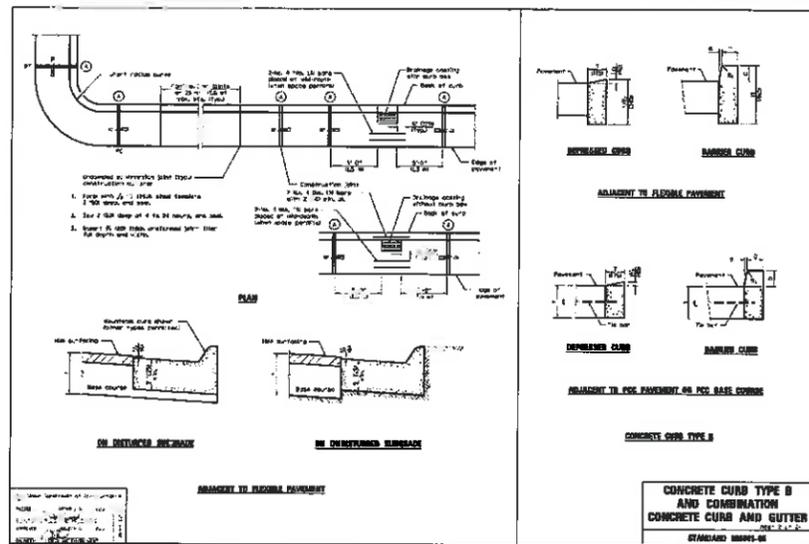
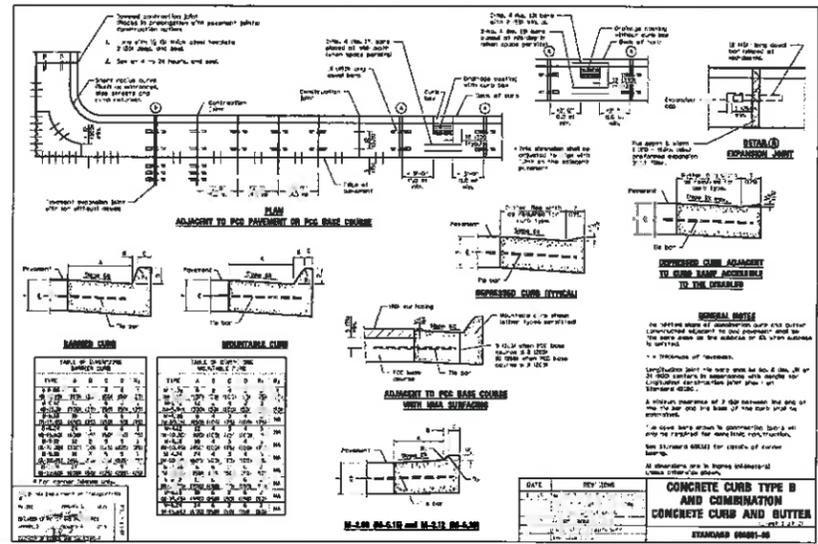
- 1. DAILY LANE CLOSURES WITHIN COUNTY RIGHTS OF WAY ARE PERMITTED BETWEEN 9:00 AM AND 4 P.M. ONLY. TRAFFIC CONTROL SHALL CONFORM TO THE HIGHWAY STANDARDS AND THE MANUAL FOR UNIFORM TRAFFIC DEVICES AT ALL TIMES DURING CONSTRUCTION. TRAFFIC CONTROL SHALL INCLUDE ADVANCE WARNING LANE CLOSURE SIGNAGE, AN ARROW BOARD AND TYPE 1 BARRICADES WITH STEADY BURN LIGHTS AND SANDBAGS, AS IS APPLICABLE. LANE CLOSURES ARE NOT PERMITTED ON COUNTY ROADWAYS DURING SHOWERS OR WITHIN 2 HOURS PRIOR TO PREDICTED SNOWFALL OR PRECIPITATION CONDITIONS BETWEEN NOVEMBER 15 AND APRIL 15 FOR MAINTENANCE OF THE ROADWAY PAVEMENT BY COUNTY HIGHWAY MAINTENANCE DEPARTMENT STAFF AND EQUIPMENT.
2. DISTURBED AREAS OF THE COUNTY'S RIGHT OF WAY SHALL BE DRESSED WITH A MINIMUM OF 6" TOPSOIL AND IDOT CLASS 2A SEED (WITH EROSION CONTROL BLANKET OF HYDRO SEEDING OR SOD (SALT TOLERANT AND STAKED IN PLACE)).
3. CONTACT THE DIVISION OF TRANSPORTATION (630)407-6900 A MINIMUM OF 48 HOURS PRIOR TO THE START OF CONSTRUCTION WITHIN THE COUNTY'S RIGHT OF WAY AND WITHIN 300' OF ANY COUNTY MAINTAINED SIGNAL, TRAFFIC SIGNALS AND RELATED EQUIPMENT ARE NOT IN THE JULLIE SYSTEM.
4. EROSION CONTROL MEASURES SHALL COMPLY WITH THE MINIMUM REQUIREMENTS OF THE DUPAGE COUNTY STORMWATER AND FLOODPLAIN ORDINANCE (LATEST EDITION/REVISION) SPECIFICATIONS AT ALL TIMES.
5. PAVEMENT, CURB/GUTTER AND STORM STRUCTURES SHALL BE MAINTAINED FREE OF MUD/DEBRIS AT ALL TIMES AND SHALL BE CLEANED AS IS REQUIRED AND/OR AS DIRECTED BY DUPAGE COUNTY.
6. EQUIPMENT AND MATERIALS MAY NOT BE STORED WITHIN THE COUNTY'S RIGHTS OF WAY.
7. CONTACT DUPAGE COUNTY (630)407-6900 A MINIMUM OF 48 HOURS PRIOR TO THE START OF CONSTRUCTION, TO ARRANGE FOR INSPECTIONS AND AT THE COMPLETION OF THE DESCRIBED WORK.
8. OPEN-CUTTING OF THE COUNTY'S ROADWAY PAVEMENT IS STRICTLY PROHIBITED WITHOUT THE EXPRESS WRITTEN PERMISSION OF THE DUPAGE COUNTY DIVISION OF TRANSPORTATION.

Table with 5 columns: DATE, BY, DESCRIPTION, DATE, BY, DESCRIPTION. Includes revision dates 2/25/16 and 4/4/16.

ENGINEERING RESOURCE ASSOCIATES, INC. CONSULTING ENGINEERS, SCIENTISTS & SURVEYORS. 35701 WEST AVENUE, SUITE 130 WARRENVILLE, ILLINOIS 60555. PHONE (630) 393-3060 FAX (630) 393-2152. 2416 GALJUN DRIVE CHAMPAIGN, ILLINOIS 61821. PHONE (217) 351-6348 FAX (217) 355-1092. 10 S. RIVERSIDE PLAZA SUITE #75 CHICAGO, ILLINOIS 60606. PHONE (312) 474-7841.

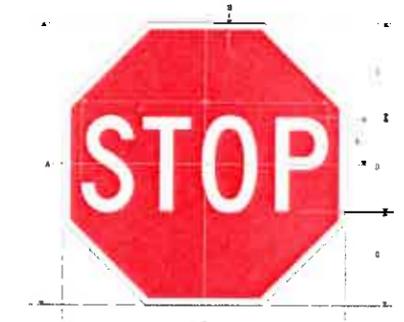
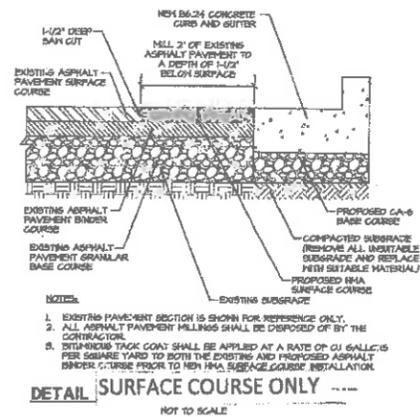
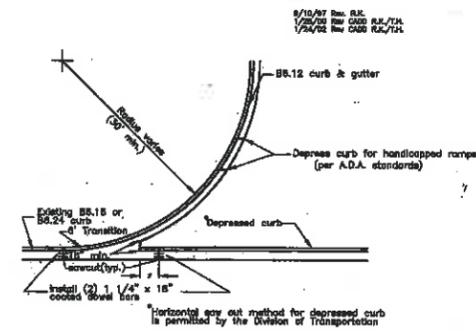
MIDWEST HELICOPTER AIRWAYS, INC. 525 EXECUTIVE DRIVE WILLOWBROOK, ILLINOIS 60527. TITLE: GENERAL NOTES 525 EXECUTIVE DRIVE WILLOWBROOK, ILLINOIS 60527. SCALE: NONE. DATE: APRIL, 2016. JOB NO: 270815. SHEET 6 OF 9.

PROJECTS/Midwest Helicopter Airways, Inc./270815-00_52525-executive-willowbrook-CAD/3/2016 Updated by: graham 4/7/2016



NOTE: PROPOSED ADA RAMP SHALL NOT HAVE SIDE CURBS OR FLARES.

**DaPage County Division of Transportation
Curb/Gutter Flag Standard**



A	B	C	D	E	F
18	24	30	36	42	48
24	30	36	42	48	54
30	36	42	48	54	60
36	42	48	54	60	66
42	48	54	60	66	72

R1-1 STOP SIGN

DETAIL

NOT TO SCALE

DATE	BY	DESCRIPTION	DATE	BY	DESCRIPTION
2/25/16	A.J.	PER VILLAGE OF WILLOWBROOK COMMENTS			
4/4/16	A.J.	PER DDOT COMMENTS			



ENGINEERING RESOURCE ASSOCIATES, INC.
CONSULTING ENGINEERS, SCIENTISTS & SURVEYORS

35701 WEST AVENUE, SUITE 150
WARRENVILLE, ILLINOIS 60555
PHONE (630) 393-3060
FAX (630) 393-2152

2416 GALLEN DRIVE
CHAMPAIGN, ILLINOIS 61821
PHONE (217) 351-6368
FAX (217) 355-1902

10 S. RIVERSIDE PLAZA
SUITE 875
CHICAGO, ILLINOIS 60606
PHONE (312) 474-7841

MIDWEST HELICOPTER AIRWAYS, INC.
525 EXECUTIVE DRIVE
WILLOWBROOK, ILLINOIS 60527

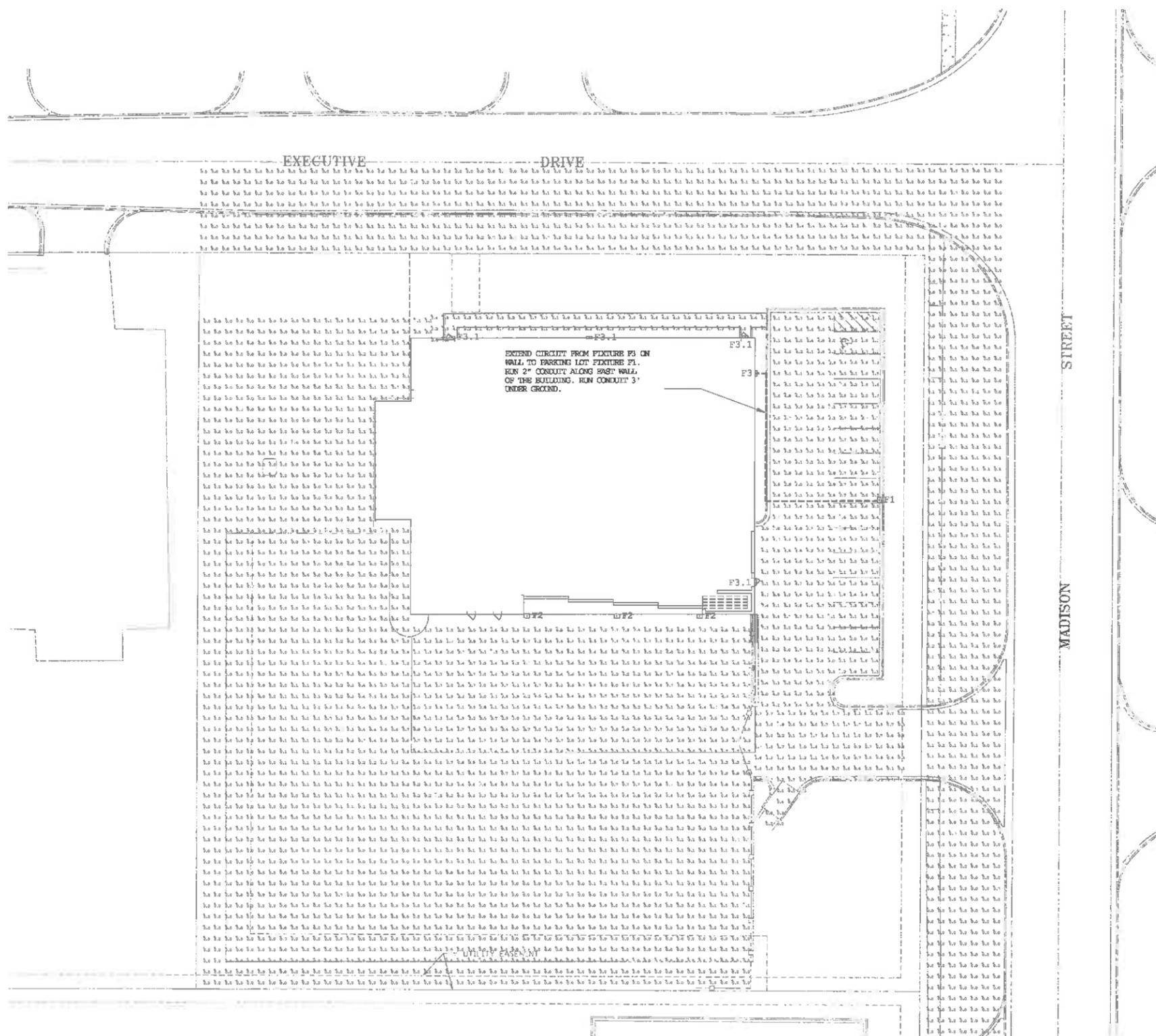
TITLE: DETAILS
525 EXECUTIVE DRIVE
WILLOWBROOK, ILLINOIS 60527

SCALE: NONE
DATE: APRIL 2016
JOB NO: 270816
SHEET 9 OF 9

PRELIMINARY DESIGN
PLAN FOR MIDWEST HELICOPTER BUILDING
525 EXECUTIVE DRIVE
WILLOWBROOK, ILLINOIS 60527



DAVID DRESSLER DESIGN - BUILD
224 POWELL AVENUE, CLARENDON HILLS, ILLINOIS 60514



1 SITE LIGHTING, LIGHTING LEVELS (FC)
NO SCALE

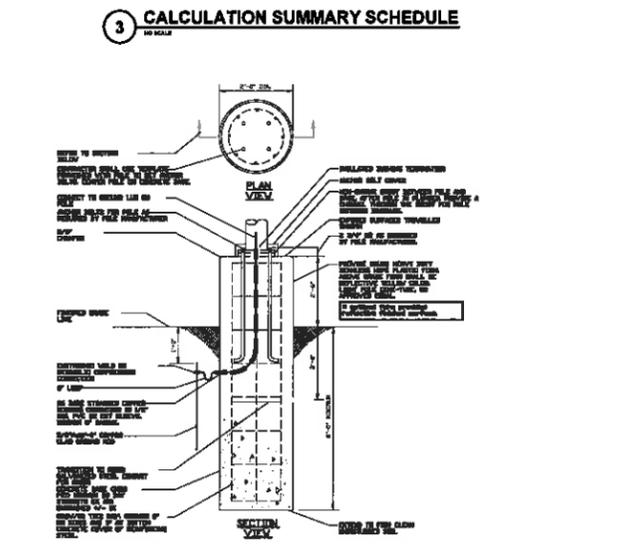
LUMINAIRE SCHEDULE

(SYM) MOUNTING: RM - RECESSED SP - SUSPENDED CL - CEILING SURFACE WL - WALL UC - UNDER CABINET CV - COVE PL - POLE FA - FLUORESCENT RECESSED O - OTHER (SEE DESCRIPTION) DOOR: F1 - FLAT ALUMINUM F2 - FLAT STEEL F3 - RECESSED ALUMINUM R2 - RECESSED BRASS	(SYM) LAMP TECHNOLOGY: FL - FLUORESCENT SP - COMPACT FLUORESCENT HL - HALOGEN SL - LED SURFACE MOUNT LED - LED LIGHT BOTTLE DRIVE HLS - HIGH BAY LED SURFACE MOUNT MH - METAL HALIDE SMH - SUPER METAL HALIDE PMH - PLASMA START METAL HALIDE CMH - COMPACT METAL HALIDE O - OTHER (SEE DESCRIPTION) SLP - EXTENDED LIFE SLP - EXTENDED LIFE & OUTPUT	(SYM) LUMINAIRE: A - 10\"/>
--	--	--------------------------------

2 LUMINAIRE SCHEDULE
NO SCALE

3 CALCULATION SUMMARY SCHEDULE

Area	Calculation	Avg. (FC)	Max.(FC)	Min.(FC)	Avg/Min	Max/Min
Main Entrance Pathway	Illuminance	4.58	6.7	2.6	1.76	2.58
Helicopter pad/Hanger Door Area	Illuminance	0.79	7.9	0	2.86	N/A
Parking Lot Area/Hanger Entrance	Illuminance	3.43	8	1.2	2.86	6.67
Public Street Right of Way	Illuminance	0.09	0.8	0	N/A	N/A
Site Entrance	Illuminance	1.15	3.7	0.2	5.75	18.5



4 EXTENDED POLE BASE DETAIL
NO SCALE



FEATURES & SPECIFICATIONS

INTENDED USE — Square straight steel pole for up to 39-foot mounting height.

CONSTRUCTION — Weldable-grade, hot-rolled, commercial-quality carbon steel tubing with a minimum yield of 55,000 psi (11-gauge), or 50,000 psi (7-gauge). Uniform wall thickness of .1196" or .1793". Shaft is one-piece with a full-length longitudinal high-frequency electric resistance weld. Uniformly square in cross-section with flat sides, small corner radii and excellent torsional qualities. Available shaft widths are 4, 5 and 6 inches.

Anchor base is fabricated from hot-rolled carbon steel plate conforming to ASTM A36, that meets or exceeds a minimum-yield strength of 36,000 psi. Base plate and shaft are circumferentially welded top and bottom. Base cover is finished to match pole.

A handhole having nominal dimensions of 3" x 5" for all shafts. Included is a cover with attachment screws.

Top cap provided with all drill-mount and open top "PT" poles.

Fasteners are high-strength galvanized, zinc-plated or stainless steel.

Finish: Must specify finish.

Grounding: Provision located immediately inside handhole rim. Grounding hardware is not included (provided by others).

Anchor bolts: Top portion of anchor bolt is galvanized per ASTM A-153. Made of steel rod having a minimum yield strength of 55,000 psi.

Note: Specifications subject to change without notice.

Actual performance may differ as a result of end-user environment and application.

Catalog Number
Notes
Type



Anchor Base Poles

SSS

SQUARE STRAIGHT STEEL

ORDERING INFORMATION Lead times will vary depending on options selected. Consult with your sales representative.

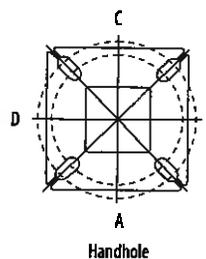
Example: SSS 20 5C DM19 DDB

Series	Nominal fixture mounting height	Nominal shaft base size/wall thickness	Mounting ¹	Options	Finish ¹⁰	
SSS	10 – 39 feet (See back page.)	(See back page.)	<p>Tenon mounting</p> <p>PT Open top (includes top cap)</p> <p>T20 2-3/8" O.D. (2" NPS)</p> <p>T25 2-7/8" O.D. (2-1/2" NPS)</p> <p>T30 3-1/2" O.D. (3" NPS)</p> <p>T35 4" O.D. (3-1/2" NPS)</p> <p>Drill mounting²</p> <p>DM19 1 at 90°</p> <p>DM28 2 at 180°</p> <p>DM28 PL 2 at 180° with one side plugged</p> <p>DM29 2 at 90°</p> <p>DM39 3 at 90°</p> <p>DM49 4 at 90°</p> <p>CSX/DSX/AERIS™/OMERO™ Drill mounting³</p> <p>DM19AS 1 at 90°</p> <p>DM28AS 2 at 180°</p> <p>DM29AS 2 at 90°</p> <p>DM39AS 3 at 90°</p> <p>DM49AS 4 at 90°</p>	<p>AERIS™ Suspend drill mounting³</p> <p>DM19AST_ 1 at 90°</p> <p>DM28AST_ 2 at 180°</p> <p>DM29AST_ 2 at 90°</p> <p>DM39AST_ 3 at 90°</p> <p>DM49AST_ 4 at 90°</p> <p>OMERO™ Suspend drill mounting³</p> <p>DM19MRT_ 1 at 90°</p> <p>DM28MRT_ 2 at 180°</p> <p>DM29MRT_ 2 at 90°</p> <p>DM39MRT_ 3 at 90°</p> <p>DM49MRT_ 4 at 90°</p>	<p>Shipped installed</p> <p>L/AB Less anchor bolts</p> <p>VD Vibration damper</p> <p>TP Tamper proof</p> <p>H1-185xx Horizontal arm bracket (1 fixture)^{4,5}</p> <p>FDLxx Festoon outlet less electrical⁴</p> <p>CPL12xx 1/2" coupling⁴</p> <p>CPL34xx 3/4" coupling⁴</p> <p>CPL1xx 1" coupling⁴</p> <p>NPL12xx 1/2" threaded nipple⁴</p> <p>NPL34xx 3/4" threaded nipple⁴</p> <p>NPL1xx 1" threaded nipple⁴</p> <p>EHHxx Extra handhole^{4,6}</p> <p>MAEX Match existing⁷</p> <p>USPOM United States point of manufacture⁸</p> <p>IC Interior coating⁹</p>	<p>Standard colors</p> <p>DDB Dark bronze</p> <p>DWH White</p> <p>DBL Black</p> <p>DMB Medium bronze</p> <p>DNA Natural aluminum</p> <p>Classic colors</p> <p>DSS Sandstone</p> <p>DGC Charcoal gray</p> <p>DTG Tennis green</p> <p>DBR Bright red</p> <p>DSB Steel blue</p> <p>Architectural colors (powder finish)¹⁰</p>

NOTES:

- PT open top poles include top cap. When ordering tenon mounting and drill mounting for the same pole, follow this example: DM28/T20. The combination includes a required extra handhole.
- The drilling template to be used for a particular luminaire depends on the luminaire that is used. Refer to the Technical Data Section of the Outdoor Binder for Drilling Templates.
- Insert "1" or "2" to designate fixture size; e.g. DM19AST2.
- Specify location and orientation when ordering option.
For 1st "x": Specify the height in feet above base of pole.
Example: 5ft = 5 and 20ft = 20
For 2nd "x": Specify orientation from handhole (A,B,C,D)
Refer to the Handhole Orientation diagram above.
- Horizontal arm is 18" x 2-3/8" O.D. tenon standard.
- Combination of tenon-top and drill mount includes extra handhole.
- Must add original order number
- Use when mill certifications are required.
- Provides enhanced corrosion resistance.
- Additional colors available; see www.lithonia.com/archcolors or Architectural Colors brochure (Form No. 794.3). Powder finish standard.

HANDHOLE ORIENTATION



IMPORTANT INSTALLATION NOTES:

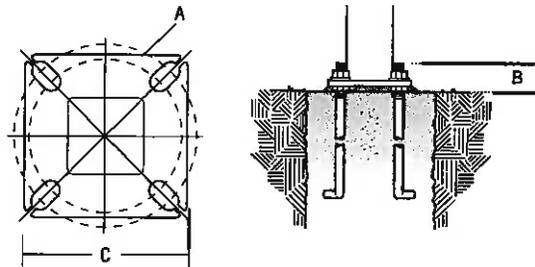
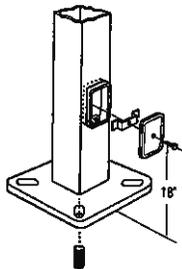
- Do not erect poles without having fixtures installed.
- Factory-supplied templates must be used when setting anchor bolts. Lithonia Lighting will not accept claim for incorrect anchorage placement due to failure to use Lithonia Lighting factory templates.
- If poles are stored outside, all protective wrapping must be removed immediately upon delivery to prevent finish damage.
- Lithonia Lighting is not responsible for the foundation design.

SSS Square Straight Steel Poles

TECHNICAL INFORMATION													
Catalog Number	Nominal mount ht. (ft)	Pole Shaft Size (in x ft)	Wall Thickness (in)	Gauge	EPA (ft ²) with 1.3 gust						Bolt Circle (in)	Bolt Size (in x in x in)	Approximate ship (lbs)
					80 mph	Max. weight	90 mph	Max. weight	100 mph	Max. weight			
SSS 10 4C	10	4.0 x 10.0	0.1196	11	30.6	765	23.8	595	18.9	473	8-9	3/4 x 18 x 3	75
SSS 12 4C	12	4.0 x 12.0	0.1196	11	24.4	610	18.8	470	14.8	370	8-9	3/4 x 18 x 3	90
SSS 14 4C	14	4.0 x 14.0	0.1196	11	19.9	498	15.1	378	11.7	293	8-9	3/4 x 18 x 3	100
SSS 16 4C	16	4.0 x 16.0	0.1196	11	15.9	398	11.8	295	8.9	223	8-9	3/4 x 18 x 3	115
SSS 18 4C	18	4.0 x 18.0	0.1196	11	12.6	315	9.2	230	6.7	168	8-9	3/4 x 18 x 3	125
SSS 20 4C	20	4.0 x 20.0	0.1196	11	9.6	240	6.7	167	4.5	150	8-9	3/4 x 18 x 3	140
SSS 20 4G	20	4.0 x 20.0	0.1793	7	14	350	11	275	8	200	8-9	3/4 x 30 x 3	198
SSS 20 5C	20	5.0 x 20.0	0.1196	11	17.7	443	12.7	343	9.4	235	10-12	1 x 36 x 4	185
SSS 20 5G	20	5.0 x 20.0	0.1793	7	28.1	703	21.4	535	16.2	405	10-12	1 x 36 x 4	265
SSS 25 4C	25	4.0 x 25.0	0.1196	11	4.8	150	2.6	100	1	50	8-9	3/4 x 18 x 3	170
SSS 25 4G	25	4.0 x 25.0	0.1793	7	10.8	270	7.7	188	5.4	135	8-9	3/4 x 30 x 3	245
SSS 25 5C	25	5.0 x 25.0	0.1196	11	9.8	245	6.3	157	3.7	150	10-12	1 x 36 x 4	225
SSS 25 5G	25	5.0 x 25.0	0.1793	7	18.5	463	13.3	333	9.5	238	10-12	1 x 36 x 4	360
SSS 30 4G	30	4.0 x 30.0	0.1793	7	6.7	168	4.4	110	2.6	65	8-9	3/4 x 30 x 3	295
SSS 30 5C	30	5.0 x 30.0	0.1196	11	4.7	150	2	50	--	--	10-12	1 x 36 x 4	265
SSS 30 5G	30	5.0 x 30.0	0.1793	7	10.7	267	6.7	167	3.9	100	10-12	1 x 36 x 4	380
SSS 30 6G	30	6.0 x 30.0	0.1793	7	19	475	13.2	330	9	225	11-13	1 x 36 x 4	520
SSS 35 5G	35	5.0 x 35.0	0.1793	7	5.9	150	2.5	100	--	--	10-12	1 x 36 x 4	440
SSS 35 6G	35	6.0 x 35.0	0.1793	7	12.4	310	7.6	190	4.2	105	11-13	1 x 36 x 4	540
SSS 39 6G	39	6.0 x 39.0	0.1793	7	7.2	180	3	75	--	--	11-13	1 x 36 x 4	605

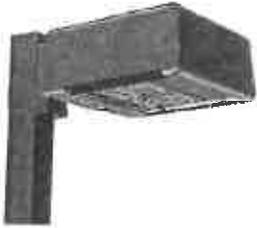
POLE DATA						
Shaft base size	Bolt circle A	Bolt projection B	Base square C	Template description	Anchor bolt description	Anchor bolt and template number
4"C	8-1/2"	2-3/4"-4"	8"	ABTEMPLATE PJ50004	AB18-0	ABSSS-4C
4"G	8-1/2"	2-3/4"-4"	8"	ABTEMPLATE PJ50004	AB30-0	ABSSS-4G
5"	10"-12"	3-3/8"-4"	11"	ABTEMPLATE PJ50010	AB36-0	ABSSS-5
6"	11"-13"	3-3/8"-4"	12-1/2"	ABTEMPLATE PJ50011	AB36-0	N/A

BASE DETAIL



IMPORTANT:

• These specifications are intended for general purposes only. Lithonia reserves the right to change material or design, without prior notice, in a continuing effort to upgrade its products.



KAD LED LED Area Luminaire



Catalog Number **KADLED-60C-700-40K-R4 (@22'**

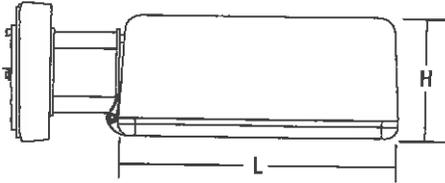
Notes **WALL MOUNT**

Type

For the full line of products visit our website at www.lithonia.com

Specifications

EPA:	1.2 ft ² (0.11 m ²)
Length:	17-1/2" (44.5 cm)
Width:	17-1/2" (44.5 cm)
Height:	7-1/8" (18.1 cm)
Weight (max):	36 lbs. (16.4 kg)



Introduction

The Contour® Series luminaires offer traditional square dayforms with softened edges for a versatile look that complements many applications. The KAD LED combines the latest in LED technology with the familiar aesthetic of the Contour® Series for stylish, high-performance illumination that lasts. It is ideal for replacing 100- 400W metal halide in area lighting applications with typical energy savings of 70% and expected service life of over 100,000 hours.

Ordering Information

EXAMPLE: KAD LED 40C 1000 40K R5 MVOLT PUMBAK04 DDBXD

KAD LED

Series	LEDs	Drive current	CCT	Distribution	Voltage	Mounting
KAD LED	20C 20 LEDs	530 530 mA	30K 3000 K	R2 Type II	MVOLT 277 ¹	Shipped included SPUMBAK___ Square pole universal mounting adaptor ⁴ RPUMBAK___ Round pole universal mounting adaptor ⁴ SPD___ Square pole RPD___ Round pole WBD___ Wall bracket WWD___ Wood pole or wall Shipped separately 04 4" arm 06 6" arm 09 9" arm ³ 12 12" arm ³ DAD12P Degree arm (pole) DAD12WB Degree arm (wall)
	30C 30 LEDs	700 700 mA	40K 4000 K	R3 Type III	120 ¹ 347 ²	
	40C 40 LEDs	1000 1000 mA	50K 5000 K	R4 Type IV	208 ¹ 480 ²	
	60C 60 LEDs			R5 Type V	240 ¹	

Options

Shipped installed

PER5 NEMA twist-lock five-wire receptacle only (no controls) ⁵	PIR1FC3V Motion/ambient sensor, 8-15' mounting height, ambient sensor enabled at 1fc ⁶	PNMTDD3 Part night, dim till dawn ⁹
PER7 Seven-wire receptacle only (no controls) ⁵	PIR1HC3V Motion/ambient sensor, 15-30' mounting height, ambient sensor enabled at 1fc ⁶	PNMTSD3 Part night, dim 5 hrs ⁹
SF Single fuse (120, 277, 347V) ¹		PNMT6D3 Part night, dim 6 hrs ⁹
DF Double fuse (208, 240, 480V) ¹		PNMT7D3 Part night, dim 7 hrs ⁹
PIR Motion/ambient sensor, 8-15' mounting height, ambient sensor enabled at 5fc ⁶	BL30 Bi-level switched dimming, 30% ^{7,8}	HS Houseside shield ¹⁰
PIRH Motion/ambient sensor, 15-30' mounting height, ambient sensor enabled at 5fc ⁶	BLS0 Bi-level switched dimming, 50% ^{7,8}	

Shipped separately¹⁰

WG Wire guard	DDBXD Dark bronze	DBTDXD Textured dark bronze
KMA Mast arm external fitter	DBLXD Black	DBLBDX Textured black
	DNAXD Natural aluminum	DNATXD Textured natural aluminum
	DWHXD White	DWHGXD Textured white

Stock configurations are offered for shorter lead times:

Stock Part Number	Stock Part Number
KAD LED 30C 1000 40K R3 MVOLT PUMBAK09 DDBXD	KADL 30C 40K R3
KAD LED 30C 1000 40K R5 MVOLT PUMBAK09 DDBXD	KADL 30C 40K R5
KAD LED 40C 1000 40K R3 MVOLT PUMBAK09 DDBXD	KADL 40C 40K R3
KAD LED 40C 1000 40K R5 MVOLT PUMBAK09 DDBXD	KADL 40C 40K R5
KAD LED 30C 1000 40K R3 MVOLT PUMBAK09 PIRH DDBXD	KADL 30C 40K R3 PIRH
KAD LED 30C 1000 40K R5 MVOLT PUMBAK09 PIRH DDBXD	KADL 30C 40K R5 PIRH
KAD LED 40C 1000 40K R3 MVOLT PUMBAK09 PIRH DDBXD	KADL 40C 40K R3 PIRH
KAD LED 40C 1000 40K R5 MVOLT PUMBAK09 PIRH DDBXD	KADL 40C 40K R5 PIRH

Accessories

Ordered and shipped separately

DLL127F 1.5 JU Photocell - SSL twist-lock (120-277V) ¹¹	
DLL347F 1.5 CULJU Photocell - SSL twist-lock (347V) ¹¹	
DLL480F 1.5 CULJU Photocell - SSL twist-lock (480V) ¹¹	
SCU Shorting cap ¹¹	
KADLEDHS 20C U Houseside shield for 20 LED unit	
KADLEDHS 30C U Houseside shield for 30 LED unit	
KADLEDHS 40C U Houseside shield for 40 LED unit	
KADLEDHS 60C U Houseside shield for 60 LED unit	
KMA DDBXD U Mast arm adapter (specify finish)	
KADWG U Wire guard accessory	
PUMBAK DDBXD U* Square and round pole universal mounting bracket adaptor (specify finish)	

For more control options, visit DTL and RCAM online.
*Round pole top must be 3.25" O.D. minimum.

NOTES

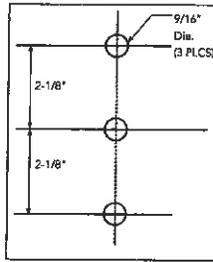
- MVOLT driver operates on any line voltage from 120-277V (50/60 Hz). Single fuse (SF) requires 120, 277 or 347 voltage option. Double fuse (DF) requires 208, 240 or 480 voltage option.
- Maximum ambient temperature with 347V or 480V is 30°C.
- 9" or 12" arm is required when two or more luminaires are oriented on a 90° drilling pattern.
- Available as a separate combination accessory: PUMBAK (finish) U.
- Mounting must be restricted to ±45° from horizontal aim per ANSI C136.10-2010.
- PIR and PIR1FC3V specify the SensorSwitch SBGR-10-ODP control; PIRH and PIR1HC3V specify the SensorSwitch SBGR-6-ODP control; see Motion Sensor Guide for details. Dimming driver standard.
- Requires an additional switched circuit with same phase as main luminaire power. Supply circuit and control circuit are required to be in the same phase.
- Dimming driver standard. MVOLT only. Not available with 347V, 480V, PER5, PER7 or PNMT options.
- Dimming driver standard. MVOLT only. Not available with 347V, 480V, PER5, PER7, BL30 or BLS0.
- Also available as a separate accessory; see Accessories information.
- Requires luminaire to be specified with PER option. Ordered and shipped as a separate line item from Acuity Brands Controls.



Drilling

Template #5

Top of Pole



Tenon Mounting Slipfitter **

Length (in)	Slipfitter Unit	2 x 1 1/2"	2 x 1 3/4"	2 x 1 7/8"	3 x 1 3/4"	4 x 1 3/4"
2-3/8"	T20-190	T20-280	T20-290	T20-320 †	T20-390	T20-490
2-7/8"	T25-190	T25-280	T25-290	T25-320	T25-390	T25-490
4"	T35-190	T35-280	T35-290	T35-320	T35-390	T35-490

** For round pole mounting (RPDXX) only. † Requires 9" or 12" arm.

Performance Data

Lumen Output

Lumen values are from photometric tests performed in accordance with IESNA LM-79-08. Data is considered to be representative of the configurations shown, within the tolerances allowed by Lighting Facts. Contact factory for performance data on any configurations not shown here.

Temp	Current (mA)	Power (W)	LEDs	20° Beam				30° Beam				40° Beam						
				LMW	LMH	LMV	LMW	LMH	LMV	LMW	LMH	LMV	LMW	LMH	LMV			
20C (20 LEDs)	530 mA	35 W	R2	3,615	1	0	1	95	3,846	1	0	1	101	3,860	1	0	1	102
			R3	3,600	1	0	1	95	3,830	1	0	1	101	3,844	1	0	1	101
			R4	3,605	1	0	1	95	3,835	1	0	1	101	3,849	1	0	1	101
			R5	3,826	2	0	1	101	4,070	3	0	1	107	4,084	3	0	1	107
			R2	4,537	1	0	1	95	4,827	1	0	1	101	4,844	1	0	2	101
	700 mA	46 W	R3	4,519	1	0	2	94	4,807	1	0	2	100	4,825	1	0	2	101
			R4	4,524	1	0	2	94	4,813	1	0	2	100	4,830	1	0	2	101
			R5	4,802	3	0	1	100	5,108	3	0	1	106	5,126	3	0	1	107
			R2	6,203	1	0	2	86	6,598	2	0	2	92	6,622	2	0	2	92
			R3	6,177	1	0	2	86	6,571	1	0	2	91	6,595	1	0	2	92
	1000 mA	73 W	R4	6,185	1	0	2	86	6,579	1	0	2	91	6,603	1	0	2	92
			R5	6,564	3	0	1	91	6,983	3	0	1	97	7,008	3	0	1	97
			R2	5,328	1	0	2	99	5,669	1	0	2	105	5,689	1	0	2	105
			R3	5,307	1	0	2	98	5,645	1	0	2	105	5,666	1	0	2	105
			R4	5,313	1	0	2	98	5,652	1	0	2	105	5,672	1	0	2	105
30C (30 LEDs)	530 mA	53 W	R5	5,639	3	0	1	104	5,999	3	0	1	111	6,020	3	0	1	111
			R2	6,674	2	0	2	95	7,100	2	0	2	101	7,126	2	0	2	102
			R3	6,647	1	0	2	95	7,071	2	0	2	101	7,097	2	0	2	101
			R4	6,655	1	0	2	95	7,080	1	0	2	101	7,105	1	0	2	102
			R5	7,063	3	0	2	101	7,514	3	0	2	107	7,541	3	0	2	108
	700 mA	69 W	R2	8,881	2	0	2	84	9,448	2	0	2	89	9,482	2	0	2	89
			R3	8,844	2	0	2	83	9,409	2	0	2	89	9,443	2	0	2	89
			R4	8,855	2	0	2	84	9,420	2	0	2	89	9,454	2	0	2	89
			R5	9,398	3	0	2	89	9,998	4	0	2	94	10,034	4	0	2	95
			R2	7,034	2	0	2	102	7,483	2	0	2	108	7,510	2	0	2	109
	1000 mA	108 W	R3	7,005	2	0	2	102	7,453	2	0	2	108	7,479	2	0	2	108
			R4	7,014	1	0	2	102	7,462	1	0	2	108	7,488	1	0	2	109
			R5	7,444	3	0	2	108	7,919	3	0	2	115	7,947	3	0	2	115
			R2	8,737	2	0	2	96	9,285	2	0	2	102	9,329	2	0	2	103
			R3	8,701	2	0	2	96	9,257	2	0	2	102	9,290	2	0	2	102
40C (40 LEDs)	530 mA	71 W	R4	8,712	2	0	2	96	9,268	2	0	2	102	9,301	2	0	2	102
			R5	9,246	3	0	2	102	9,836	4	0	2	108	9,871	4	0	2	108
			R2	11,537	2	0	2	82	12,273	2	0	2	88	12,322	2	0	2	88
			R3	11,489	2	0	3	82	12,223	2	0	3	87	12,272	2	0	3	88
			R4	11,503	2	0	3	82	12,237	2	0	3	87	12,286	2	0	3	88
	700 mA	94 W	R5	12,208	4	0	2	87	12,988	4	0	2	93	13,039	4	0	2	93
			R2	10,334	2	0	2	102	10,993	2	0	2	109	11,033	2	0	2	109
			R3	10,291	2	0	2	102	10,948	2	0	2	108	10,988	2	0	2	109
			R4	10,304	2	0	2	102	10,961	2	0	2	109	11,001	2	0	2	109
			R5	10,935	4	0	2	108	11,633	4	0	2	115	11,675	4	0	2	116
	1000 mA	141 W	R2	12,871	2	0	2	96	13,692	3	0	3	102	13,742	3	0	3	103
			R3	12,818	2	0	3	96	13,636	2	0	3	102	13,685	2	0	3	102
			R4	12,833	2	0	3	96	13,653	2	0	3	102	13,702	2	0	3	102
			R5	13,620	4	0	2	102	14,489	4	0	2	108	14,541	4	0	2	109
			R2	16,336	3	0	3	76	17,379	3	0	3	80	17,440	3	0	3	81
60C (60 LEDs)	530 mA	103 W	R3	16,268	3	0	3	75	17,307	3	0	4	80	17,368	3	0	4	80
			R4	16,288	3	0	3	75	17,328	3	0	4	80	17,389	3	0	4	81
			R5	17,286	4	0	2	80	18,390	4	0	2	85	18,455	4	0	2	85



Performance Data

Lumen Ambient Temperature (LAT) Multipliers

Use these factors to determine relative lumen output for average ambient temperatures from 0-40°C (32-104°F).

Ambient	Lumen Multiplier
0°C	1.02
10°C	1.01
20°C	1.00
25°C	1.00
30°C	1.00
40°C	0.99

Projected LED Lumen Maintenance

Data references the extrapolated performance projections for the KAD LED platform in a 25°C ambient, based on 10,000 hours of LED testing (tested per IESNA LM-80-08 and projected per IESNA TM-21-11).

To calculate LLF, use the lumen maintenance factor that corresponds to the desired number of operating hours below. For other lumen maintenance values, contact factory.

Operating Hours	0	25,000	50,000	100,000
Lumen Maintenance Factor	1.0	0.91	0.86	0.76
Operating Hours	0	25,000	50,000	100,000
Lumen Maintenance Factor	1.0	0.93	0.88	0.79
Operating Hours	0	25,000	50,000	100,000
Lumen Maintenance Factor	1.0	0.98	0.97	0.94

Electrical Load

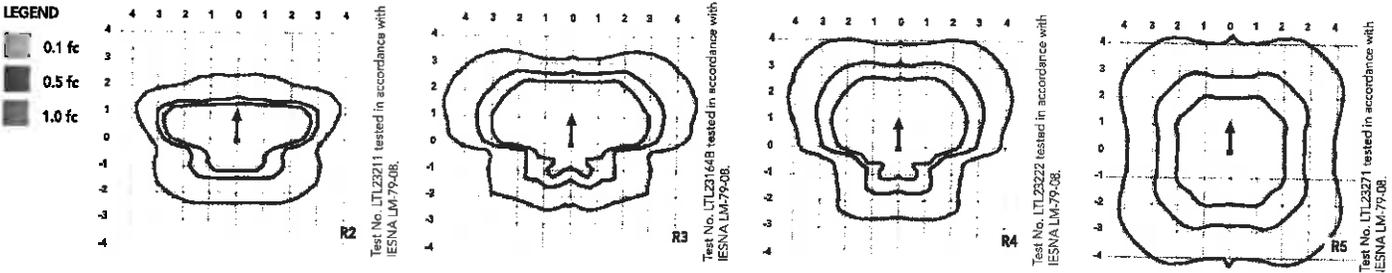
Lumens	Watts	THD (%)	Current (A)					
			20	206	240	277	347	480
20	530	35	0.30	0.18	0.16	0.15	-	-
	700	46	0.39	0.23	0.20	0.18	0.15	0.12
	1000	73	0.63	0.35	0.31	0.27	0.22	0.17
30	530	53	0.44	0.26	0.23	0.20	-	-
	700	69	0.58	0.34	0.29	0.26	0.21	0.16
	1000	108	0.90	0.52	0.46	0.40	0.32	0.24
40	530	71	0.60	0.35	0.32	0.29	0.21	0.16
	700	94	0.79	0.46	0.41	0.36	0.27	0.20
	1000	141	1.18	0.68	0.59	0.52	0.42	0.30
60	530	103	0.87	0.50	0.44	0.39	0.29	0.22
	700	137	1.15	0.66	0.58	0.51	0.40	0.29
	1000	216	1.81	1.04	0.92	0.81	0.63	0.47

NOTE: All ratings in this table are for a nominal system operated at 25°C ambient temperature. Current and power specifications in this table do not include branch circuit derating specified in the National Electrical Code. Please observe all applicable electrical codes and ratings.

Photometric Diagrams

To see complete photometric reports or download .ies files for this product, visit Lithonia Lighting's KAD LED homepage.

Isofootcandle plots for the KAD LED 60C 1000 40K. Distances are in units of mounting height (20').



FEATURES & SPECIFICATIONS

INTENDED USE

The energy savings and long life of the KAD LED area luminaire make it a reliable choice for illuminating streets, walkways, parking lots, and surrounding areas.

CONSTRUCTION

Single-piece die-cast, aluminum housing with contoured edges has a 0.12" nominal wall thickness. Die-cast door frame has an impact-resistant, tempered glass lens that is fully gasketed with one piece tubular silicone.

FINISH

Exterior parts are protected by a zinc-infused Super Durable TGIC thermoset powder coat finish that provides superior resistance to corrosion and weathering. A tightly controlled multi-stage process ensures a minimum 3 mils thickness for a finish that can withstand extreme climate changes without cracking or peeling.

OPTICS

Precision-molded refractive acrylic lenses are available in four distributions. Light engines are available in standard 4000K, 3000K or 5000K (70 CRI) configurations.

ELECTRICAL

Light engine consists of high-efficacy LEDs mounted to a metal-core circuit board and aluminum heat sink, ensuring optimal thermal management and long life. Class 1 electronic driver has a power factor >90%, THD <20%, and has an expected life of 100,000 hours with <1% failure rate. Easily-serviceable surge protection device meets a minimum Category C Low (per ANSI/IEEE C62.41.2).

INSTALLATION

Included universal mounting block and extruded aluminum arm facilitate quick and easy installation using nearly any existing drilling pattern. Stainless steel bolts fasten the luminaire to the mounting block securing it to poles or walls. The KAD LED can withstand up to a 1.5 G vibration load rating per ANSI C136.31. The KAD LED also utilizes the standard K-Series (Template #5) for pole drilling.

LISTINGS

CSA certified to U.S. and Canadian standards. Luminaire is IP65 rated. Rated for -40°C minimum ambient. DesignLights Consortium® (DLC) qualified product. Not all versions of this product may be DLC qualified. Please check the DLC Qualified Products List at www.designlights.org to confirm which versions are qualified.

WARRANTY

5-year limited warranty. Complete warranty terms located at www.acuitybrands.com/CustomerResources/Terms_and_conditions.aspx.

Note: Actual performance may differ as a result of end-user environment and application. All values are design or typical values, measured under laboratory conditions at 25°C. Specifications subject to change without notice.





CSXW LED

LED Wall Luminaire



Catalog Number **CSXW LED-30C-700-40K-T3M**

Notes **WALL MOUNT @11'**

Type

Hit the R, B key or mouse over the page to see all interactive elements.

CONTOUR

Specifications

Height: 7-1/8"
(29.2 cm)

Width: 16-3/8"
(41.6cm)

Depth: 9-5/16"
(23.6 cm)

Weight (max): 30 lbs
(13.6 kg)



Introduction

The Contour® Series luminaires offer traditional square dayforms with softened edges for a versatile look that complements many applications.

The CSXW LED combines the latest in LED technology with the familiar aesthetic of the Contour® Series for stylish, high-performance illumination that lasts. It is ideal for replacing 100-400W metal halide in wall-mounted applications with typical energy savings of 80% and expected service life of over 100,000 hours.

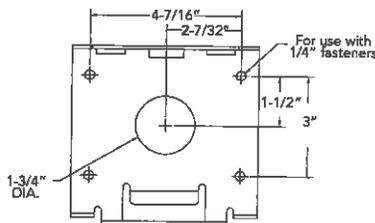
Ordering Information

EXAMPLE: CSXW LED 30C 700 40K T3M MVOLT DDBXD

CSXW LED

Series	LEDs	Drive current	Color temperature	Distribution	Voltage	Mounting	Options	Finish options
CSXW LED	30C 30 LEDs	700 700 mA	40K 4000K	T2M Type II, medium	120 ²	MVOLT ²	Shipped included (blank) Surface mount	DDBXD Dark bronze
			50K 5000K					
		1000 1000 mA	T4M Type IV, medium	277 ²	Shipped separately BBW Surface-mounted back box (for conduit entry) ⁴	DMG 0-10V dimming driver (no controls)	DWHXD White	
							TFTM Type forward throw, medium	347 ³
		480 ³	DF Double fuse (208, 240, 480V) ⁷	DBLBXD Textured black	DNATXD Textured natural aluminum	DWHGXD Textured white		
	Shipped separately⁴ VG Vandal guard WG Wire guard							

Mounting Detail



Accessories

Ordered and shipped separately.

- CSXWBBW DDBXD U Back box accessory (specify finish)
- CSXWWVG U Wire guard accessory
- CSXWVG U Vandal guard accessory

NOTES

- 1 Configured with 4000K (40K) provides the shortest lead times. Consult factory for 5000K (50K) lead times.
- 2 MVOLT driver operates on any line voltage from 120-277V (50/60 Hz). Specify 120, 208, 240 or 277 options only when ordering with fusing (SF, DF options) or photocontrol (PE option).
- 3 Available with 700 mA options only (30C 700).
- 4 Also available as a separate accessory; see Accessories information at left.
- 5 Photocontrol (PE) requires 120, 208, 240, 277 or 347 voltage option.
- 6 Must be ordered with fixture; cannot be field installed.
- 7 Single fuse (SF) requires 120, 277 or 347 voltage option. Double fuse (DF) requires 208, 240 or 480 voltage option.



Performance Data

Lumen Output

Lumen values are from photometric tests performed in accordance with IESNA LM-79-08. Data is considered to be representative of the configurations shown, within the tolerances allowed by Lighting Facts. Contact factory for performance data on any configurations not shown here.

ID#	Opt. Config. (mA)	Performance Package	System Watts	Opt. Type	40K (70 CR)					5000K (67 CR)																																					
					T2M					T3M					T4M					TFTM																											
					Beam	U	G	TPW	Beam	U	G	TPW	Beam	U	G	TPW	Beam	U	G	TPW																											
30C (30 LEDs)	700 mA	30C700-K	69W	T2M	6,695	2	0	2	97	7,183	2	0	2	104	T3M	7,068	2	0	2	102	7,582	2	0	2	110	T4M	7,017	2	0	2	102	7,528	2	0	2	109	TFTM	7,158	2	0	2	104	7,679	2	0	2	111
				T2M	8,868	2	0	2	85	9,560	2	0	2	92	T3M	9,361	2	0	2	90	10,091	2	0	2	97	T4M	9,293	2	0	2	89	10,018	2	0	2	96	TFTM	9,481	2	0	2	91	10,220	2	0	2	98

Lumen Ambient Temperature (LAT) Multipliers

Use these factors to determine relative lumen output for average ambient temperatures from 0-40°C (32-104°F).

Ambient		Lumen Multiplier
0°C	32°F	1.02
10°C	50°F	1.01
20°C	68°F	1.00
25°C	77°F	1.00
30°C	86°F	1.00
40°C	104°F	0.99

Projected LED Lumen Maintenance

Data references the extrapolated performance projections for the CSXW LED platform in a 25°C ambient, based on 10,000 hours of LED testing (tested per IESNA LM-80-08 and projected per IESNA TM-21-11).

To calculate LLF, use the lumen maintenance factor that corresponds to the desired number of operating hours below. For other lumen maintenance values, contact factory.

Operating Hours	0	25,000	50,000	100,000
Lumen Maintenance Factor	1.0	0.94	0.91	0.85

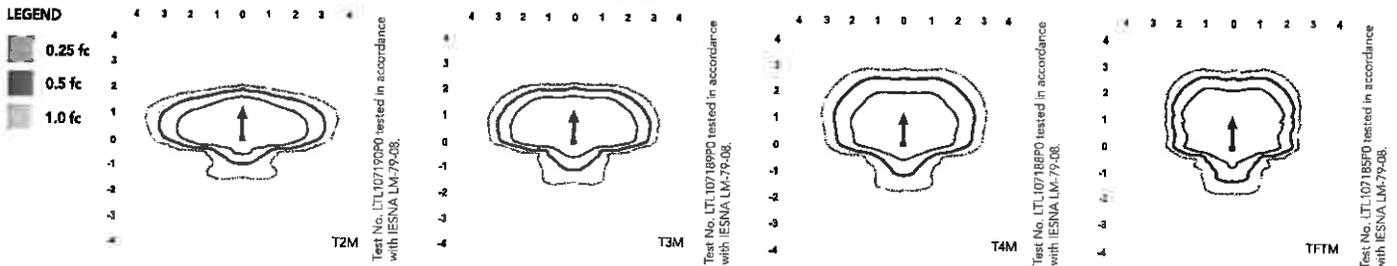
Electrical Load

Ambient Temp. (°C)	Opt. Config. (mA)	System Watts	Voltage (V)					
			120V	208V	240V	277V	347V	480V
30C	700	70W	0.695	0.412	0.367	0.331	0.247	0.186
	1000	104W	1.034	0.599	0.528	0.472	0.382	0.302

Photometric Diagrams

To see complete photometric reports or download .ies files for this product, visit Lithonia Lighting's CSXW homepage.

Isofootcandle plots for the CSXW LED 30C 1000 40K. Distances are in units of mounting height (20').



FEATURES & SPECIFICATIONS

INTENDED USE

The Contour Series Wall LED luminaire is ideal for commercial building mounted applications from over-the-door to 20 ft mounting heights.

CONSTRUCTION

Rugged, die-cast, single-piece aluminum housing. Unique flow-through design for optimized thermal management. Modularity allows for ease of maintenance and potential for future system upgrades. Metallic screen covers the top of the housing, preventing debris build-up while allowing for air flow. Housing is completely sealed against moisture and environmental contaminants.

FINISH

Exterior parts are protected by a zinc-infused Super Durable TGIC thermoset powder coat finish that provides superior resistance to corrosion and weathering. A tightly controlled multi-stage process ensures a minimum 3 mils thickness for a finish that can withstand extreme climate changes without cracking or peeling.

OPTICS

Precision-molded acrylic lenses provide optimal luminaire spacing and improved uniformity. Lenses are indexed to the circuit board to ensure consistent optical alignment and delivering repeatable photometric performance. Light engines are available in standard 4000K (70 CR) or optional 5000K (67 CR) configurations. The CSXW has zero uplight and qualifies as a Nighttime Friendly™ product, meaning it is consistent with the LEED® and Green Globes™ criteria for eliminating wasteful uplight.

ELECTRICAL

Light engine consists of 30 high-efficacy LEDs mounted to a metal-core circuit board to maximize heat dissipation and promote long life (100,000 hrs at 40°C, L70). Class 1 electronic driver has a power factor >90%, THD <20%, and has an expected life of 100,000 hours with <1% failure rate. Easily-serviceable surge protection device meets a minimum Category C Low operation (per ANSI/IEEE C62.41.2).

INSTALLATION

Universal mounting mechanism with integral mounting support allows fixture to hinge down. Bubble level provides correct alignment with every installation.

LISTINGS

CSA Certified to U.S. and Canadian standards. Rated for -40°C minimum ambient. Light engine is IP66 rated. Luminaire is IP65 rated.

DesignLights Consortium® (DLC) qualified product. Not all versions of this product may be DLC qualified. Please check the DLC Qualified Products List at www.designlights.org to confirm which versions are qualified.

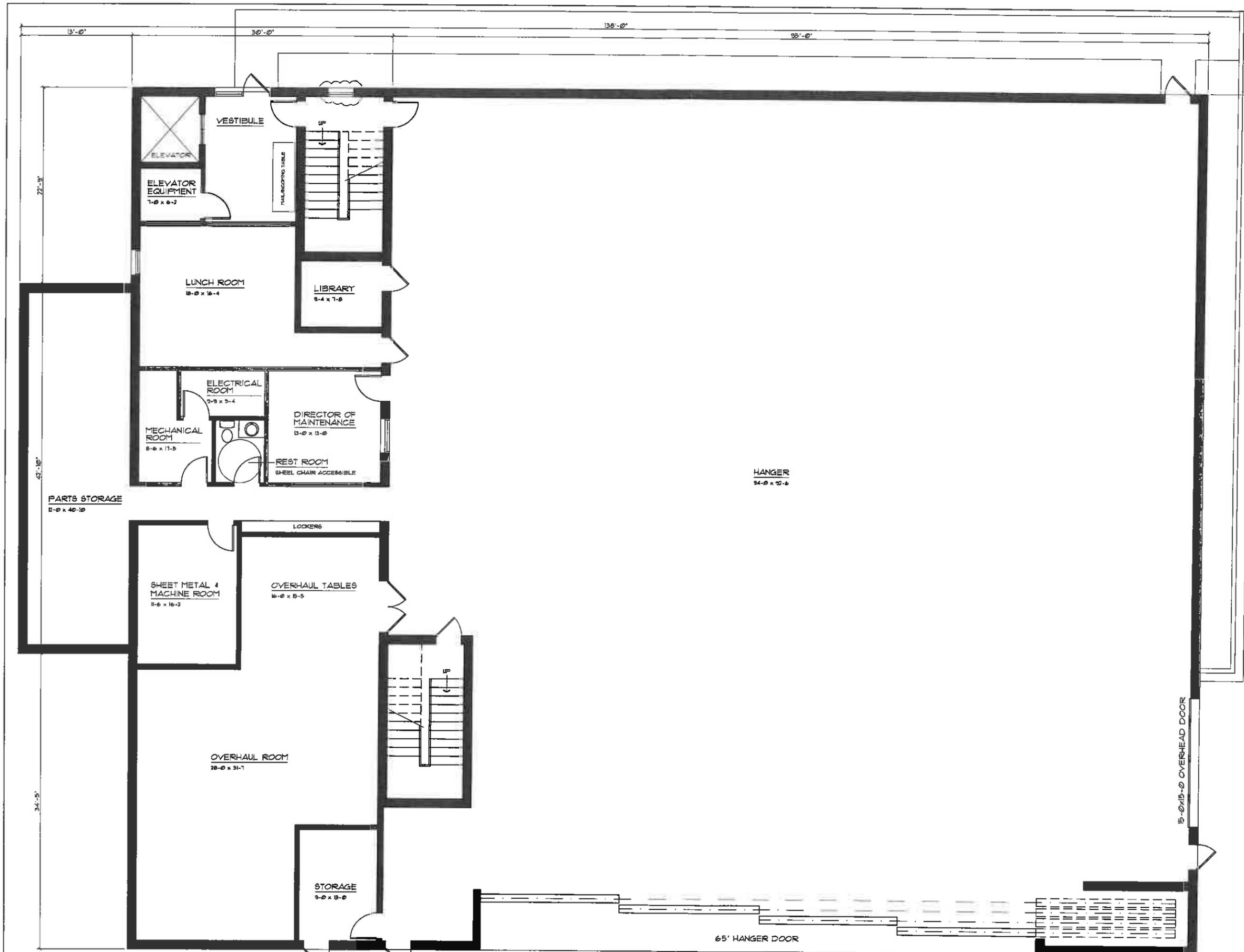
WARRANTY

Five year limited warranty. Full warranty terms located at www.acuitybrands.com/CustomerResources/Terms_and_conditions.aspx.

Note: Specifications subject to change without notice.

Actual performance may differ as a result of end-user environment and application. All values are design or typical values, measured under laboratory conditions at 25 °C.





NORTH
FIRST FLOOR PLAN
 SCALE: 1/4" = 1'-0"

BUILDING AREA DATA:

HANGER	9,256 SF.
HANGER SUPPORT	3,881 SF.
OFFICES	3,244 SF.

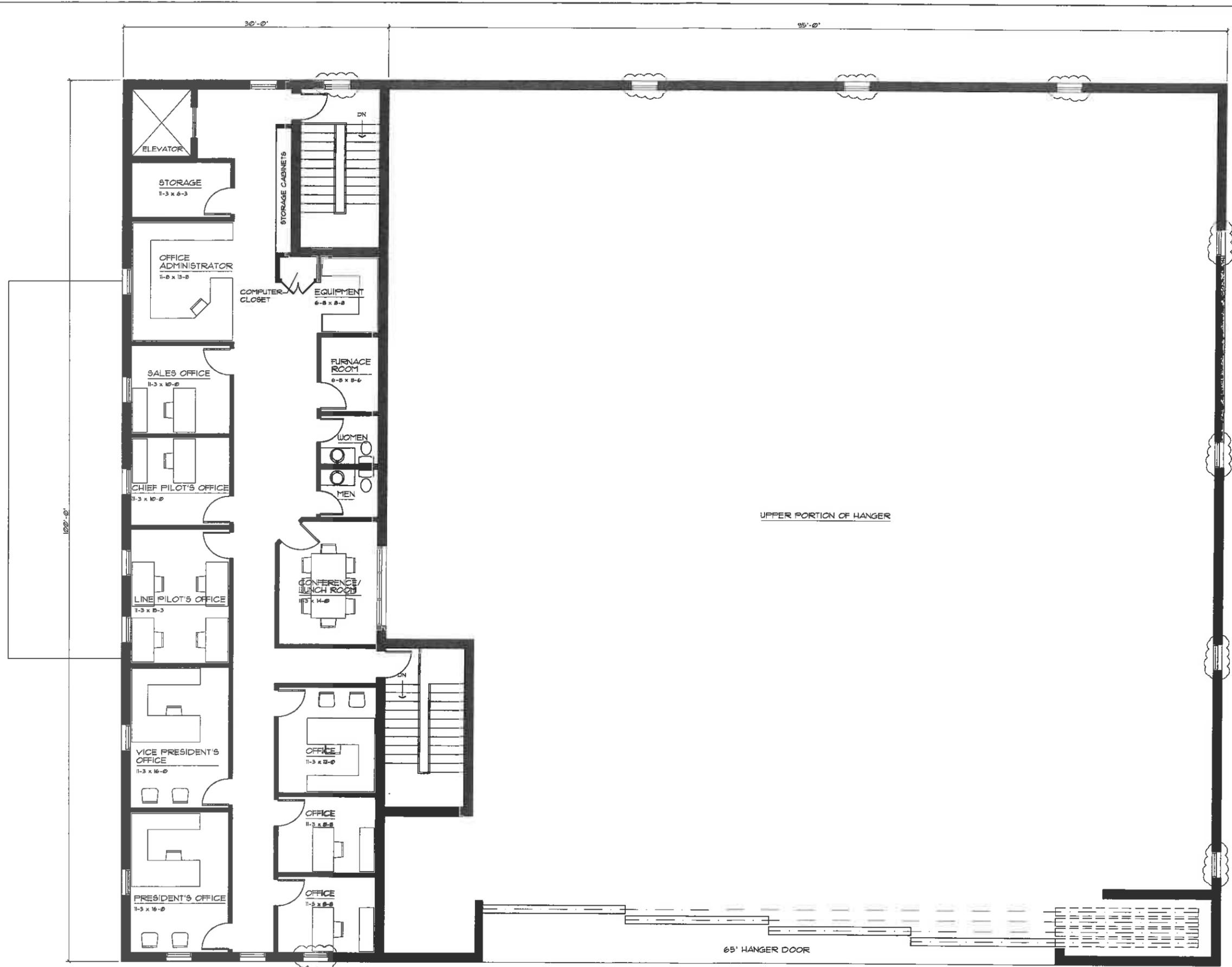
01502

MARCH 2, 2016

**PRELIMINARY DESIGN
 PLAN FOR MIDWEST HELICOPTER BUILDING
 525 EXECUTIVE DRIVE
 WILLOWBROOK, ILLINOIS 60527**



DAVID DRESSLER DESIGN - BUILD
 224 POWELL AVENUE, CLARENDON HILLS, ILLINOIS 60514



SECOND FLOOR PLAN
 SCALE: 1/4" = 1'-0"

01502
 MARCH 2, 2018

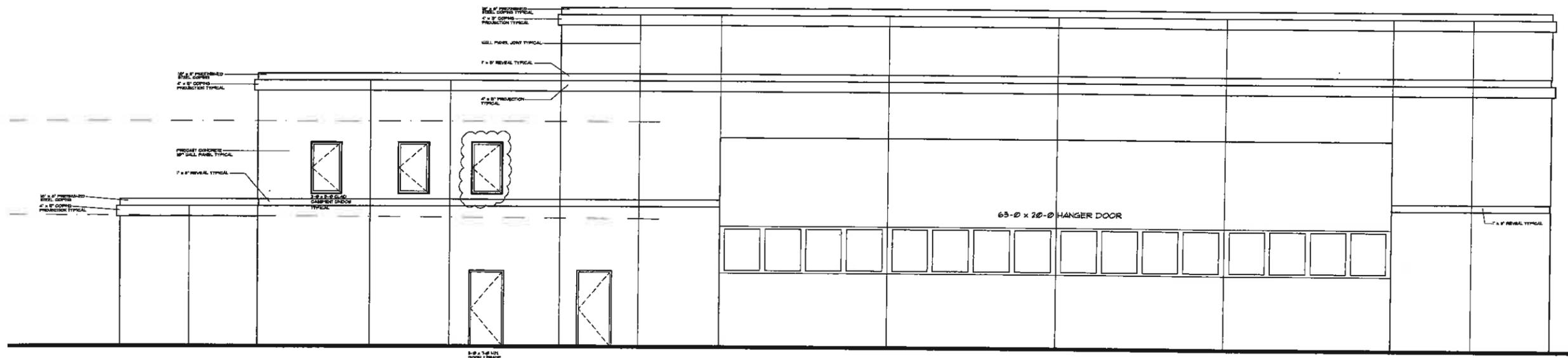
**PRELIMINARY DESIGN
 PLAN FOR MIDWEST HELICOPTER BUILDING
 525 EXECUTIVE DRIVE
 WILLOWBROOK, ILLINOIS 60527**



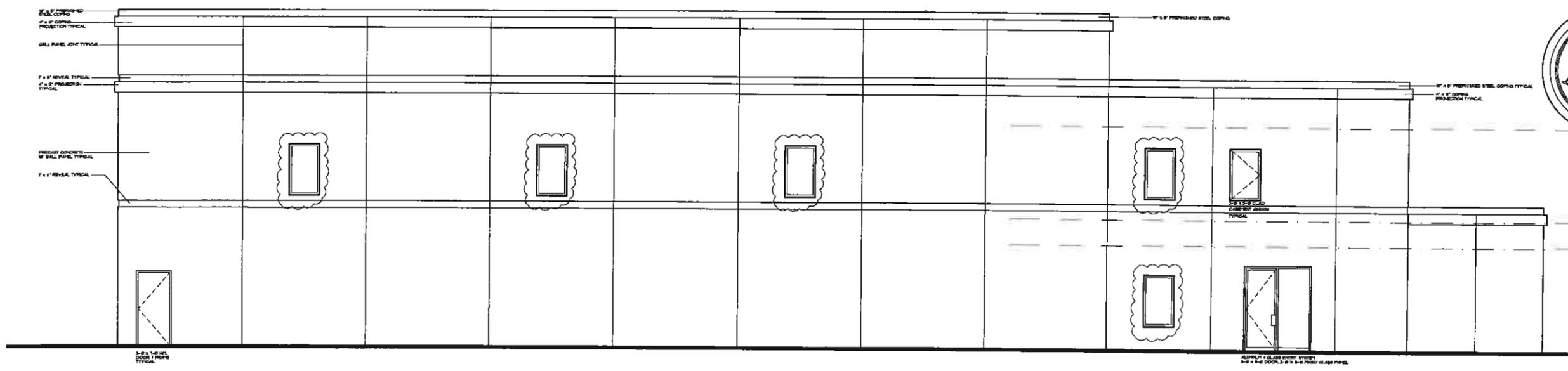
DAVID DRESSLER DESIGN - BUILD
 224 POWELL AVENUE, CLARENDON HILLS, ILLINOIS 60514

SEE WEST ELEVATION ON SHEET 4 of 4 FOR HEIGHT ELEVATION INFORMATION FOR ALL ARCHITECTURAL ELEMENTS

BUILDING COLORS
 BUILDING EXTERIOR PRECAST: GOLDEN LEGEND TAN
 BUILDING EXTERIOR TRIM: SHERMAN WILLIAMS BRONZE TONE



SOUTH ELEVATION
 SCALE: 1/4" = 1'-0"



NORTH ELEVATION
 SCALE: 1/4" = 1'-0"

01502
 MARCH 2, 2018

PRELIMINARY DESIGN
 PLAN FOR MIDWEST HELICOPTER BUILDING
 525 EXECUTIVE DRIVE
 WILLOWBROOK, ILLINOIS 60527

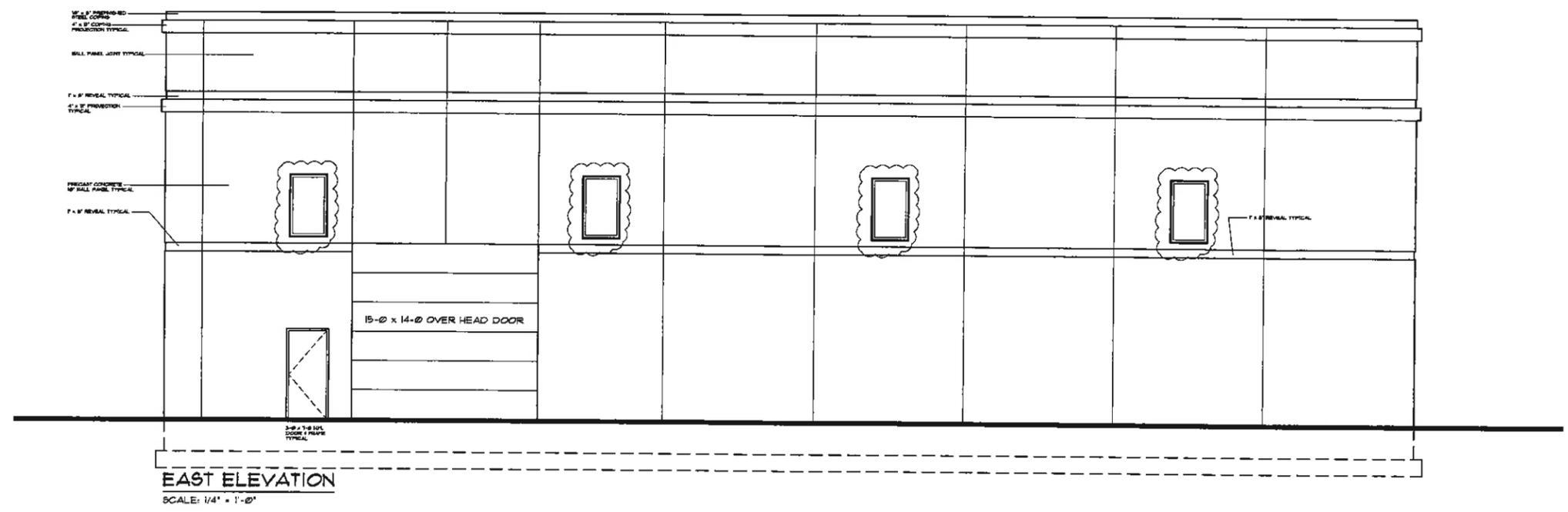
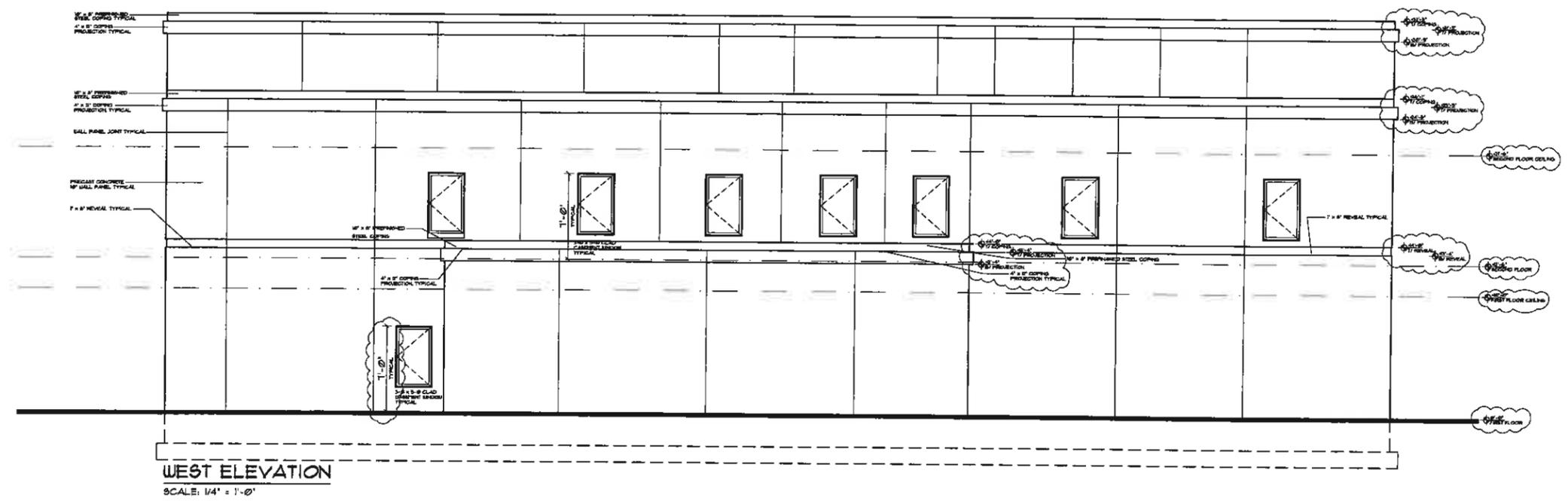


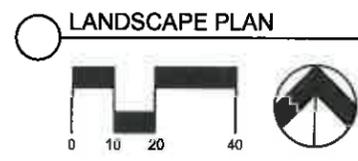
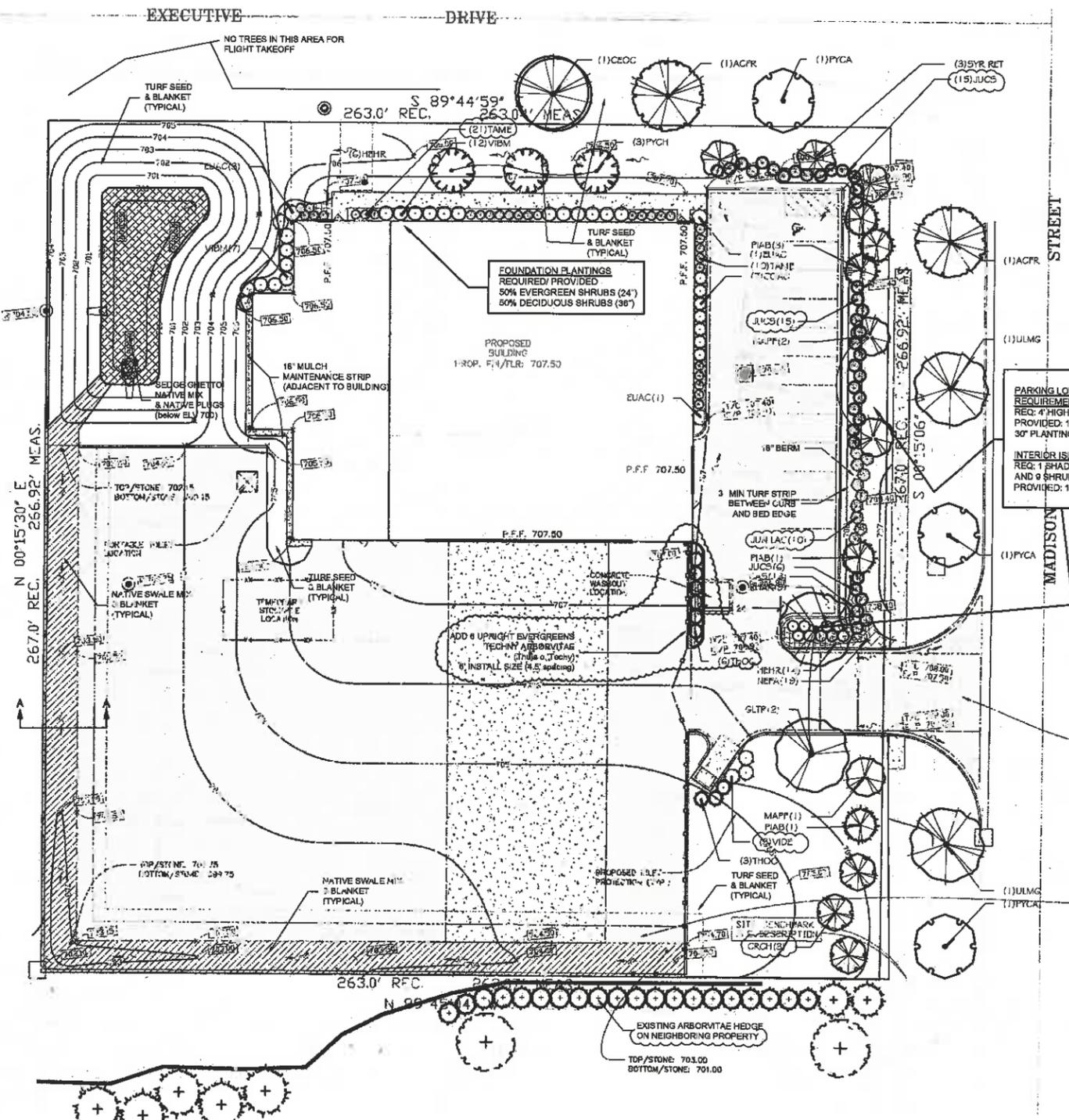
DAVID DRESSLER DESIGN - BUILD
 224 POWELL AVENUE, CLARENDON HILLS, ILLINOIS 60514

PRELIMINARY DESIGN
PLAN FOR MIDWEST HELICOPTER BUILDING
525 EXECUTIVE DRIVE
WILLOWBROOK, ILLINOIS 60527



DAVID DRESSLER DESIGN - BUILD
224 POWELL AVENUE, CLARENDON HILLS, ILLINOIS 60514





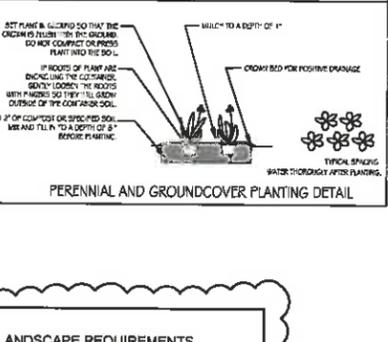
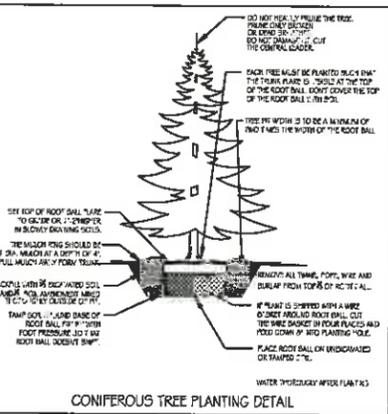
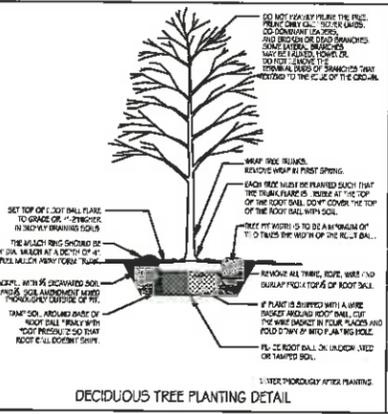
- Species and sizes of plants listed in the plant list are subject to availability at time of installation. If substitutions are necessary, the landscape contractor shall submit all requests to the Village & Owner for approval.
- All underground utilities are to be located prior to digging. If utilities or other obstructions are discovered to conflict with grading or plant placement, notify the landscape architect so that adjustments can be made.
- Deciduous trees and shrubs with amended topsoil must be thoroughly outside of the planting pit. Mulch trees and shrubs with 4" hardwood mulch and pull mulch away from the base.
- Perennial and groundcover beds are to be amended with 3" planting mix and bled in to a depth of 12". Perennials and groundcovers are to be top dressed with 1" mulch.
- Provide positive drainage flow. Do not obstruct the natural or engineered drainage flow patterns. Notify the landscape architect & Owner of any drainage concerns.
- The landscape contractor shall take all precautions to protect existing plants, lawn, and paved areas to remain. Any damage to these areas shall be repaired or replaced by the landscape contractor. Damaged lawn areas are to be re-graded and restored with seed & blanket or sod.
- All bed edges are to be well shaped spade cut edges, 3" deep, formed in lines or curves as shown on the drawings.
- Apply a pre-emergent for grassy and broadleaf weeds to all shrub beds and tree rings. Do not apply pre-emergent to beds of groundcovers or annuals.

GENERAL NOTES

WILLOWBROOK NOTES:

- All plant material and debris removed from the site will be taken to Winnebago Landscapes facility to our recycle bins where it will be sorted and utilized for compost.
- Planting beds shall be amended by tilling a 3" layer of Planting Mix (topsoil, sand, compost) into the top 12".
- Included 3" topdress of mulch
- Existing turfgrass to be removed for new planting beds as needed
- The Village of Willowbrook shall be notified 48 hours prior to delivery of plant material and must approve in writing that material is of good quality and meets the specifications of the approved plans.
- Changes to approved plans must be approved in writing by the Village of Willowbrook.
- Planting beds shall have a Spade-Cut Edge

Per Village Comment: Irrigation system to be provided in front and corner side yard in lieu of required plantings



REVISION 4-13-16	QTY	Botanical	Common	Size
SHADE TREES				
ACFR	2	Acer thornum 'Jellicott' TM	American Elm Maple	3/8"
CEOC	1	Cedrus occidentalis	Common Hackberry	3/8"
GLTR	2	Gleditsia triacanthos 'Inermis' TM	Styria 7 hornless Honey Locust	2.5/8"
PKCA	3	Pinus caryinata 'Atkinson' TM	Aristocrat Flowering Pear	3/8"
PKCA	3	Pinus caryinata 'Chandler' TM	Chandler Pear	2.5/8"
ULMG	2	Ulmus x Mortonii 'Glossy' TM	Trembling Elm	3/8"
ORNAMENTAL TREES				
CRCH	3	Cotoneaster coccinea 'Inermis'	Thronium Coccinea Hawthorn	6/8"
MAFP	3	Malus hybrid 'Prunifolia'	Prunifolia Crabapple	6/8"
SYRRET	3	Syringa reticulata	Japanese Tree Lilac	6/8"
EMERGREEN TREES				
FWB	5	Ficus sphenoloba	Norway Spruce	6/8"
THOC	9	Thuja occidentalis 'Mission or Teahy'	Mission or Teahy Arborvitae	6/8"
SHRUBS				
COAC	7	Cotoneaster acutifolius	Peking Cotoneaster	3/8" H
EUAC	5	Eurotia alata 'Compacta'	Compact Burning Bush	3/8" B
RHPR	8	Rhus aromatica 'Go-Low'	Go-Low Fragrant Sumac	5 gal
WISA	19	Wikstroemia divaricata 'Blue Multi'	Softstem Arrowwood	3/8" H
WIDE	3	Wikstroemia divaricata 'Chicago Luster'	Chicago Luster Arrowwood	3/8" H
EMERGREEN SHRUBS				
JUNLAC	10	Juniperus chinensis 'Gold Lace'	Gold Lace Juniper	3/8" H
JUCS	30	Juniperus chinensis 'Sue Green'	Sue Green Juniper	3/8" H
TAME	31	Taxus media 'Densata'	Densata Yew	3/8" B
PERENNIALS ORN GRASSES				
HEFR	20	Hemerocallis hybrid 'Happy Returns'	Happy Returns Daylily	1 gal
NEFA	19	Nepeta x faassenii 'Walkers Low'	Walkers Low Catmint	1 gal
CAS	13	Celastrus scandens 'Sticks'	Fi after Reed Clematis	1 gal
MISC MATERIALS				
SF T8D		Bed Preparation/ Mulch		
CY T8D		Topsoil (if needed)		
SY T8D		Kentucky Bluegrass and Perennial Ryegrass Mix by National Seed w/ Straw Blanket		
SY T8D		Low Profile Native Savina Mix by National Seed w/ Straw Blanket		
SY T8D		Sedge Gravel Mix by National Seed (with plugs)		
PLUG LIST				
38	Carex obovata	Am-Forest Sedge		
38	Carex vulpinoidea	Fox Sedge		
36	Elymus virginicus	Virginia Wild Rye		
36	Juncus species	Rush Species		
38	Scirpus atrovirens	Dark Green Rush		
38	Scirpus validus	Great Bluestem		

* plants more-species groups of 7-9 plugs throughout bottom of beds (18" spacing)

LANDSCAPE REQUIREMENTS

OVERALL SITE PLANTINGS:
 Lot Size = 41,702.21 SF
 Required: 1 Planting per 725 SF
 Calculation: 70,221 / 725 = 97

	REQ.	PROVIDED
Site Shade Trees (2.5')	5	5
Site Evergreen Trees (6')	10	8
Site Ornamental Trees (6'/1.5')	20	8
Foundation Evg. Shrubs	31	31
Foundation Dec. Shrubs	31	31
TOTAL	97	84

* Per Village Comment: Irrigation system to be provided in front and corner side yard in lieu of required plantings

Site Perennials/ Orn. Grasses 0 52

Parkway Trees (3')
 502 LF / 50' = 10 8
 (variation requested per FAA regulations to maintain flight path)

Landscape Island Trees 1 1
 Landscape Island Shrubs 9 0
 Dumpster Screening (1) screen sides and back (1) (1)

Parking Lot Evergreen Screen
 Required: 100% Evergreen Screen
 minimum 4" tall at installation
 Provided: 4" Screen
 (18" Berm with 30" Evergreen Shrubs)

SEE L2 FOR ADDITIONAL DETAILS & SEED MIXES

WINGREN LANDSCAPE
 ALL THINGS OUTDOOR

128 Walnut Ave.
 Downers Grove, IL 60515
 TEL 630.759.8100
 www.wingrenlandscape.com

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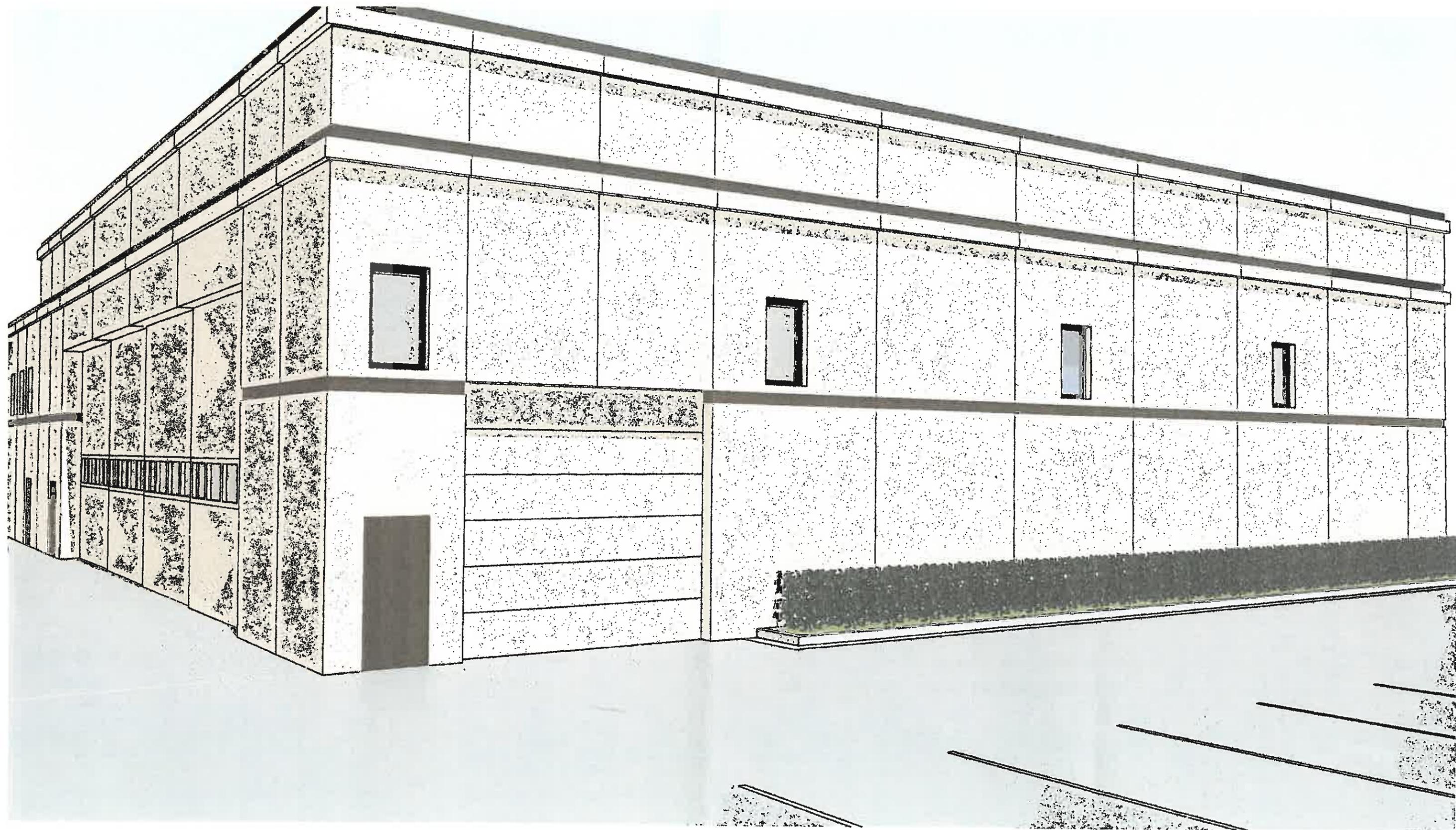
MIDWEST HELICOPTER BUILDING
 525 EXECUTIVE DRIVE
 WILLOWBROOK, ILLINOIS 60527

REVISIONS:
 1 For Owner Review 1.4.16
 2 Per Engineering 1.25.16
 3 Per Owner 1.28.16
 4 Per Review Com. 3.02.16
 5 Per Review Com. 4.14.16

SHEET TITLE:
LANDSCAPE PLAN

DATE: 1.25.16
 JOB: P-
 SCALE: 1"=20'
 BY: MT

SHEET L1 OF 2



VILLAGE OF WILLOWBROOK

BOARD MEETING AGENDA ITEM - HISTORY/COMMENTARY

ITEM TITLE:

AN ORDINANCE AMENDING SECTION 3-12-5 ENTITLED "CLASSIFICATIONS," SECTION 3-12-15 ENTITLED "CONSUMPTION ON PREMISES:" AND SECTION 3-12-19 ENTITLED "HOURS" OF CHAPTER 12 ENTITLED "LIQUOR," OF TITLE 3 ENTITLED "BUSINESS" OF THE VILLAGE CODE OF ORDINANCES OF THE VILLAGE OF WILLOWBROOK, DUPAGE COUNTY, ILLINOIS

AGENDA NO. 8

AGENDA DATE:
4/25/16

STAFF REVIEW: Tim Halik, Village Administrator

SIGNATURE: Tim Halik

LEGAL REVIEW: Thomas Bastian, Village Attorney

SIGNATURE: THOMAS BASTIAN TA.

RECOMMENDED BY: Tim Halik, Village Administrator

SIGNATURE: Tim Halik

REVIEWED & APPROVED BY COMMITTEE: YES NO N/A

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

The Village has received an application for a Special Use Permit (SUP) to operate a production brewery with tap room at 7560 Quincy Street within the Executive Plaza Industrial Park. A public hearing before the Plan Commission for this application was held on April 6, 2016. After the public hearing was closed, the members of the Plan Commission discussed the application and ultimately recommended approval of the application subject to several conditions. The Plan Commission's recommendation on this application was formally received by the Village Board on April 25, 2016, and will be discussed at the Board's next meeting.

The location in question is zoned M-1 (manufacturing). A Production Brewery Tap Room is not currently listed in the M-1 Zoning District as a Permitted or Special Use. Therefore, a zoning text amendment would be needed in order to establish this use within the M-1 District. It is recommended that this proposed use be added as a Special Use within the M-1 District. As a special use, the Village will have an opportunity to evaluate the size of the tap room as compared to the business, available parking, special impacts, etc. Lastly, a new classification of liquor license must be created for this use.

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

The newly created Class L Liquor License will authorize the retail sale of beer brewed on the premises of a Brew Pub or Class I Brewer, as defined by the Illinois Liquor Control Act, for consumption in a tap-room less than 2,000 square feet on the licensed premises and the retail sale of beer brewed on the premises sold in sealed containers for consumption off the licensed premises. The annual fee for a Class L Liquor License shall be \$2000.

The ordinance, at the present time, also designates that there shall be no more than zero (0) Class L Licenses issued at any one time. If the above mentioned SUP application is ultimately approved by the Village Board, a Class L License will be created. Once the zoning is approved, the submitted liquor license application will then be reviewed, and if recommended by the Deputy Liquor Control Commissioner, a Class L Liquor License will be issued to the applicant.

ACTION PROPOSED:

Pass the Ordinance

ORDINANCE NO. 16-O-___

AN ORDINANCE AMENDING SECTION 3-12-5 ENTITLED "CLASSIFICATIONS," SECTION 3-12-15 ENTITLED "CONSUMPTION ON PREMISES:" AND SECTION 3-12-19 ENTITLED "HOURS" OF CHAPTER 12 ENTITLED "LIQUOR," OF TITLE 3 ENTITLED "BUSINESS" OF THE VILLAGE CODE OF ORDINANCES OF THE VILLAGE OF WILLOWBROOK, DUPAGE COUNTY, ILLINOIS

WHEREAS, the corporate authorities of the Village of Willowbrook, are expressly authorized, pursuant to section 4-1 of the Illinois Liquor Control Act (235 ILCS 5/4-1), to regulate the number, classification and license fees authorizing the retail sale of alcoholic liquor in the Village; and

WHEREAS, the corporate authorities of the Village of Willowbrook, have determined that it is proper and in the best interest of the Village to create a new license classification for the retail sale of alcoholic liquor in the Village for consumption on and off the licensed premises.

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

Section One: Section 3-12-5 entitled: "Classifications," of Chapter 12 entitled "Liquor," of Title 3 entitled "Business" of the Village Code of Ordinances of the Village of Willowbrook, DuPage County, Illinois, as amended, is further amended by adding hereto an L License Classification to read as follows:

"L. Retail Consumption On and Off Premises of a Brew Pub or Class I Brewer".

"[L] Class L License: Class L license shall authorize the retail sale of beer brewed on the premises of a Brew Pub or Class I Brewer, as defined by Article V of the Liquor Control Act of 1934 (235 ILCS 5/5-1) for consumption in a tap-room less than 2,000 square feet on the licensed premises and the retail sale of beer brewed on the premises sold in sealed containers for consumption off the licensed premises."

The annual fee for a Class L license shall be Two Thousand Dollars (\$2,000.00). There should be no more than zero (Class L) licenses issued at any one time.

Section Two: The remaining provisions of section 3-12-5 shall remain in full force and effect and unamended by this ordinance.

Section Three: Section 3-12-15: entitled "Consumption on Premises:" as amended, shall be amended to read as follows:

"It shall be unlawful for anyone not holding a Class B, B-2, C, D, E, G, H, I, J, K, or L license to sell or offer for sale alcoholic liquor for consumption on the premises where sold, or to permit the same to be consumed on the premises where sold, except for taste sampling promotions."

Section Four: Section 3-12-19: entitled "Hours:" as amended, is further amended by adding the following after the first paragraph therein:

"For the holders of a Class L license, beer shall not be sold, given, delivered or consumed on the licensed premises at any time other than between the hours of three o'clock (3:00 p.m.) and ten o'clock (10:00 p.m.) on Thursdays,

between the hours of twelve o'clock (12:00 p.m.) and eleven o'clock (11:00 p.m.) on Fridays and Saturdays, and between the hours of twelve o'clock (12:00 p.m.) and seven o'clock (7:00 p.m.) on Sundays."

The remaining provisions of Section 3-12-19 shall remain in full force and effect and amended by this Ordinance.

Section Five: Any ordinance or portion of any ordinance in conflict with the provisions of this Ordinance is hereby repealed solely to the extent of said conflict.

Section Six. This Ordinance shall be in full force and effect from and after its passage and approval and publication in the manner provided by law.

PASSED and APPROVED this 25th day of April, 2016, by a roll call vote as follows:

ROLL CALL VOTE:

AYES: _____
NAYS: _____
ABSTENTIONS: _____
ABSENT: _____

APPROVED:

Mayor

ATTEST:

Village Clerk

VILLAGE OF WILLOWBROOK

BOARD MEETING AGENDA ITEM - HISTORY/COMMENTARY

ITEM TITLE:

A RESOLUTION AUTHORIZING THE MAYOR AND VILLAGE CLERK TO EXECUTE A MEMORANDUM OF UNDERSTANDING BETWEEN THE VILLAGE OF WILLOWBROOK AND THE ILLINOIS FRATERNAL ORDER OF POLICE (IFOP) LABOR COUNCIL – SURVEILLANCE EQUIPMENT

AGENDA NO. 9

AGENDA DATE:
4/25/16

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 NO N/A

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

In accordance with the agreement reached with the Illinois Fraternal Order of Police (IFOP) Labor Council pertaining to department surveillance equipment, the execution of a Memorandum of Understanding (MOU) is necessary to approve and codify the agreed upon operational provisions. This MOU will ultimately become part of the Collective Bargaining Agreement (CBA) renewal, which will be considered by the Village Board under the next agenda item on tonight's agenda.

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

Passage of the attached resolution will serve to authorize the Mayor and Village Clerk to execute the Memorandum of Understanding with the Illinois Fraternal Order of Police (IFOP) Labor Council.

ACTION PROPOSED:

Adopt the Resolution.

RESOLUTION NO. 16-R-_____

A RESOLUTION AUTHORIZING THE MAYOR AND VILLAGE CLERK TO EXECUTE A MEMORANDUM OF UNDERSTANDING BETWEEN THE VILLAGE OF WILLOWBROOK AND THE ILLINOIS FRATERNAL ORDER OF POLICE (IFOP) LABOR COUNCIL – SURVEILLANCE EQUIPMENT

BE IT RESOLVED by the Mayor and Board of Trustees of the Village of Willowbrook, DuPage County, Illinois, that the Village hereby approves an Agreement between the Village of Willowbrook and the Illinois Fraternal Order of Police Labor Council, and that the Mayor and Village Clerk are hereby authorized to sign the Agreement attached hereto and incorporated herein as Exhibit "A".

ADOPTED and APPROVED this 25th day of April, 2016.

APPROVED:

Mayor

ATTEST:

Village Clerk

ROLL CALL VOTE:

AYES: _____

NAYS: _____

ABSTENTIONS: _____

ABSENT: _____

EXHIBIT "A"

MEMORANDUM OF UNDERSTANDING

This Memorandum of Understanding is entered into by and between the Village of Willowbrook ("Village") and the Illinois Fraternal Order of Police Labor Council ("Union") this _____ day of _____, 2016.

With regard to Section 18.15, entitled "Surveillance Equipment," of the collective bargaining agreement between the parties, the Village and the Union agree that any car surveillance equipment, mobile/video/audio, including AVL systems, will only be used for covered members' safety and will not be utilized by the Department for disciplinary actions or covered members' evaluations. Mobile/video/audio devices shall only be required to be used when transporting non-law enforcement personnel, or during traffic stops as described below.

The mobile/video/audio system's primary purpose shall be for use for all traffic stops, but also may be used to record events in which emergency lights and/or sirens are activated. These uses of the mobile/video/audio system shall not be expanded upon outside the use for traffic stops and the discretionary use by officers to record events when lights and sirens are activated, unless mutually agreed to by the parties. The audio transmitter will be in the "off" position while not in use, and then activated manually by the officer, when exiting the vehicle. Officers shall place the audio transmitter in their outermost pocket before exiting the vehicle during a traffic stop and activate it before approaching the vehicle. The audio transmitter will then be turned off upon conclusion of the traffic stop.

Officers shall not stop the mobile/video/audio recording systems until the traffic stop has been completed. If the traffic stop results in an arrest, the mobile/video/audio recording systems shall be activated continuously while the arrestee is transported in the police vehicle and until the arrestee is removed from the vehicle.

Each officer shall be assigned a log-in password to access recorded, stored, or duplicated recorded files. Access shall only be to recorded, stored, or duplicated files that were created by that officer, as described in point 1. Each password will be unique to each officer and shall not be shared with any other officers. The Chief and/or the Chief's Secretary shall keep the registry of log-in passwords. Log-in and password information shall not be disseminated by the Chief and/or the Chief's secretary, except to the officer it belongs to.

An officer shall only be allowed to view or access recorded, stored, or duplicated mobile/video/audio recording files that were created by that officer, as described in point 1, unless such officer is conducting an ongoing criminal investigation, in which case the officer conducting the investigation may view or access any recordings that are relevant to such investigation.

No mobile/video/audio recordings, media or recorded images shall be disseminated to or viewed by any outside agency, person, company, or media outlet, including any and all social media outlets, except to the extent required by law. This shall not prohibit the disclosure or viewing of such recordings by any persons assigned to an ongoing criminal investigation.

Mobile/video/audio recordings entered into evidence will be handled in accordance with evidence retention schedules, in compliance with 720 ILCS 5/14-3 (H-15) (i.e., ninety (90) calendar days) if not otherwise requested for evidentiary purposes or as part of a States Attorney

request. A destruction order will be requested upon completion of all criminal cases. The current mobile/video/audio recording systems will not incur any software, program or setting changes that would in any way change the operating system as existed in June, 2014, unless mutually agreed by the Village and the Union.

Notwithstanding point 4, the Chief of Police may review recorded mobile/video/audio recordings for any purpose, and the Deputy Chief may review mobile/video/audio recordings, but only if the Chief of Police is absent longer than three (3) days. The Deputy Chief may only view recorded mobile/video/audio recordings that require immediate attention in the absence of the Chief of Police as described above. If the Chief or Deputy Chief are unavailable and a mobile/video/audio recording requires immediate review by the senior officer in charge of the Department, the senior officer in charge of the Department may view the mobile/video/audio recordings, provided that an FOP Labor Council representative or bargaining unit steward are entitled to be present during the review of the mobile/video/audio recording.

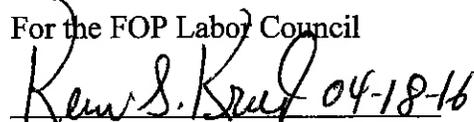
The Employer will maintain a log of any viewing conducted of the mobile/video/audio systems, and the log shall state who reviewed the material, why, and describe what material was reviewed. The affected officer will be notified that such a review will take place. An FOP Labor Council representative or a bargaining unit steward will have, upon request, access to review such logs and/or computer programs that denote such viewings.

No remote downloading, either externally or internally, of mobile/video or audio recordings will be performed, without the written permission of the officer who was recorded and the Labor Council representative.

The Parties agree that the Employer shall have the right to implement what are commonly referred to as "body cameras," provided that the Employer has adopted a written policy, as required by the Law Enforcement Officer – Worn Body Camera Act, 50 ILCS 706/10-1 et seq., and the Union shall have the right to bargain to impasse any proposed changes to such written policy, provided that such bargaining shall not delay implementation of body cameras.

This Memorandum of Understanding will remain in effect until otherwise mutually agreed, or modified pursuant to the collective bargaining process, including the impasse procedures provided in Section 14 of the Illinois Public Labor Relations Act, 5 ILCS 315/14.

For the FOP Labor Council


Kevin S. Krug Date
FOP Northern Field Supervisor


Timothy J. Kobler Date
Unit Steward

For the Village of Willowbrook:

Frank A. Trilla Date
Mayor

Leroy Hansen Date
Village Clerk

Village Seal:

VILLAGE OF WILLOWBROOK

BOARD MEETING AGENDA ITEM - HISTORY/COMMENTARY

ITEM TITLE:

RESOLUTION - A RESOLUTION APPROVING AN AGREEMENT BETWEEN THE VILLAGE OF WILLOWBROOK AND THE ILLINOIS FRATERNAL ORDER OF POLICE (IFOP) LABOR COUNCIL AND AUTHORIZING THE MAYOR AND VILLAGE CLERK TO EXECUTE SAID AGREEMENT – COLLECTIVE BARGAINING AGREEMENT, MAY 1, 2016 – APRIL 30, 2019

AGENDA NO. 10

AGENDA DATE:

4/25/16

STAFF REVIEW: Tim Halik, Village Administrator

SIGNATURE: Tim Halik

LEGAL REVIEW: Thomas Bastian, Village Attorney

SIGNATURE: Thomas Bastian

RECOMMENDED BY: Tim Halik, Village Administrator

SIGNATURE: Tim Halik

REVIEWED & APPROVED BY COMMITTEE: YES NO N/A

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

On April 18, 2016, the rank and file members of the IFOP Patrol Officer and Sergeant Labor Union voted to ratify a Collective Bargaining Agreement (CBA) renewal. The renewed Agreement extends the current terms of the prior Agreement for three (3) years commencing May 1, 2016 and extending through April 30, 2019. The only item bargained as part of this CBA renewal was wage.

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

The CBA includes wage increases of 2.5%, 2.5%, and 2.5% over the next three years achieved through a step plan schedule. All other language within the CBA remains unchanged, with the exception of an added Memorandum of Understanding relating to surveillance equipment (pages 39 & 40), which will be considered separately by the Village Board on tonight's agenda.

ACTION PROPOSED:

Adopt the Resolution.

RESOLUTION NO. 16-R-_____

RESOLUTION - A RESOLUTION APPROVING AN AGREEMENT BETWEEN THE VILLAGE OF WILLOWBROOK AND THE ILLINOIS FRATERNAL ORDER OF POLICE (IFOP) LABOR COUNCIL AND AUTHORIZING THE MAYOR AND VILLAGE CLERK TO EXECUTE SAID AGREEMENT – COLLECTIVE BARGAINING AGREEMENT, MAY 1, 2016 – APRIL 30, 2019

BE IT RESOLVED by the Mayor and Board of Trustees of the Village of Willowbrook, DuPage County, Illinois, that the Village hereby approves an Agreement between the Village of Willowbrook and the Illinois Fraternal Order of Police (IFOP) Labor Council, effective May 1, 2016 through April 30, 2019, and that the Mayor and Village Clerk are hereby authorized to sign the Agreement attached hereto and incorporated herein as Exhibit “A” and any other ancillary documents

ADOPTED and APPROVED this 25th day of April, 2016.

APPROVED:

Mayor

ATTEST:

Village Clerk

ROLL CALL VOTE:

AYES: _____

NAYS: _____

ABSTENTIONS: _____

ABSENT: _____

EXHIBIT "A"

ILLINOIS FOP LABOR COUNCIL

and

VILLAGE OF WILLOWBROOK

Sergeants & Police Officers



May 1, 2016 – April 30, 2019

Springfield - Phone: 217-698-9433 / Fax: 217-698-9487

Western Springs - Phone: 708-784-1010 / Fax: 708-784-0058

Web Address: www.fop.org

24-hour Critical Incident Hot Line: 877-IFOP911



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PREAMBLE

This Collective Bargaining Labor Agreement is entered into by and between the VILLAGE OF WILLOWBROOK, hereinafter also referred to as the "EMPLOYER" or "VILLAGE," and ILLINOIS FRATERNAL ORDER OF POLICE LABOR COUNCIL, hereinafter also referred to as the "UNION" or "LABOR COUNCIL."

ARTICLE 1 RECOGNITION

Section 1.1 Representative Unit

Pursuant to ILRB Case No. S-UC-(S)-13-001 the Employer recognizes the Union as the sole and exclusive representative for all sworn police officers employed by the Village of Willowbrook in the ranks or titles: Patrol Officer, Sergeant.

Excluded: Chief of Police, Deputy Chief and all supervisory, managerial and confidential employees. For purposes of this contract, the term "Officer", "Police Officer" or "Covered Member" or such similar reference shall apply to the position of "Sergeant", unless denoted otherwise.

Section 1.2 Dues Check-Off

With respect to any covered member from whom the Employer receives individual written authorization, signed by the covered member, in a form agreed upon by the Union and the Employer, the Employer shall deduct from the wages of the covered members the dues and initiation fee required as a condition of membership on the Union, or a representation fee, and shall forward such amount to the Union within (30) calendar days after close of the pay period for which the deductions are made. The amounts deducted shall be set by the Union.

Section 1.3 Fair Share

During the term of this Labor Agreement, covered members who are not members of the Labor Council shall, commencing thirty (30) days after the effective date of this Labor Agreement, pay a fair share fee to the Labor Council for collective bargaining and contract administration services tendered by the Labor Council as the exclusive representative of the covered members covered by this Labor Agreement. Such fair share fee shall be deducted by the Village from the earnings of non-members and remitted to the Labor Council each month. The Labor Council shall annually submit to the Village a list of the covered members covered by this Labor Agreement who are not members of the Labor Council and an affidavit which specified the amount of the fair share fee, which shall be determined in accordance with the applicable law.

ARTICLE 2 PROBATIONARY OFFICERS

Officers hired by the Employer shall serve a probationary period of eighteen (18) months. Probationary Officers are covered by the terms of this contract; however, the parties recognize that probationary Officers may pursue any remedies which are available to them under law. This Article shall not apply to Sergeants.

ARTICLE 3 MANAGEMENT RIGHTS

Except as specifically limited by the express provisions of this Labor Agreement, the Employer has and will continue to retain the right to operate and manage its affairs in each and every respect. The rights reserved to the sole discretion of the Employer shall include, but not be limited to, rights:

1. To determine the organization and operations of the Police Department;
2. To determine and change the purpose, composition and function of each of its constituent departments and subdivisions;
3. To set standards for the services to be offered to the public;
4. To direct covered members of the Police Department, including the right to assign work and overtime;
5. To hire, examine, classify, select, promote, train, transfer, assign and schedule covered members;
6. To increase, reduce or change, modify or alter the composition and size of the work force, including the right to relieve covered members from duties because of lack of work or funds or other proper reasons;
7. To establish work schedules and to determine the starting and quitting time, and the number of hours worked;
8. To establish, modify, combine or abolish job positions and classifications;
9. To contract out work;
10. To add, delete or alter methods of operation, equipment or facilities;
11. To determine the locations, methods, means and personnel by which the operations are to be conducted, including the right to determine whether goods or services are to be made, provided or purchased;
12. To establish, implement and maintain an effective internal control program;
13. To suspend, demote, discharge or take other disciplinary action against covered members in accordance with Illinois law; and
14. To add, delete or alter policies, procedures, general orders, rules and regulations.

Inherent managerial functions, prerogatives and policy-making rights whether listed above or not, which the Employer has not expressly restricted by a specific provision of this Labor Agreement are not in any way, directly or indirectly, subject to the grievance and arbitration procedures contained herein, provided that no right is exercised contrary to or inconsistent with other terms of this Labor Agreement.

ARTICLE 4 ENTIRE AGREEMENT

This Labor Agreement constitutes the complete and entire Labor Agreement between the parties and concludes collective bargaining between the parties for its term, subject to the provisions of Sections 4 and 7 of the Public Labor Relations Act. This Labor Agreement supersedes and cancels all prior practices and agreements, whether written or oral, which conflict with the express terms of this Labor Agreement. If a past practice is not addressed in this Agreement, it may be changed by the Employer as provided in the management rights clause, Article 3. The parties acknowledge that during the negotiations which resulted in this Agreement, each had the unlimited right and opportunity to make demands and proposals with respect to any subject or matter not removed by law or ordinance from the area of collective bargaining, and that the understanding and agreements arrived at by the parties after the exercise of that right and opportunity are set forth in this Labor Agreement.

ARTICLE 5 NO STRIKE

Section 5.1 No Strike

Neither the Labor Council nor any covered member, agents or employees will instigate, promote, sponsor, engage in or condone any strike, sympathy strike, secondary boycott, slowdown, speed-up, sit-down, concerted stoppage of work, concerted refusal to perform overtime, concerted abnormal and unapproved enforcement procedures or policies or work to the rule situations, mass resignations, mass absenteeism, or picketing which in any way results in the interruption or disruption of the operations of the Village, regardless of the reason for so doing. Each employee who holds the position of Patrol Officer, Sergeant or steward of the Labor Council occupies a position of special trust and responsibility in maintaining and bringing about compliance with the provisions of this Article. In addition, in the event of a violation of this Section of this Article, the Labor Council agrees to inform its members of their obligations under this Labor Agreement and their obligation not to strike as imposed by the Illinois Public Labor Relation Act and to direct them to return to work.

Section 5.2 Union's Responsibility

Should any activity prescribed in Section 1 of this Article occur, which the Union has or has not sanctioned, the Union shall immediately:

- A. Publicly disavow such action by the covered members or other persons involved;
- B. Advise the Employer in writing that such action has not been caused or sanctioned by the Union;
- C. Notify the covered members stating that it disapproves of such action instructing all employees to cease such action and return to work immediately; or
- D. Take such other steps as are reasonably appropriate to bring about observance of the provisions of this Article, including compliance with reasonable requests of the Employer to accomplish this end.

Section 5.3 Discipline of Strikers

Any covered member who violates the provisions of Section 5.1 of this Article shall be subject to disciplinary action up to and including discharge, as well as any statutory penalties.

Any action taken by the Village against any covered member who participates in any action prohibited by Section 5.1 shall not be considered as a violation of this Agreement and shall not be subject to the provisions of the grievance procedure, provided that the Labor Council shall have the right to grieve whether the covered member engaged in an action prohibited by Section 5.1 but, if the Village's determination is shown to be correct, not the appropriateness of the penalty imposed or any other issue. The failure to confer a penalty in any instance is not a waiver of such right in any other instance nor is it a precedent.

ARTICLE 6 HOURS OF WORK

Section 6.1 Purpose of Article

Nothing herein shall be construed as a guarantee of hours of work per day, per week or per work cycle, and nothing within shall preclude the Employer from restructuring the normal workday, work week or work cycle. It is the Employer's intent that such changes will be infrequent.

Section 6.2 Work Schedules

The Employer shall continue to post the work schedules showing the shifts, workdays and work hours to which covered members are assigned.

Section 6.3 Hours of Work

Except as provided elsewhere in this Agreement, covered member's normal work hours shall generally consist of eight (8) consecutive hours of work. Each eight (8) hour work day shall include a thirty (30) minute paid lunch break and two fifteen (15) minute coffee breaks, which may be combined by the covered member, circumstances permitting. Failure to secure said breaks as a result of workload shall not occasion the payment of overtime.

Section 6.4 Overtime Compensation

All hours worked in excess of one hundred-sixty (160) hours in the twenty-eight (28) day work cycle shall be compensated at the overtime rate of time and one half (1^{1/2}) the covered member's regular hourly rate of pay. Hours paid for but not worked shall be considered as hours worked for purposes of computing overtime.

Section 6.5 Required Overtime/Patrol Officers

The Chief of Police or designee(s) shall have the right to require overtime work, and full-time Patrol Officers may not refuse overtime assignments. In non-emergency situations, the Chief of Police or designee(s), as a general rule, shall take reasonable steps to obtain volunteers for overtime assignments before assigning required overtime work. However, volunteers will not necessarily be selected for work in progress. Also, specific full-time Patrol Officers may be selected for special assignments based on specific skills, ability and experience they may possess.

Scheduled Overtime Posted overtime assignments for full-time Patrol Officers shall be filled by rotating seniority based on the seniority list posted in the patrol room. Patrol Officers shall make one (1) selection from the posted overtime when the pin is on their name. Full-time Patrol Officers will have twenty-four (24) hours in which to make the selection, with the pin moving at 9:00am every day.

The Department command shall be responsible for moving the pin Monday through Friday, with the Day Shift supervisor responsible for moving the pin on Saturday and Sunday. Any assignment not filled by the regular process on the day before the assignment; (Friday for Sunday and Monday details), shall be filled by pick or pass. A pick or pass movement is defined as the acceleration of the pick process from twenty-four (24) hour selection period to an immediate pick or pass process. If the assignment remains unfilled four (4) hours before the start of the detail the following will be implemented: If the assignment is for shift coverage, the least senior on-duty Patrol Officer will be ordered to fill the vacancy.

Un-Scheduled Overtime Vacancies created shall be offered to full-time Patrol Officers on duty by seniority. If the vacancy is not filled by a full-time Patrol Officer on duty, such shall be offered to off duty full-time Patrol Officers by seniority, to the most senior first, then in descending order. If the vacancy stills remains unfilled, other covered members in the rank of Sergeant will be provided the opportunity for the overtime as described in Section 6.11. If the vacancy stills remains unfilled, other covered members will be provided the opportunity for the overtime. If the vacancy is not filled after all covered members as denoted above have been offered the opportunity, the vacancy shall be filled by the least senior full-time covered member in the rank of Patrol Officer on duty for the shift needing to be filled. Until two (2) or more Sergeants are staffed by the Village, Sergeants will be treated as Patrol Officers, for purposes of filling overtime assignments, as described in this Section 6.5.

Overtime Details

All overtime details (excluding shift overtime) shall be made available to all bargaining unit members. Bargaining unit members shall make selections based on the pick/pass process in accordance with the scheduled overtime procedure.

Section 6.6 Officer-In-Charge

Officers designated as Officers-In-Charge will be paid \$4.00 for each hour worked in that capacity.

Section 6.7 Call Back

Covered members who are called back for hours which are not immediately contiguous to the normal working schedule shall be guaranteed a minimum of two (2) hours' work at the overtime rate.

Section 6.8 No Pyramiding

Compensation shall not be paid or compensatory time taken more than once for the same hours under any provisions of this Article of Agreement.

Section 6.9 Compensatory Time

Covered members may continually add to their compensatory time bank up to fifty (50) hours of replenishable time. Compensatory time in lieu of overtime pay may be taken with the approval of the Chief of Police or designee.

Section 6.10 Field Training Officer

A covered member assigned as a Field Training Officer (FTO) shall receive additional compensation in the amount of one (1) hour at the covered member's overtime rate for each shift of service as an FTO.

Section 6.11 Required Over-Time/Sergeants

The Chief of Police or designee(s) shall have the right to require overtime work, and Sergeants may not refuse overtime assignments. In non-emergency situations, the Chief of Police or designee(s), as a general rule, shall take reasonable steps to obtain volunteers for overtime assignments before assigning required overtime work. However, volunteers will not necessarily be selected for work in progress. Also, specific Sergeants may be selected for special assignments based on specific skills, ability and experience they may possess.

Scheduled Overtime Posted overtime assignments for Sergeants shall be filled by rotating seniority based on the seniority list posted in the patrol room. Sergeants shall make one (1) selection from the posted overtime when the pin is on their name. Sergeants will have twenty-four (24) hours in which to make the selection, with the pin moving at 9:00am every day. The Department command shall be responsible for moving the pin Monday through Friday, with the Day Shift supervisor responsible for moving the pin on Saturday and Sunday. Any assignment not filled by the regular process on the day before the assignment; (Friday for Sunday and Monday details), shall be filled by pick or pass. A pick or pass movement is defined as the acceleration of the pick process from twenty-four (24) hour selection period to an immediate pick or pass process. If the assignment remains unfilled four (4) hours before the start of the detail the following will be implemented: If the assignment is for shift coverage, the least senior on-duty Sergeants will be ordered to fill the vacancy.

Un-Scheduled Overtime Vacancies created shall be offered to Sergeants on duty by seniority. If the vacancy is not filled by a Sergeant on duty, such shall be offered to off-duty Sergeants by seniority, by the most senior first, then in descending order. If the vacancy stills remains unfilled, other full time Covered Members in the rank of Patrol Officer on duty will be afforded the opportunity to fill the vacancy, by seniority. If the vacancy is not filled by a Full Time Covered Patrol Officer on-duty, off-duty full time Covered Patrol Officers by seniority, to the most senior first, then in descending order, will be provided the opportunity for the overtime. If the vacancy is not filled after all Covered Members, as denoted above, have been offered the opportunity, the vacancy shall be filled by the least senior Sergeant on duty for the shift needing to be filled. Until two (2) or more Sergeants positions are staffed by the Village, Sergeants will be treated as Patrol Officers, for purposes of filling overtime assignments, as described in Section 6.5 of this Agreement. Whenever two (2) or more Sergeants positions are staffed by the Village, overtime assignments for shift work and details (scheduled and unscheduled) for a Sergeant's position shall be first offered to Sergeants, in accordance with the procedures described in Section 6.11.

ARTICLE 7 FURLOUGHS

Section 7.1 Furloughs

The following are designated holidays for purposes of this Article:

- | | |
|------------------------|------------------------|
| New Year's Day | Thanksgiving |
| Martin Luther King Day | Day After Thanksgiving |
| Good Friday | Christmas Eve |
| Memorial Day | Christmas Day |
| Fourth of July | New Year's Eve |
| Labor Day | |

Covered members shall receive eleven (11) days of paid furlough within each anniversary year in lieu of holidays. Covered members shall request a furlough and approval shall be given by the Chief of Police or designee with regard due to scheduling considerations, but approval of the use of furlough days shall not be unreasonably denied. At the separation of any covered member from Village employment, the Employer shall pay to such covered member an additional compensation equal to the accrued and prorated pay rate of furlough for the current anniversary year. Covered members will be paid extra pay, at their regular rate, for the hours they work on holidays.

Section 7.2 General Leaves of Absence

Covered members shall be entitled to general leaves of absence as set forth in the Village of Willowbrook Personnel Manual in effect at the date of execution of this Labor Agreement.

Section 7.3 Military Leave

The Village shall comply with the requirements of all current state and federal statutes regarding military leave, compensation, benefits and reinstatement, including but not limited to the Public Employee Armed Services Rights Act, 5 ILCS 330/10 or as amended. The Local Government Employees Benefits Continuation Act, 50 ILCS 140 or as amended; and the Illinois Family Military Leave Act, 820 ILCS 151/1 et seq. or as amended.

Section 7.4 Jury Duty

Covered members shall be entitled to leave for jury duty as set forth in the Village of Willowbrook Personnel Manual in effect at the date of execution of this Agreement.

Section 7.5 Benefits While on Leave

Covered members shall be entitled to receive benefits while on approved leave as set forth in the Village of Willowbrook Personnel Manual in effect at the date of execution of this Agreement.

Section 7.6 Public Employee Disability Act Leave

Covered members will be afforded all applicable health coverage rights, wages, pension contributions and benefits pursuant to Section 10 of the current Illinois Public Safety Employee Benefits Act, 820 ILCS 320/10 or as amended. A covered member who sustains injuries and/or contracts a contagious disease in the line of duty which renders the covered member unable to perform their job duties will be afforded all applicable rights to leave pursuant to the current Illinois Public Employee Disability Act, 5 ILCS 345/1 et. seq. or as amended.

Section 7.7 Family and Medical Leave

The Village offers Family and Medical Leave pursuant to the Family and Medical Leave Act, or as amended.

Section 7.8 Family Military Leave

Covered members will be afforded all applicable rights to family military leave pursuant to the Illinois Family Military Leave Act, 820 ILCS 151/1 et. seq. or as amended.

ARTICLE 8 INSURANCE

Section 8.1 Coverage

The Employer shall provide for each covered member term life insurance policy in an amount not less than one and three-quarters ($1\frac{3}{4}$) times base pay (annual base salary plus longevity) at the Employer's expense. In addition, the Employer shall provide for each covered member accidental death and dismemberment insurance in the same amount at the Employer's expense. The Employer shall allow covered members collectively to purchase at the covered member's expense additional life insurance or accidental death and dismemberment insurance up to \$100,000. Premiums for this additional coverage shall be paid through regular payroll deductions. The Employer shall provide for each covered member comprehensive medical insurance policy including major medical insurance at the Employer's expense. The Employer shall provide for each covered member dental insurance policy at the Employer's expense. At the request of any covered member, the Employer shall provide a dental insurance policy and a comprehensive medical insurance policy including major medical coverage as provided to covered members to any eligible dependent of the covered member. The Employer's contribution toward the cost of the premium for dependent coverage will be eighty percent (80%). The Village will pay one-hundred percent (100%) of the premium for employee coverage under the HMO plan and eighty percent (80%) of the premium for dependent coverage under the HMO plan. The Village agrees that it will use its best efforts to prevent any reductions in optical benefits provided in the current HMO plan.

Section 8.2 Termination of Coverage

Benefits for life, medical, dental and accidental death and dismemberment shall terminate immediately upon resignation or termination. Covered members shall, however, be afforded all rights under the Consolidated Omnibus Budget Reconciliation Act (COBRA) of 1985 and any amendments to that statute.

Section 8.3 Pensioned Officers

Any pensioned covered member shall be eligible to make application for conversion of benefits at their expense consistent with applicable laws. The Employer agrees to make its best effort to help secure such conversion benefits if requested by the covered member. Any covered member on leave of absence with or without pay or on temporary leave or on an extended disability leave shall have life, dental, medical and accidental death and dismemberment benefits as determined by the Village Administrator consistent with law. Such options of the Village Administrator may include:

- A. Full benefits at Employer's expense; or
- B. Full benefits at the covered member's expense; or
- C. Conversion privileges at Employer's expense; or
- D. Conversion privileges at the covered member expense.

Section 8.4 Termination of All Benefits

Notwithstanding the above, the Village Administrator shall not grant benefits at the Employer's expense for a period exceeding thirty (30) days without first securing the approval of the President and Board of Trustees. A Covered member disputing the decision of the Village Administrator may appeal the decision per Article 16 Grievance Procedure.

Section 8.5 Death of an Officer

In the event that a covered member dies while employed by the Village, the dependents of the covered member may make application for a continuation of medical and dental benefits. Should such dependents be eligible for such coverage as determined by the applicable carrier, the Employer shall provide for the full cost of such participation for one (1) full year following the death of the covered member.

Section 8.6 Health Insurance Buy-Back Program

Any covered member who does not want to be covered by a Village health insurance plan may decline the coverage. This includes a covered member declining family coverage, single coverage or declining dependent coverage and keeping single coverage (such covered member must be eligible for the form of coverage). However, because having health insurance is vitally important, no individual will be allowed to decline coverage unless they can offer proof of coverage under another health insurance policy. A covered member may only terminate their health insurance election to receive the buy-back benefit during the annual open enrollment period, and/or upon a qualifying event (e.g., divorce, birth of a child). Covered members wishing to terminate their health insurance coverage in order to take advantage of this policy must complete a waiver form and return it to the Finance Department. This waiver will apply to both single (employee only) and dependent and family coverage. A copy of a current medical insurance card showing evidence of coverage through another health insurance carrier must be attached. Following this submission verifying coverage, the insurance through the Village will be terminated effective the first day of the following month after the form is submitted to Finance. Covered member's wishing to take advantage of this policy acknowledge that neither the Village nor the Union is liable for any losses sustained by an covered member electing to waive their health insurance coverage(s) under the existing group insurance plan in favor of coverage under an outside plan of any kind; and further, that the covered member assumes all risks in deciding to waive coverage pursuant to this Section.

If single coverage is waived the reimbursement is fifty percent (50%) of the current single premium the Village pays. If family coverage is waived the reimbursement is fifty percent (50%) of the current single premium the Village pays. If dependent coverage is waived (employee goes from family to single coverage) the reimbursement is fifty percent (50%) of the current single premium the Village pays. The reimbursement will be distributed through payroll over twenty-four (24) pay periods. All payments are considered income and are subject to normal withholdings. Individuals whose spouse is also a Village employee are eligible for this reimbursement plan.

Re-enrollment: Re-enrollment to Village coverage can be accomplished during the open enrollment period annually or immediately if the other coverage is terminated. It is understood that this section does not alter COBRA requirements of the Employer and covered member.

ARTICLE 9 VACATIONS

Section 9.1 Vacation Leave

All covered members are eligible for vacation with pay as follows:

- A. Covered members are entitled to ten (10) working days vacation per year upon the completion of twelve (12) months of service.
- B. Covered members are entitled to fifteen (15) working days vacation per year upon the completion of sixty (60) months of service.
- C. Covered members are entitled to twenty (20) working days vacation per year upon the completion of one hundred and twenty (120) months of service.
- D. Covered members are entitled to twenty-five (25) working days vacation per year upon the completion of one hundred and eighty (180) months of service.

Section 9.2. Vacation Computation

All vacation shall be computed from the anniversary date of employment.

Section 9.3 Vacation Approval and Scheduling

The time at which a covered member shall take their vacation and the length of the vacation shall be determined by the Chief of Police with due regard to the wishes of the covered member and with particular regard to the needs of the Employer.

Section 9.4 Accumulation of Vacation Leave

Vacations are to be taken in the year subsequent to the year in which they are earned. In exceptional circumstances, vacations may be postponed to the next six (6) months but not longer, with the approval of Chief of Police and the Village Administrator.

Section 9.5 Pay in Lieu of Vacations

Vacations are provided for the recreation and relaxation of covered members. Accordingly, there is no pay in lieu of vacation leave.

Section 9.6 Advancement of Vacation Pay

Upon request the Chief of Police or the Village Administrator may approve the issuance of vacation pay on the last regular paycheck prior to approved vacation leave. Such approval may not be unreasonably withheld.

Section 9.7 Termination of Employment

Upon termination of employment, a covered member shall be eligible for accrued, prorated vacation leave.

Section 9.8 Officers on Special Leave

Covered members on special leave shall be subject to the following:

- A. Covered members on disability, military or sick leave for less than thirty (30) days shall earn vacation at the normal rate discussed above.

- B. Covered members on special leave without pay shall not earn vacations for the period of the leave.
- C. Covered members on leave receiving Workers' Compensation benefits from the Employer shall earn vacation at the normal rate discussed above.

ARTICLE 10 BEREAVEMENT, EMERGENCY, AND SICK LEAVE

Section 10.1 Bereavement Leave

Covered members may be granted bereavement leave of absence with pay in cases of death of a member of the covered member's immediate family, defined as husband, wife, children, father, mother, father-in-law, mother-in-law, brother, sister, brother-in-law, sister-in-law, grandfather or grandmother (including step or half relatives in the foregoing classifications), grandfather in-law, grandmother in-law, aunt, uncle or other relatives that the Village Administrator may designate. Bereavement leave shall be granted for a maximum of three (3) working days, unless otherwise approved by the Village Administrator.

Section 10.2 Emergency Leave

Covered members may be granted time off in cases of a medical emergency involving a husband, wife, child, father, or mother (including step relatives in the foregoing classifications). In addition, covered members may be granted time off in cases of a medical emergency involving other members of the Covered member's immediate family, as defined in Section 10.1, provided such person actually resides in the covered member's home. A "medical emergency" is an acute medical situation warranting the covered member's immediate presence and does not include pre-scheduled medical procedures, doctor's appointments, routine illnesses like colds or the flu, or similar types of medical care and conditions. Emergency leave will be granted by the Village Administrator for the duration of the emergency up to a maximum of three (3) working days.

Section 10.3 Sick Leave

Covered members shall be eligible for the sickness and disability leave benefits provided herein. The granting of sick leave and disability leave is contingent upon the following conditions:

- A. The covered member is unable to perform his or her assigned duties.
- B. The covered member requesting sick leave or disability leave is subject to a demand of their supervisor or the Police Pension Board when applicable to present themselves to the Village Physician for examination as permitted by law.
- C. The employment status of any covered member on extended sickness or disability leave shall be determined after the end of the initial one (1) year sickness or disability leave by the President and Board of Trustees except as provided by law or as determined by the Police Pension Board. In determining the continuing status of any sick or disabled covered member who may be under the jurisdiction of the President and Board of Trustees, such Board shall take into consideration all factors relevant to the nature of the sickness or the disability and likelihood of the covered members ever being capable of resuming their duties.
- D. Covered members who have been deemed to have abused this policy shall be subject to disciplinary actions.

- E. All covered members shall be eligible to make application to the Police Pension Board. The Police Pension Board shall provide disability benefits as provided by law. Should a covered member either elect not to make such application, or be denied participation in the Police Pension Board, such covered member shall only be entitled to benefits under (F) and (H) below.
- F. All covered members shall be entitled to sick days consistent with the following guidelines:
1. Sick days shall be paid at the rate of one hundred percent (100%) the normal rate of pay except as otherwise provided.
 2. Each covered member shall earn one (1) sick day for each completed month of employment.
 3. A covered member shall accumulate no more than one hundred forty-four (144) such sick days. Once a covered member has accumulated said one hundred forty-four (144) days, the covered member shall not be eligible for any additional accumulation.
 4. At the separation of any covered member from the Village, the Employer shall pay to such covered member, as additional compensation, a sum of money which shall equal the covered member current rate of pay times fifty percent (50%) of the number of accumulated sick days not to exceed one hundred twenty (120) days. Any covered member terminated or discharged subsequent to disciplinary action shall not be eligible for this paid additional compensation.
 5. Approval of payroll for covered members on sick leave shall be the responsibility of the Chief of Police or designee. Proof of eligibility for covered members requesting sick leave shall be at the discretion of the Chief of Police or designee. After five (5) occurrences and/or usage in a fiscal year, a doctor's note will be required for each subsequent personal sick leave usage by the covered member, with the exception of sick time use for family.

Maternity leave benefits shall be provided as any other sick leave benefit.

- G. Notwithstanding any provision contained herein to the contrary, when an illness or injury of a member of a covered members immediate family does not warrant the granting of an emergency leave, a covered member may use sick days to provide necessary care to such family member, subject to the conditions set forth in Paragraph F. For purposes of this Paragraph G, a member of a covered members immediate family is defined as a family member living in the covered members home and a parent, parent-in-law, son, daughter, son-in-law, and daughter-in-law (including step parents and children) of a covered member not living in the covered member home.

- H. Notwithstanding any provision contained herein above to the contrary, accumulated sick days may not be utilized as personal time off but rather are intended only to be utilized in the case of illness or injury of the covered member's or a member of their immediate family, as described above.
- I. Covered members on extended sick or disability leave, that is, sick leave in excess of thirty (30) calendar days shall not accrue vacation leave, sick leave or holiday leave benefits. Further, covered members on special leave without pay shall not earn sickness and disability benefits for the period of the leave.

Section 10.4 Sick Leave Incentive

Each covered member who did not use a sick day in the prior year (May 1 through April 30) shall be provided with three (3) personal days which must be used during the next twelve (12) months (May 1 through April 30) and must be scheduled in advance with approval of the Chief of Police or designee.

**ARTICLE 11 TRAINING AND ADVANCEMENT OF EDUCATION –
REIMBURSEMENT**

Section 11.1 Education Reimbursement

The Employer agrees to continue to reimburse covered members for job-related training programs and job-related formal education. Annual reimbursement will be one-hundred percent (100%) up to a limit of two thousand two hundred-fifty dollars (\$2,250) per covered member. Reimbursement will be made upon submission of proof of successful completion of the program or course with a grade of "C" or better. Covered members who obtain reimbursement under improper circumstances will be required to reimburse the Village and will be subject to disciplinary action.

Section 11.2 On-Duty Training

Covered members attending required training sessions away from the Police Department shall either be provided transportation to and from the training location, if available, or shall be paid the prevailing rate mileage allowance for the use of their own vehicle. Covered members shall be compensated at the covered member's applicable straight or overtime hourly rate of pay for travel time to and from said training, up to a maximum of three (3) hours. Covered members attending training which is not required by the Department, but at the request of the covered member, shall do so on their own time and shall not be entitled to compensation. It is also agreed that the transportation to and from these training sessions will be the covered members responsibility. When a covered member is required to attend training which lasts three (3) or more days, covered member may submit for lunch meal expenses on the required form, not to exceed the state allowance. If a covered member is required to stay overnight, covered member may submit for meal expenses for breakfast, lunch, and dinner on the required form, not to exceed the state allowance.

Section 11.3 Training Academy Expenses

Newly hired covered members attending a police training academy shall be compensated at the appropriate straight time rate of pay for eight (8) hours for each day spent in training and shall be compensated for mileage spent for round trips from either the Police Department or their home whichever is less.

While a covered member is attending the academy, the covered member's payroll check, with written authorization, can be mailed to a location specified by the covered member.

ARTICLE 12 UNIFORM/CLOTHING ALLOWANCE

Section 12.1 Initial Uniform Issue

All newly hired covered members shall be provided a complete uniform and other necessary equipment. In addition, newly hired covered members will receive two (2): additional long sleeve shirts, short sleeve shirts, pants and turtlenecks.

Section 12.2 Uniform Allowance

Covered members who are employed as of January 1 of any fiscal year shall receive an annual uniform allowance during the calendar year. The amount of the uniform allowance shall seven hundred fifty dollars (\$750) and thereafter. Acceptable uniform items shall be determined in accordance with Department rules, and acceptable vendors or manufacturers for shirts and pants will also be determined in accordance with Departmental rules. The Village shall also replace leather jackets and service revolver holsters that are no longer useable due to wear or damage upon approval by the Chief of Police or designee. If the Village adopts a new uniform or equipment item that costs twenty-five dollars (\$25) or more, the Village will reimburse the covered member for the first such item purchased (or, in the case of long sleeve shirts, short sleeve shirts, pants and turtlenecks, for the first set of three items purchased).

Section 12.3 Clothing Allowance

Covered members, who are employed as of January 1 and who are assigned to the Investigative Division shall receive an annual uniform allowance as provided for in Section 12.2. However, to the extent that such covered members do not utilize their uniform allowance to purchase acceptable uniform items, they may utilize any unused portion of their uniform allowance as a clothing allowance for the purchase of business attire outwear in a style suitable for the performance of their duties. As with the uniform allowance, the clothing allowance will be paid out as a reimbursement following the submission of receipts. However, clothing allowance payments will be treated as wages, and the Employer will deduct payroll taxes as required by law.

Section 12.4 Damage to Personal Property

The Village shall reimburse covered members for the reasonable cost of replacement of watches, eyeglasses or contact lenses which are destroyed or damaged in the line of duty.

ARTICLE 13 COURT APPEARANCE AND COURT STAND-BY PAY

- A. All covered members will receive a minimum of three (3) hours of overtime pay for court.
- B. If a covered member is on call-in status they must contact the Department within the prescribed time; (11:00am-12:00pm) the covered member will receive payment for one (1) hour of overtime.
- C. This policy does not require a covered member to remain at home while on call-in status. The covered member may contact this department from any location as long as the covered member can appear in court at the required time.

- D. If a covered member calls in and is required to appear, the covered member receives their one (1) hour of overtime for the call-in and an extra minimum of three (3) hours for their court appearance.
- E. Current department practice of providing for the reimbursement of travel time for court appearance shall continue in effect for the term of this Labor Agreement when covered members report for the court appearance from the Village Hall.

Should a covered member choose to report for the court appearance from a location other than the Village Hall, he will not be paid travel time and the covered member's overtime will commence upon their arrival at the court location.

ARTICLE 14 BODY ARMOR/VESTS

The Employer agrees to provide bullet proof vests/body armor replacements every five (5) years minimum level II-A. All vests provided to covered members in accordance with this Article will meet specifications developed by the Employer and shall be the property of the Employer. All covered members will be required to wear the vests/body armor while on duty.

ARTICLE 15 SENIORITY

Section 15.1 Definition of Seniority

Where the term "seniority" is used in this Agreement, it will mean as follows:

- A. Seniority shall be defined as a covered member's length of full-time continuous service as a Police Officer in the Willowbrook Police Department.
- B. In the event that two (2) or more covered members have the same seniority date, seniority shall be determined by the covered member's placement on the Police Commission's eligibility list.
- C. Village employees who become Police Officers shall be afforded seniority credit only for the purposes set forth in this contract.
- D. Except for vacation purposes, probationary Patrol Officers shall have no seniority rights. If a covered member satisfactorily completes the probationary period, their seniority shall be the date of original employment.

Section 15.2 Loss of Seniority

A covered member's seniority will terminate in the following circumstances:

- A. The covered member resigns, quits or retires;
- B. The covered member is discharged or permanently removed from the payroll, and the separation is not reversed;

- C. The covered member does not return to work at the expiration of a leave of absence, provided that if the covered member shows that such failure to return was beyond their control, and covered member made a reasonable effort to communicate the circumstances to the Village promptly, the covered member's seniority will not terminate if the covered member returns to work or obtains authorization for the absence from the Chief or designee at the earliest possible time, not to exceed two (2) consecutive scheduled work days after the leave of absence expired;
- D. The covered member is absent for three (3) consecutive scheduled work days without authorization, provided that if the covered member shows that such absence was beyond their control, and the covered member made a reasonable effort to communicate the circumstances to the Village promptly, the covered member's seniority will not terminate if the covered member returns to work or obtains authorization for the absence from the Chief or designee at the earliest possible time, not to exceed five (5) consecutive scheduled work days after the commencement of the absence; or
- E. The covered member does not return to work when recalled from layoff.

Section 15.3 Application of Seniority

Seniority shall be considered for annual vacation preference and shift selection.

Section 15.4 Layoffs and Recall

Should the Employer determine that it is necessary to decrease the number of covered members in the bargaining unit, it will lay off covered members in the order of inverse seniority in accordance with the provisions set forth in the Illinois Compiled Statutes. Affected covered members and the Union will be given notice of contemplated layoffs at least two (2) weeks prior to the effective day of the layoff(s). Laid off covered members will have recall rights for a period of two (2) years.

Section 15.5 Right of Recall

Any covered member who has been laid off shall be placed on the appropriate reinstatement list and shall be recalled in the inverse order of layoff, provided the covered member is fully qualified to perform the work to which they are recalled without further training.

Section 15.6 Notice of Recall

Covered members who are eligible for recall shall be given ten (10) calendar days' notice of recall, which shall be sent to the covered member by certified or registered mail, return receipt requested, with a copy to the Union, provided that the covered member must notify the Chief of Police or designee of the covered members intention to return to work within five (5) days after receiving notice of recall. The Employer shall be deemed to have fulfilled its obligations by mailing the recall notice by certified or registered mail, return receipt request, to the mailing address last provided by the covered member, it being the obligation and responsibility of the covered member to provide the Chief of Police or designee with his latest mailing address. If a covered member fails to timely respond to a recall notice by return mail or in person, the covered members' name shall be removed from the recall list.

Section 15.7 Seniority List

As soon as practicable after signing of this Labor Agreement, the Employer will furnish the Union a list showing the name, address, job title and last hiring date of each covered member in the bargaining unit, and whether the covered member is entitled to seniority or not. The Employer shall post a similar list without covered members' addresses. Within thirty (30) calendar days after the date of posting, a covered member must notify the Employer of any alleged errors in the list or it will be considered binding on the covered member and the Union. When changes or additions to those lists become necessary, the Employer will provide notification to the Union of such changes or additions. A revised seniority list will be posted once a year. After such posting, a covered member must again notify the Employer of any alleged errors or the information in the list shall be considered binding on the covered member and the Union.

ARTICLE 16 GRIEVANCE PROCEDURE

Section 16.1 Definition

A grievance is defined as a claim by a covered member or the Union that the Employer has violated, misinterpreted or misapplied an express provision of this Agreement except that any dispute concerning a matter or issue which is subject to the jurisdiction of the Board of Police Commissioners shall not be considered a grievance, except that all disciplinary actions up to and including termination for non-probationary covered members and at the election of the covered member, can only be appealed through the Labor Agreement's Article 16 Grievance Procedure or the Board of Police Commissioners, but not both. The parties agree that the Chief of Police or designee or agent for the Employer has the right to implement disciplinary action up to and including termination of a covered member for just cause only, and will not file charges with or review with, or present to the Village's Board of Police Commissioners any discipline unless the covered member has opted to have their appeal through the Board of Police Commissioners. Neither the Police Chief or designee nor the Village or their agents will file charges asking the Board of Police Commissioners to impose or review any discipline on any non-probationary bargaining unit employee if the covered member has selected to appeal through Article 16, Grievance Procedure.

The decision of the Police Chief or designee or agent of the Village with respect to any disciplinary action, up to and including termination shall be deemed final, subject only to the review of said decision through Article 16 Grievance Procedure if the covered member has selected appealing through Article 16 Grievance Procedure. The grievance shall be processed in accordance with Article 16 of this Labor Agreement at Step 4 of the procedure. No processing, review, implementation or relief shall be available from the Board of Police Commissioners with respect to any matter which is subject to the grievance and arbitration procedure set forth in Article 16 of this Agreement. The parties have negotiated an alternative procedure based upon the grievance and arbitration provisions of this Agreement, and the foregoing provisions with respect to the appeal and review of disciplinary action or discharge decisions shall be in lieu of, and shall expressly supersede and preempt, any provisions that might otherwise be the Rules and Regulations of the Village's Board of Police Commissioners. Pursuant to Section 15 of the IPLRA and 65 ILCS § 10-2.1-17, the parties have negotiated an alternative procedure based upon the grievance and arbitration provisions of this Agreement.

Section 16.2 Procedure

A grievance filed against the Employer shall be processed in the following manner:

- Step 1:** The grievance shall be submitted in writing to the covered member's immediate supervisor within seven (7) calendar days after the occurrence of the event giving rise to the grievance, or within seven (7) calendar days after the covered member knew about or reasonably should have known about the occurrence of the event giving rise to the grievance, whichever is later. The grievance shall contain a complete statement of the facts, the provision or provisions of this Agreement which are alleged to have been violated, and the relief requested. Within fourteen (14) calendar days after submission of the grievance, the supervisor shall discuss the grievance with the grievant/Labor Council and provide a written answer to the grievant and Labor Council.
- Step 2:** If the grievance is not settled at Step 1 and the grievant or the Labor Council desires to appeal, it shall be referred by the Labor Council to the Chief of Police in writing within seven (7) calendar days after receipt of the response in Step 1. The grievance shall state specifically the basis upon which the grievant believes the grievance was improperly denied at the previous step in the Grievance Procedure. Within fourteen (14) calendar days after receipt of the appeal, the Chief of Police or a Deputy Chief designated by the Chief shall meet with the grievant/Labor Council and, if no agreement is reached, provide a written answer to the grievant/Labor Council.
- Step 3:** If the grievance is not settled at Step 2, the grievant shall submit the grievance in writing to the Village Administrator within seven (7) calendar days of the Chief of Police's or Deputy Chief of Police's response. The written grievance submitted to the Village Administrator shall state all facts relevant to the grievance, the provisions of the Labor Agreement allegedly violated, all action taken to date in the Grievance Procedure and the relief suggested. If the Village Administrator deems it appropriate, he may meet and discuss the grievance with the grievant Labor Council representative. The Village Administrator shall provide their written response to the grievant and the Labor Council representative within seven (7) calendar days of his/her receipt of the grievance.
- Step 4:** If the grievance is not settled at Step 3 and the Labor Council wishes to appeal the grievance, the Labor Council shall notify the Village Administrator of its intent to proceed to arbitration and shall refer the grievance as described below within fourteen (14) calendar days of receipt of the Village Administrator's written response. Only the Labor Council can move a grievance to arbitration.
- A. If the parties fail to reach agreement on an arbitrator within seven (7) calendar days, the Employer and the Union will jointly contact the Federal Mediation and Conciliation Service and request it to provide the parties with a list of arbitrators in accordance with its rules and procedures for selecting arbitrators. Such arbitrators must be members in good standing with the National Academy of Arbitrators.

- B. The fees and expenses of the arbitrator and the cost of a written transcript, if any, shall be divided equally by the parties.
- C. Each party shall be responsible for compensating its own representatives and witnesses.

Nothing in this section shall prevent the Employer and the Union from voluntarily agreeing on the selection of an arbitrator.

Section 16.3 Limitations on Authority of Arbitrator

The Arbitrator shall have no power to amend, modify, nullify, ignore, add to, or subtract from the provisions of this Labor Agreement. The Arbitrator shall consider and decide only the question of fact as to whether there has been a violation, misinterpretation or misapplication of the specific provisions of this Labor Agreement. The Arbitrator shall be empowered to determine the issue raised by the grievance as submitted in writing at the first step of the Grievance Procedure. The arbitrator shall have no authority to make a decision on any issue not so submitted or raised. The arbitrator shall be without power to make any decision or award which is contrary to or inconsistent with, in any way, applicable laws, or of rules and regulations of governmental administrative agencies that have the force and effect of law. (The Employer is not such an agency.) The Arbitrator shall not in any way limit or interfere with the powers, duties and responsibilities of the Employer or the Board of Police Commissioners, except the parties have negotiated an alternative procedure based upon the grievance and arbitration provisions of this Agreement, and the foregoing provisions with respect to the appeal and review of disciplinary action or discharge decisions shall be in lieu of, and shall expressly supersede and preempt, any provisions that might otherwise be the Rules and Regulations of the Village's Board of Police Commissioners. Any decision or award of the Arbitrator rendered within the limitations of this Section shall be final and binding upon the Employer, the Union and the covered members covered by this Labor Agreement.

ARTICLE 17 UNION REPRESENTATIVES

Section 17.1 Union Representatives

The Employer recognizes the right of the covered members in good standing to select Lodge representatives, and the Labor Council agrees to furnish the Employer with the names of said Lodge representatives selected by the covered members in good standing. The Labor Council representatives shall be deemed as the Union's official spokesperson. Lodge representatives are not permitted to conduct Union business during work hours without the permission of the Chief of Police or designee.

Section 17.2 Union Business

Duly authorized Labor Council representatives of the Union will be permitted at reasonable times to enter the appropriate Village facility for purposes of handling grievances or observing conditions under which covered members are working. The Labor Council representatives will be identified to the Chief/Designee(s) to enter and conduct their business so as not to interfere with the operation of the Employer. If such approval is granted, the Chief/Designee(s) shall designate an area where such business is to be conducted and the period of time to be provided. The Labor Council will not abuse this privilege, and such right or entry shall at all times be subject to general department rules applicable to non-employees.

ARTICLE 18 MISCELLANEOUS

Section 18.1 Non-Discrimination

The Employer and the Union agree that neither shall discriminate in employment by reasons of race, color, religion, national origin, political or Union activity, age, sex marital status or handicap. Grievance filed under this Section may be processed up to but not including arbitration. Grievants dissatisfied with the disposition of such grievances may file charges with the applicable administrative agency.

Section 18.2 Bulletin Boards

The Employer will make a bulletin board available for the use of the Union in non-public locations. The Union will be permitted to have posted on this bulletin board notice of a non-controversial nature, but only after submitting them to the Chief/Designee for approval and posting. There shall be no distribution or posting by covered members of advertising or political material, notices or other kinds of literature on the Employer's property other than herein provided.

Section 18.3 Partial Invalidity

In the event any of the provisions of this Labor Agreement shall be or become invalid or unenforceable by reason of any Federal or State law or local ordinance now existing or hereinafter enacted, such invalidity or unenforceability shall not affect the remainder of the provisions hereof.

Section 18.4 Subcontracting

It is the general policy of the Employer to continue to utilize its Officers to perform work they are qualified to perform. The Employer may, however, subcontract where circumstances warrant. The Union recognizes that the Employer has statutory and charter rights and obligations in contracting for matters relating to the Village operations. The rights of contracting or subcontracting are vested in the Employer. In cases of contracting or subcontracting resulting in layoff of employees covered by this Agreement, the Employer will hold advance discussions with the Union prior to letting the contract and will advise the Union of the nature, scope and work to be performed by the subcontracting. The Union will have the opportunity to submit proposals during these meetings for the purpose of decreasing the effects of any subcontracting on members of the bargaining unit.

Section 18.5 Secondary Employment

Covered members may have secondary employment, provided that they shall not be employed in any outside capacity in which they represent themselves as members of the Willowbrook Police Department, and provided further that the Chief reserves the right to deny or cancel secondary employment which fails to meet all of the following conditions:

- A. That said secondary employment shall be with the prior written approval of the Chief.
- B. That said secondary employment shall not interfere with any of the covered member's obligations to the Village.
- C. That said secondary employment shall not bring the image of the Village or the Police Department into disrepute.

- D. That said secondary employment shall not involve the covered member's use of any Village equipment, facilities, or resources without the Chief's written consent.
- E. That said secondary employment shall not interfere with a covered member's ability to respond to emergency calls.
- F. A covered member shall be allowed to engage in security related employment when said employment is located geographically outside the Village limits. In addition, the covered member must comply with all provisions of General Order 1015 as it may be revised from time to time to comply with Accreditation Standards.

Section 18.6 Ratification and Amendment

This Labor Agreement shall become effective when ratified by the Village Board and the Labor Council and signed by authorized representatives thereof and may be amended or modified during its term only with mutual written consent of both parties.

Section 18.7 Inoculations and Immunizations

- A. Exposure to Contagious Diseases The Village agrees to provide for inoculations or immunization shots for members of a covered member's family (family to include all immediate members and those living in the covered member's home prior to the covered members' exposure) when such becomes necessary as a result of said covered members exposure to contagious diseases where said covered member has been exposed to said disease in the line of duty. The covered member agrees that family members shall submit these expenses to their individual insurance carrier prior to the Village paying for same. However, if the insurance carrier refuses said payment the Village agrees to be responsible for said payment.
- B. Hepatitis B Inoculations. The Village agrees to provide, and pay all expenses for, Hepatitis B inoculations to those covered members' not previously receiving these shots. This inoculation shall be provided for at a medical facility chosen by the Village.

Section 18.8 Impasse Resolution/Interest Arbitration

The resolution of any bargaining impasse shall be resolved according to the provisions of the Illinois Public Labor Relations Act, 5 ILCS 315/14 or as amended.

Section 18.9 Temporary Light Duty Assignments

In order to aid a temporarily injured covered member through the transitional period toward full recovery from an injury, the Village offers temporary light duty assignments in circumstances where light duty work is available. Light duty assignments are not available in connection with and are not intended to cover permanent disabilities. Such assignments are only available to covered members who have completed at least one (1) full year of service. Temporary assignments to light duty work are contingent upon work being available to meet the light duty restrictions within the Department or elsewhere in the Village, if not available in the Department. Changes in employee hours and days of work may be made to facilitate a light duty assignment for non-work related injuries only. Where a covered member requests light duty, the Department will accept or deny the light duty request based upon the particular circumstances existing at the time of the request (e.g., number of covered members already out on vacation or other leave, the Department's current staffing needs, etc.). All requests for light duty and related communications must be directed to the covered member's immediate Supervisor.

Before a light duty assignment will be considered, a covered member must submit a Light Duty Statement form to their Supervisor which has been completed and signed by the covered member's treating physician. Light duty is not available if the treating physician will not state specifically what restrictions are in place or the length of time that the restrictions will remain in effect. Once all restrictions have been clarified by the physician, the Department will determine whether any assignments are available that are consistent with the covered member's restrictions. The Village reserves the right to require a covered member to be examined in reference only to the restrictions by the Village's physician at Village expense, to confirm the ability and need of the covered member to work light duty.

Section 18.10 Duration of Light Duty

For all injuries, (whether work related or non-work related), light duty will be offered for up to four (4) months in a rolling year for the same condition.

Section 18.11 Light Duty Assignment Scheduling and Pay

A covered member working in a light duty capacity will continue to earn the hourly wages the covered member earned before going on light duty. Covered members on light duty are not eligible for overtime work unless requested by the applicable Supervisor and consistent with the light duty restrictions. A covered member on light duty assignment may not engage in other work or employment during the light duty period unless prior approved and the work is consistent with light duty restrictions. If a covered member engages in other work or employment during the light duty assignment period, the covered member will be deemed to have voluntarily terminated their employment, unless such has been previously approved.

Section 18.12 Requirement for Response to Complaint

No covered member will be required to submit a written or verbal response to any complaint against a covered member by persons in or outside the Willowbrook Police Department, unless said persons cause that the complaint be reduced to writing to include any accusations against the covered member and will include the identity of the complaining party or parties, except for EEOC and Ethics charges. Prior to any report having to be written by a covered member, the covered member will be furnished with a copy of the said complaint and/or relevant data. In any meeting called by Command or supervisory or other Village personnel, in which the covered member reasonably believes that discipline may result from the meeting, the covered member may request Labor Council representation and such request will not unreasonably delay the meeting. No anonymous complaint shall be used for disciplinary or other actions affecting the covered member, unless it is fully substantiated. An unsubstantiated anonymous complaint shall not be included in a covered members personnel or departmental file, but shall be retained by the Village for use only in any subsequent litigation, an EEOC or Illinois Department of Human Rights proceeding, or an ethics charge.

Section 18.13 Wellness Program

Each covered member shall be required to participate in the Village of Willowbrook's annual wellness program offered through the Intergovernmental Personnel Benefit Cooperative (IPBC) and be compensated at the appropriate members' hourly rate of pay offered through the Intergovernmental Personal Benefits Cooperative (IPBC), provided that, the blood screening test be conducted by a trained and certified medical professional. The individual results of such test will remain confidential and results will be provided to the covered member only and not to the Employer or agents of the Employer or any third party.

It is understood that an overall summary of testing results will be received by the Village administration, but this report will not contain identities of individual employees. Any results of such test cannot be used or processed for any evaluation purposes or disciplinary action of any kind.

Section 18.14 Personal Information

No covered member shall be required or requested to disclose any item of his personal property, income, assets, source of income, home addresses, individual photographs, personal information, debts, or personal or domestic expenditures (including those of any member of their family or household) unless such information is necessary per a lawful subpoena.

Section 18.15 Surveillance Equipment

The Employer agrees that any in car surveillance equipment, including AVL systems will only be used for covered members' safety and will not be utilized by the Department for disciplinary actions or covered members' evaluations. Mobile video devices shall only be used when transporting non-law enforcement personnel.

ARTICLE 19 DISCIPLINE OF OFFICERS

Section 19.1 Board of Police Commissioners

The parties recognize that the Board of Police Commissioners of the Village has certain statutory authority over covered members covered by this Labor Agreement, including, but not limited to, the right to make, alter and enforce rules and regulations. Nothing in this Agreement is intended in any way to replace or diminish the authority of the Board of Police Commissioners, except that the parties have negotiated an alternative procedure based upon Article 16 Grievance Procedure of this Labor Agreement and as expressed in this Labor Agreement per Article 16, with respect to the appeal and review of disciplinary action or discharge decisions shall be in lieu of the Board of Police Commissioners at the covered member's election, and shall expressly supersede and preempt, any provisions that might otherwise be the Rules and Regulations of the Village's Board of Police Commissioners. Pursuant to Section 15 of the IPLRA and 65 ILCS § 10-2.1-17, the parties have negotiated an alternative procedure based upon the grievance and arbitration provisions of this Labor Agreement. The parties agree the affected covered member has the option of either appealing the disciplinary action either before the Board of Police Commissioners or Article 16 Grievance Procedure, but not both.

Section 19.2 Written Reprimand

In cases of written reprimand, notation of such reprimand shall become a part of the covered members' personnel file and a copy given to the covered member.

Section 19.3 Observance of Statutory Requirements

The Employer will observe the provisions of the Uniform Peace Officer's Disciplinary Act (50 ILCS 725/1 et seq.) in conducting an interrogation of a covered member during a formal investigation of the covered member's alleged misconduct. As provided in the Act, the term "interrogation" does not include questioning (1) as part of an informal inquiry or (2) relating to minor infractions of agency rules which may be noted on the covered member's record but which may not in themselves result in removal, discharge or suspension in excess of three (3) days.

The Employer will also observe the requirements of the Illinois Public Labor Relations Act 5 ILCS 315/1 et seq.), as construed by the Illinois State Labor Relations Board, regarding the right of a covered member to have Labor Council representation during an investigatory interview.

Section 19.4 Review of Personnel Records

The Employer will accord covered members the rights to inspect, copy, correct and comment upon his/her personnel records that are set forth in the Illinois Personnel Record Review Act (820 ILCS 40/1 et seq.).

Section 19.5 Just Cause

No covered member covered by this Labor Agreement shall be suspended, relieved from duty, disciplined in any manner, or separated without just cause.

Section 19.6 Exonerated/Removed Materials

Any information of an adverse employment nature which may be contained in any unfounded, exonerated or otherwise not sustained file shall not be used against the covered member in any proceedings, and such materials shall be permanently removed from the employee's personnel and department records and be retained by the Village for use only in any subsequent litigation, an EEOC or Illinois Department of Human Rights proceeding, or an ethics charge. The Village agrees to maintain covered members' personnel files and documents and respond to requests to inspect and copy such files and documents in accordance with the requirements of the Illinois Personnel Record Review Act, 820 ILCS §40/0.01 et. seq., or as amended. A copy of any disciplinary action or material related to a covered member's performance which is placed in the personnel or Departmental file shall be copied to the covered member within three (3) calendar days of being placed into the personnel or department file. At the covered members request, a rebuttal may be offered to any item placed in the covered members personnel or Departmental file or any other file maintained by the Employer subject to the conditions of the Personnel Record Review Act and subsequent revisions. Disciplinary records, including written reprimands, but not including suspension, will be removed from a covered members file after one (1) year if no further violations of a similar nature have occurred and such will not be used in future disciplinary action involving the covered member.

ARTICLE 20 NO SOLICITATION

The Illinois Fraternal Order of Police Labor Council and the Willowbrook Bargaining Unit agree that their covered members, agents, members, employees, or any person or entity that identifies itself with them will not contact any merchant, resident, citizen or person located within the Village of Willowbrook for any financial, commercial or charitable purpose including but not limited to the solicitation of contributions or donations, the sale of advertising or the sale of tickets to fundraising events without the prior written approval of the Village Administrator. The Illinois Fraternal Order of Police Labor Council also agrees to use its best efforts to obtain the compliance of the Fraternal Order of Police State Lodge and the Fraternal Order of Police Grand Lodge with the requirements of this Article, and to request in writing that these organizations and their contractors and affiliates comply with the same. In the event that the State Lodge and/or the Grand Lodge do solicit, it is agreed that the Illinois Fraternal Order of Police Labor Council will request in writing that the organization not use the name of the Village of Willowbrook, the Willowbrook Police Department, and/or the Willowbrook Police Officers in connection therewith.

ARTICLE 21 DRUG AND ALCOHOL TESTING

A. Covered members are prohibited from:

1. Being under the influence of alcohol during the course of the workday;
2. Failing to report to their supervisor any known adverse side effects of any medication or prescription drugs they are taking; and
3. Consuming, possessing, selling or purchasing illegal drugs at any time.
4. Abuse of prescription drugs.

B. Type of Testing: Covered members may be tested for drug or alcohol use in any of the following circumstances:

1. When there is reasonable suspicion of drug or alcohol abuse;
2. As part of regularly scheduled physical examinations;
3. Following any vehicular accident involving personal injury or property damage in excess of \$1000 occurring on duty or on a special detail;
4. When a covered member has been involved in a major incident, such as, a shooting, an injury to arrestees or citizens or where there is suspicion of the use of excessive force; or
5. When a covered member is assigned to a departmental drug enforcement group or where a covered member is assigned primarily to drug enforcement.

C. Order to Take Test The Village shall provide the employee with written documentation of the facts or inferences which gave rise to the reasonable suspicion prior to any order requiring a covered employee to take said test.

D. Tests to be Conducted: For drug testing, the Village shall use only a clinical laboratory or hospital facility that is licensed per the Illinois Clinical Laboratory Act, which laboratory shall comply with all Substance Abuse Management Safety & Health Administration (S.A.M.H.S.A.) rules.

E. Results As to drug testing; the Village shall be notified in the event that a sample has tested positive or negative for a particular drug on both the initial and confirmatory test. As to alcohol testing, test results showing an alcohol concentration of .03 shall be considered positive.

F. Right to Contest The Union and/or the employee shall have the right to contest and/or grieve any alleged violation of this Article. In addition, the affected employee has the right to obtain an independent test from the testing sample for purposes of at the employee's expense.

G. Discipline The Village reserves the right to discipline employees up to and including discharge for violations of this Article.

ARTICLE 22 LABOR-MANAGEMENT MEETINGS

Section 22.1 Meeting Request

The Union and the Employer agree that in the interest of efficient management and harmonious employee relations, that meetings be held if mutually agreed between Union representative and responsible administrative representative of the Employer. Such meetings may be requested by either party at least seven (7) calendar days in advance by placing in writing a request to the other for a "labor-management meeting" and expressly providing the agenda for such meeting. Such meetings and locations, if mutually agreed upon, shall not be unreasonably withheld and shall be limited to:

- A. Discussion on the implementation and general administration of this Labor Agreement;
- B. A sharing of general information of interest to the parties;
- C. Notifying the Union of changes in conditions of employment contemplated by the Employer which may affect covered members; and
- D. Discussion of safety issues.

Section 22.2 Content

It is expressly understood and agreed that such meetings shall be exclusive of the grievance procedure. Specific grievances being processed under the grievance procedure shall not be considered at "labor-management meetings" nor shall negotiations for the purpose of altering any or all of the terms of this Labor Agreement be carried on at such meetings.

Section 22.3 Attendance

Attendance at labor-management meetings shall be voluntary on the covered member's part, and attendance during such meetings shall not be considered time worked for compensation purposes. Normally, three (3) persons from each side shall attend these meetings, schedules permitting.

ARTICLE 23 SALARIES

Section 23.1 Salaries

During the term of this Agreement, each covered member shall be paid in accordance with the following schedule. Each May 1, covered members' base salary will move forward one (1) step.

	Starting Salary	Step 1	Step 2	Step 3	Step 4	Step 5	Step 6	Step 7	Step 8	Step 9	Sergeant (*)	
	5/1/2015	61,961	61,961	65,386	68,810	72,234	75,658	79,082	82,506	85,931	89,355	100,971
2.50%	5/1/2016	63,510	63,510	67,021	70,530	74,040	77,549	81,059	84,569	88,079	91,589	103,496
2.50%	5/1/2017	65,098	65,098	68,697	72,293	75,891	79,488	83,085	86,683	90,281	93,879	106,083
2.50%	5/1/2018	66,725	66,725	70,414	74,100	77,788	81,475	85,162	88,850	92,538	96,226	108,735

* Note: Effective May 1, 2011 and continuing the salary amount for the covered position of Sergeant shall be increased not less than the same % amount as the % amount agreed upon by the parties for any future wage increase(s) for the Patrol Officer position.

Section 23.2 Initial Step Placement

Initial placement on the schedule and the May 1, 2016 salary for each Police Officer and Sergeant who was a member of the bargaining unit on the effective date hereof are set forth in Exhibit A. establishing retroactivity to all hours worked and benefits paid from that date.

Section 23.3 Entry Level Salaries

The Village may, in its discretion, pay new hires at a higher rate than is provided in the schedule as long as it does not exceed the pay of any current covered member.

Section 23.4 Longevity

Effective May 1, 2002, and each year of this Labor Agreement thereafter, the Village shall pay each covered member who as of May 1 has completed the number of full years of service as a sworn peace officer with the Village of Willowbrook set forth below a longevity stipend in the percentage of base annual salary (determined under Section 23.1) as set forth below.

Complete Full Years of Service	Percentage of Base Salary
11-15	One percent (1%)
16 or more	Two percent (2%)

ARTICLE 24 DURATION

This Agreement shall be effective as of May 1, 2016 and shall remain in full force and effect until 11:59 p.m. on the 30th day of April, 2019. It shall be automatically renewed from year to year thereafter unless either party shall notify the other in writing no less than one hundred twenty (120) days prior to the anniversary date of this Labor Agreement that it desires to modify or terminate this Labor Agreement. In the event that such notice is given, negotiations shall begin no later than fifteen (15) days after such notice unless otherwise mutually agreed. This Labor Agreement shall remain in full force and effect during the period of negotiations unless either party notifies the other in writing with not less than ten (10) days' notice of its intent to terminate after April 30, 2019.

SIGNED AND ENTERED into this _____ day of _____, 2016.

For the Illinois Fraternal Order of Police,
Labor Council:

Kevin S. Krug 04-18-16
Kevin S. Krug Date
FOP Northern Field Supervisor

Timothy V. Kobler 4-18-16
Timothy V. Kobler Date
Unit Steward

For the Village of Willowbrook:

Frank A. Trilla Date
Mayor

Leroy Hansen Date
Village Clerk

Village Seal:

EXHIBIT A

**VILLAGE OF WILLOWBROOK COVERED MEMBERS AND SALARIES AS OF
MAY 1, 2016**

<u>NAME</u>	<u>INITIAL STEP</u>	<u>SALARIES 05-01-16</u>
Svehla, Arthur	Sergeant	103,496
Gaddis, Dave	9	91,589
Kolodziej, Ted	9	91,589
Eisenbeis, Scott	9	91,589
Handzik, John	9	91,589
Polfliet, Dan	9	91,589
Kobler, Tim	9	91,589
Drake, Chris	Sergeant	103,496
Chavez, Jose	9	91,589
Biggs, Darren	9	91,589
Strugala, Michelle	Sergeant	103,496
Kaspar, Lauren	9	91,589
Volek, Nickolas	9	91,589
Trainor, Dylan	5	77,549
Lopez, Jose	4	74,040
Robles, Christine	3	70,530
Martino, James	3	70,530
Rosal, Othello	2	67,021
Herrera, Daniel	2	67,021
Huntley, Blake	2	67,021

EXHIBIT B
VILLAGE OF WILLOWBROOK POLICE OFFICER EVALUATION

The Village's Performance Evaluation Program is designed to provide the employee and the employer an opportunity to assess the performance of an individual. The evaluation is designed to provide the employee with the type of feedback necessary to perform the job in a highly effective manner, to identify areas of strength and areas where performance could be improved, as well as to assist the Village in accomplishing its goals and continuing to offer a high quality of service.

It is important when you are evaluating to consider everything the employee has done since the last evaluation and not just the last few activities you can remember. You are encouraged to keep notes throughout the rating period for reference when completing this evaluation. Refer to the employee's job description to thoroughly understand the duties and requirements of the position. Remain as objective as possible eliminating personal prejudice, bias, or favoritism. It is important that you recognize that an employee may be excellent in one area and only average in another. Your evaluation must be based on demonstrated performance, not anticipated or personal feelings. Each member of the bargaining unit shall be granted a six (6) month "performance interview" with their supervisor on or about November 1, of each year. If deficiencies are denoted on the six (6) month interview, the bargaining unit member will be re-interviewed in three (3) months.

The Employer or supervisor may not require the covered member to issue a specific number of citations or warnings within a designated period of time. The Employer or supervisor may not compare the number of citations or warnings issued by the covered member to the number of citations or warnings issued by another covered member. This evaluation period is designated from the month of May to May.

PATROL OFFICER EVALUATION

Name / Rank:

Evaluation Date:

PERFORMANCE ASSESSMENT CATEGORIES

1. Interpersonal Relationships	<input type="checkbox"/> MEETS EXPECTATIONS	<input type="checkbox"/> DOES NOT MEET EXPECTATIONS
<p>Evaluates Officers' interaction with the community while providing law enforcement services and with persons in the Departmental environment including Supervisory and Command Staff, support personnel and peers in accordance with Agency guidelines.</p>	<p>The Officer establishes a climate of mutual trust and rapport with persons. Officer does not enter into situations with predetermined beliefs and opinions. Officer remains neutrally objective and responsive to the individual's concerns and service delivery needs. Officer's decision-making reflects understanding and execution of realistic law enforcement service delivery options and alternatives.</p> <p>Officer is responsive. Demonstrates ownership, accountability and responsibility for his/her actions and behaviors. Officer seeks assistance and does not hesitate to ask questions and seek clarification. Officer request additional training opportunities.</p>	<p>Officer's actions are tense and fail to reflect concern and empathy for the individual(s) and verbal and on verbal gestures, actions and behaviors intentionally or unintentionally communicate his/her personal bias by failing to remain objective and neutral during call/incident handling.</p> <p>Officer becomes verbally and/or non-verbally defensive; is reluctant to request / seek clarification / assistance necessary for corrective action.</p>
2. Jurisdictional Geography and Orientation	<input type="checkbox"/> MEETS EXPECTATIONS	<input type="checkbox"/> DOES NOT MEET EXPECTATIONS
<p>Evaluates Officer's competence to expeditiously respond to locations while operating police motor vehicle during general patrol and emergency response situations within Agency guidelines.</p>	<p>Officer consistently responds to locations and destinations by most direct route.</p> <p>Officer demonstrates knowledge of routing shortcuts as well as tactical response considerations including concealment cover, low visibility approaches, etc. Does not compromise public or officer safety.</p>	<p>Officer is unable to execute and articulate current street location.</p> <p>Officer is unable to demonstrate multitasking capability to execute safe operation of the patrol vehicle.</p>
3. Motor Vehicle Operation and Use of Emergency Equipment	<input type="checkbox"/> MEETS EXPECTATIONS	<input type="checkbox"/> DOES NOT MEET EXPECTATIONS
<p>Evaluates Officer's competence to operate the police motor vehicle and equipment during general and emergency situations regardless of environmental conditions and vehicular and pedestrian volumes with Agency guidelines.</p>	<p>Officer consistently operates the police motor vehicle within compliance of all traffic laws and procedural guidelines. Maintains control of the police motor vehicle while responding to calls for service and during general patrol operations. Responds to calls for service and/or general patrol operations at safe and defensible speeds. Promptly reacts to pedestrian and driver actions by taking appropriate and timely evasive actions. Officer demonstrates multitasking abilities by minimizing the loss of eye contact with the roadway while utilizing the police radio, computer, etc.</p>	<p>Inattentiveness results in speed and traffic control signal errors; places other motorists and/or pedestrians at risk. Drives too fast or too slow while responding to calls for service or during general patrol operations. Safe operation of the patrol vehicle is compromised as a result of improper lane usage, approaches to intersections, failure to anticipate driver and pedestrian behaviors. Officer fails to demonstrate the multitasking capacity to safely operate the police motor vehicle while observing people, places, situations and events while simultaneously operating emergency equipment.</p>
4. Telecommunication Protocols and Skills	<input type="checkbox"/> MEETS EXPECTATIONS	<input type="checkbox"/> DOES NOT MEET EXPECTATIONS
<p>Evaluates Officer's ability to effectively utilize law enforcement communications equipment and computer-based data/information systems (e.g., in-vehicle radio, portable radio, computer-laptop, cell phone, video camera, tape recorder, etc.) while following Agency procedures and guidelines.</p>	<p>Officer effectively responds to radio / computer in an accurate, brief, and clear fashion. Officer provides Telecommunications with prompt and accurate patrol unit location. Officer listens to transmissions for other law enforcement units and self-initiates backup response. Officer utilizes appropriate codes and procedures when transmitting and receiving information/data is not discourteous. Officer's transmissions are clearly articulated, brief and complete under commonly occurring and stressful circumstances.</p>	<p>Officer fails to follow and utilize telecommunications procedures for transmitting and receiving information. Does not actively listen and hear transmissions, inattentive to computer terminal messages, require dispatched to be repeated. Officer misses transmissions of other law enforcement units and fails to promptly self-initiate backup response. Does not provide Telecommunications with prompt and accurate patrol unit location. Fails to think through and preplan radio transmissions before keying microphone and transmitting; cuts of messages. Officer's radio transmissions are not clear, speak too fast and/or too slowly, and take excessive pauses. Requires assistance to access computer-based information systems including NCIC, state and local/agency databases, including file checks on individuals, locations, property, etc.</p>

5. Directed Patrol Strategies/Self Initiated Field Activity	<input type="checkbox"/> MEETS EXPECTATIONS	<input type="checkbox"/> DOES NOT MEET EXPECTATIONS
Evaluates Officer's competence to utilize multiple sources of information to initiate proactive patrol activity within Agency guidelines.	<p>Officer anticipates trends and patterns of recurring incidents and potential problem areas.</p> <p>Officer utilizes data during uncommitted patrol times to initiate extra patrol.</p> <p>Officer recalls information for roll call, shift activity logs, BOLOs, etc. and utilizes this information to follow-up or facilitate problem resolution.</p> <p>Officer communicates information pertinent to the patrol beat and sector.</p>	<p>Officer fails to identify high crime areas requiring extra attention.</p> <p>Officer fails to utilize shift briefing information, wants/warrants files, accident locations indexes and career criminal/sexual offender files to proactively plan.</p> <p>Officer fails to observe and detect out-of-the-ordinary (suspicious persons, places, events, circumstances or activities).</p> <p>Officer avoids taking action.</p>
6. Patrol Tactics (Safety)	<input type="checkbox"/> MEETS EXPECTATIONS	<input type="checkbox"/> DOES NOT MEET EXPECTATIONS
Evaluates Officer's ability to safely and consistently execute patrol operational tactics within Agency guidelines.	<p>Officer anticipates and reacts to the physical movements and verbal actions of others.</p> <p>Officer maintains disciplined focus by recognizing, assessing, and controlling scenes that contain rapidly changing, chaotic, or unpredictable events.</p> <p>Officer maintains visual contact and scanning of individuals and target(s).</p> <p>Officer offsets patrol vehicle, keeps dominant hand-free, maintains reactionary gap, and protects weapon.</p> <p>Officer's verbal and nonverbal actions neutralize and/or de-escalate situations.</p> <p>Officer does not hesitate to immediately provide physical and/or verbal backup assistance, without prompting.</p> <p>Officer recognizes crime scenes and manages persons entering/exiting same as well as preserving potential trace evidence.</p> <p>Officer investigates and conducts comprehensive and orderly crime scene search/ does not disturb/contaminate potential trace evidence.</p>	<p>Officer fails to safely execute field operations by exposing self and others to unnecessary dangers.</p> <p>Officer does not maintain visual contact.</p> <p>Officer fails to stay on task.</p> <p>Officer fails to offset patrol vehicle, keep dominant hand-free, maintain reactionary gap, and protect weapon.</p> <p>Officer does not promptly request back-up assistance when required.</p> <p>Officer fails to control the movements of others through clearly articulated verbal and nonverbal commands.</p> <p>Officer fails to immediately react to and follow protocols.</p> <p>Officer fails to protect crime scene.</p> <p>Officer fails to conduct a comprehensive and orderly crime scene search by recognizing, collecting, identifying, preserving and recording physical evidence.</p>
7. Criminal Statutes/Ordinances	<input type="checkbox"/> MEETS EXPECTATIONS	<input type="checkbox"/> DOES NOT MEET EXPECTATIONS
Evaluates Officer's knowledge and application of substantive and criminal laws within Agency guidelines.	<p>Officer demonstrates knowledge and application of substantive criminal laws.</p> <p>Officer can distinguish criminal and noncriminal activity. Demonstrates understanding of laws or arrest, search and seizure.</p> <p>Officer demonstrates understanding and application of frisk and search principles and practices in field contact/custody situations.</p> <p>Officer demonstrates knowledge of warrant procurement and execution requirements.</p> <p>Officer provides accurate and complete testimony in court proceedings.</p>	<p>Officer fails to establish the necessary elements of criminal offenses; is uncertain of crime(s) were committed.</p> <p>Officer fails to lawfully apply procedural principles of arrest, search and seizure.</p> <p>Officer is unable to identify criminal codes/ordinances to assist in investigating/reporting criminal offenses.</p> <p>Officer fails to demonstrate knowledge of warrant procurement and execution requirements.</p> <p>Officer does not provide accurate and complete testimony in court proceedings.</p>
8. Information Processing – Case Building – Reporting	<input type="checkbox"/> MEETS EXPECTATIONS	<input type="checkbox"/> DOES NOT MEET EXPECTATIONS
Evaluates Officer's competence to accurately investigate, take notes, follow-up and report incidents and criminal offenses in a timely, comprehensive and logically organized manner. Submits reports in accordance within Agency protocol.	<p>Officer's reports contain the essential information by documenting the vents in the order that they occurred. Grammar, spelling, word usage, sentence structure error(s) do not compromise clarity of meaning. Reports are complete for the information/facts.</p> <p>Officer proof reads reports and forms for errors and omissions and makes corrections before submitting it.</p>	<p>Officer's reports are incomplete and inaccurate for information and facts.</p> <p>Officer is unable to complete reports and forms</p> <p>Officer fails to review field notes.</p> <p>Officer's grammar, spelling, word usage contains</p>

	Officer's reports are infrequently returned for correction/revision.	<p>numerous errors and the sentence structure is confusing and/or incomplete.</p> <p>Officer's reports require extensive corrections and revision in order to meet submittal quality standards.</p> <p>Officer's reports are not completed in an acceptable time frame.</p>
9. Problem Solving and Decision Making	<input type="checkbox"/> MEETS EXPECTATIONS	<input type="checkbox"/> DOES NOT MEET EXPECTATIONS
Evaluates Officer's competence to define and resolve problems consistently within Agency guidelines.	Officer thinks through and develops multiple options for problem resolution by: 1) Accurately defining the problem. 2) Identifying multiple options for resolving the situation. 3) Selecting the most viable course of action and justifying why, and 4) Following through on the action plan.	<p>Officer fails to identify and examine multiple options for problem resolution; hesitates to fails to take action.</p> <p>Officer arrives on locations with a preconceived solution to resolve situations without fully defining the problem(s).</p> <p>Officer fails to utilize problem solving and decision making components or consider alternative options for resolving situations.</p> <p>Officer is unable to determine agency guidelines to facilitate problem-situation resolution.</p>
10. Traffic Enforcement and Scene Management/Investigation	<input type="checkbox"/> MEETS EXPECTATIONS	<input type="checkbox"/> DOES NOT MEET EXPECTATIONS
Evaluates Officer's ability to perform traffic enforcement, directs and control vehicular and pedestrian traffic and manage accident scenes and complete accident investigations within Agency guidelines.	<p>Officer utilizes knowledge of the jurisdiction to spontaneously effect traffic enforcement activity at high-accident locations.</p> <p>Officer demonstrates knowledge of motor vehicle citations and ordinances by determining the most appropriate enforcement action. Cites hazardous action violation(s) when applicable.</p> <p>Officer can articulate his/her decision with due regard to the type of violation and the degree of public safety risk, etc.</p>	<p>Officer fails to take safe, effective command of vehicle/pedestrian control.</p> <p>Officer requires assistance to secure and document applicable information at property damage and/or personal injury accident scene(s).</p> <p>Officer's reports require extensive corrections and revision in order to meet standards.</p>
11. Appearance	<input type="checkbox"/> MEETS EXPECTATIONS	<input type="checkbox"/> DOES NOT MEET EXPECTATIONS
Employee maintains appearance consistent with the department's policy and procedure.	<p>Officer's uniform is clean.</p> <p>Officer's personal appearance reflects positively on the Department.</p> <p>Officer is clean shaven at the beginning/end of each shift.</p> <p>Officer's exterior vest cover is neat and clean.</p>	<p>Officer's uniform is un-kept.</p> <p>Officer is unshaven.</p> <p>Officer's uniform is not neatly pressed.</p> <p>Officer's uniform color is faded.</p> <p>Officer's exterior vest cover is worn and/or dirty.</p>
12. Acceptance of Supervision	<input type="checkbox"/> MEETS EXPECTATIONS	<input type="checkbox"/> DOES NOT MEET EXPECTATIONS
Employee understands assigned duties, responsibilities. Does not require direction or instruction consistently.	<p>Officer understands assigned duties and responsibilities as well as their role with the Department.</p> <p>Officer does not require direction or instruction beyond what would be expected of an officer.</p>	<p>Officer resists direction.</p> <p>Officer does not accept some assigned tasks without complaints.</p>

EXCEEDS EXPECTATIONS (Comments)

1. Interpersonal Relationships
2. Jurisdictional Geography and Orientation
3. Motor Vehicle Operation and Use of Emergency Equipment
4. Telecommunication Protocols and Skills
5. Directed Patrol Strategies/Self Initiated Field Activity
6. Patrol Tactics (Safety)
7. Criminal Statutes/Ordinances
8. Information Processing – Case Building – Reporting
9. Problem Solving and Decision Making
10. Traffic Enforcement and Scene Management/Investigation
11. Appearance
12. Acceptance of Supervision

DOES NOT MEET EXPECTATIONS (Comments)

1. Interpersonal Relationships
2. Jurisdictional Geography and Orientation
3. Motor Vehicle Operation and Use of Emergency Equipment
4. Telecommunication Protocols and Skills
5. Directed Patrol Strategies/Self Initiated Field Activity
6. Patrol Tactics (Safety)
7. Criminal Statutes/Ordinances
8. Information Processing – Case Building – Reporting
9. Problem Solving and Decision Making
10. Traffic Enforcement and Scene Management/Investigation
11. Appearance
12. Acceptance of Supervision

SIGNATURES

I have reviewed this document and discussed the contents with my supervisor. I understand that my signature does not necessarily indicate that I agree with the evaluation contained in this document, and that I may attach written comments which will be reviewed by senior management staff and included with this form in my personnel file.

Comments: (attach additional sheet if necessary):

Employee Signature: _____

Date: _____

I REQUEST A REVIEW OF THIS EVALUATION BY THE APPEALS OFFICER.

IMMEDIATE SUPERVISOR

Comments: (attach additional sheet if necessary):

Signature: _____

Date: _____

CHIEF OF POLICE

Comments: (attach additional sheet if necessary):

Signature: _____

Date: _____

For the Illinois Fraternal Order of Police,
Labor Council:)

Kevin S. Krug 04-18-16
Kevin S. Krug Date
FOP Northern Field Supervisor

Timothy J. Kobler 4-18-16
Timothy J. Kobler Date
Unit Steward

For the Village of Willowbrook:

Frank A. Trilla Date
Mayor

Leroy Hansen Date
Village Clerk

Village Seal:

Officer Acknowledgement: Having read this Memorandum and its attachment, I understand and agree with the special terms applicable to a Canine Officer.

[Signature] 4-19-16
Canine Officer Date

MEMORANDUM OF UNDERSTANDING

The purpose of this Memorandum of Understanding is to set forth the agreement between the Village of Willowbrook and the Illinois Fraternal Order of Police Labor Council regarding the special terms of employment that will apply to a Police Officer functioning as a Canine Officer, including the duties and compensation of the Officer. These special terms are as follows:

1. The Willowbrook Police Department's General Order concerning the operation of the Canine Unit will apply.
2. Travel time with the canine shall not be compensable except for such travel time entitled to compensation under the applicable collective bargaining agreement and Fair Labor Standards Act, and except when such travel time is created by another jurisdiction's requesting the use of the Canine Unit.
3. The Department will replace, without cost to the Canine Officer, any uniform items specially designated and required for use by the Canine Officer that become damaged while performing duties related to the canine. This replacement shall be in addition to the uniform allowance provided for in the applicable collective bargaining agreement.
4. The Canine Unit will generally be assigned to patrol duties. However, it is understood that the workday and work period of the Canine Unit may be changed with or without notice from time to time in order to meet the Department's needs for the Unit.
5. Subject to the operating needs of the Department, the Canine Officer will be allowed one (1) hour, or such time as is reasonably necessary, during the course of his/her duty shift to perform the following duties relative to the canine: exercise, grooming, feeding (one meal), training, visits to the veterinarian for routine checkups and shots, and procuring food and supplies.
6. The Canine Officer will also be allowed an additional eight (8) hour day every other month for additional training and maintenance of the canine. This Paragraph will be reviewed and, if necessary, adjusted after one year of operation of the Canine Unit.
7. The Canine Officer will perform certain limited tasks at home related to the canine while not on-duty, including cleaning the canine's kennel or other place where the canine is kept, cleaning up after the canine; feeding the canine (one meal for on-duty days and two meals for off-duty days); and exercising the canine (off-duty days). The Officer will maintain a detailed daily record of the amount of time spent on these tasks which will be available for inspection by the Chief of Police upon request. The parties estimate that the amount of time required to perform these tasks is approximately four (4) hours per week. Recognizing that the performance of these limited tasks requires substantially less skill than the regular work of the Canine Officer, the parties agree that he or she will receive a monthly stipend (including an overtime factor) of \$200. This Paragraph will be reviewed and, if necessary, adjusted after one year of operation of the Canine Unit.

MEMORANDUM OF UNDERSTANDING

This Memorandum of Understanding is entered into by and between the Village of Willowbrook ("Village") and the Illinois Fraternal Order of Police Labor Council ("Union") this _____ day of _____, 2016.

With regard to Section 18.15, entitled "Surveillance Equipment," of the collective bargaining agreement between the parties, the Village and the Union agree that any car surveillance equipment, mobile/video/audio, including AVL systems, will only be used for covered members' safety and will not be utilized by the Department for disciplinary actions or covered members' evaluations. Mobile/video/audio devices shall only be required to be used when transporting non-law enforcement personnel, or during traffic stops as described below.

The mobile/video/audio system's primary purpose shall be for use for all traffic stops, but also may be used to record events in which emergency lights and/or sirens are activated. These uses of the mobile/video/audio system shall not be expanded upon outside the use for traffic stops and the discretionary use by officers to record events when lights and sirens are activated, unless mutually agreed to by the parties. The audio transmitter will be in the "off" position while not in use, and then activated manually by the officer, when exiting the vehicle. Officers shall place the audio transmitter in their outermost pocket before exiting the vehicle during a traffic stop and activate it before approaching the vehicle. The audio transmitter will then be turned off upon conclusion of the traffic stop.

Officers shall not stop the mobile/video/audio recording systems until the traffic stop has been completed. If the traffic stop results in an arrest, the mobile/video/audio recording systems shall be activated continuously while the arrestee is transported in the police vehicle and until the arrestee is removed from the vehicle.

Each officer shall be assigned a log-in password to access recorded, stored, or duplicated recorded files. Access shall only be to recorded, stored, or duplicated files that were created by that officer, as described in point 1. Each password will be unique to each officer and shall not be shared with any other officers. The Chief and/or the Chief's Secretary shall keep the registry of log-in passwords. Log-in and password information shall not be disseminated by the Chief and/or the Chief's secretary, except to the officer it belongs to.

An officer shall only be allowed to view or access recorded, stored, or duplicated mobile/video/audio recording files that were created by that officer, as described in point 1, unless such officer is conducting an ongoing criminal investigation, in which case the officer conducting the investigation may view or access any recordings that are relevant to such investigation.

No mobile/video/audio recordings, media or recorded images shall be disseminated to or viewed by any outside agency, person, company, or media outlet, including any and all social media outlets, except to the extent required by law. This shall not prohibit the disclosure or viewing of such recordings by any persons assigned to an ongoing criminal investigation.

Mobile/video/audio recordings entered into evidence will be handled in accordance with evidence retention schedules, in compliance with 720 ILCS 5/14-3 (H-15) (i.e., ninety (90) calendar days) if not otherwise requested for evidentiary purposes or as part of a States Attorney

request. A destruction order will be requested upon completion of all criminal cases. The current mobile/video/audio recording systems will not incur any software, program or setting changes that would in any way change the operating system as existed in June, 2014, unless mutually agreed by the Village and the Union.

Notwithstanding point 4, the Chief of Police may review recorded mobile/video/audio recordings for any purpose, and the Deputy Chief may review mobile/video/audio recordings, but only if the Chief of Police is absent longer than three (3) days. The Deputy Chief may only view recorded mobile/video/audio recordings that require immediate attention in the absence of the Chief of Police as described above. If the Chief or Deputy Chief are unavailable and a mobile/video/audio recording requires immediate review by the senior officer in charge of the Department, the senior officer in charge of the Department may view the mobile/video/audio recordings, provided that an FOP Labor Council representative or bargaining unit steward are entitled to be present during the review of the mobile/video/audio recording.

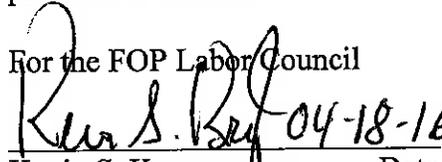
The Employer will maintain a log of any viewing conducted of the mobile/video/audio systems, and the log shall state who reviewed the material, why, and describe what material was reviewed. The affected officer will be notified that such a review will take place. An FOP Labor Council representative or a bargaining unit steward will have, upon request, access to review such logs and/or computer programs that denote such viewings.

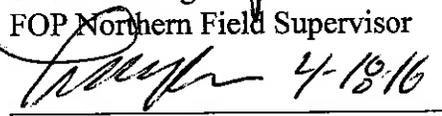
No remote downloading, either externally or internally, of mobile/video or audio recordings will be performed, without the written permission of the officer who was recorded and the Labor Council representative.

The Parties agree that the Employer shall have the right to implement what are commonly referred to as "body cameras," provided that the Employer has adopted a written policy, as required by the Law Enforcement Officer – Worn Body Camera Act, 50 ILCS 706/10-1 et seq., and the Union shall have the right to bargain to impasse any proposed changes to such written policy, provided that such bargaining shall not delay implementation of body cameras.

This Memorandum of Understanding will remain in effect until otherwise mutually agreed, or modified pursuant to the collective bargaining process, including the impasse procedures provided in Section 14 of the Illinois Public Labor Relations Act, 5 ILCS 315/14.

For the FOP Labor Council


Kevin S. Krug Date
FOP Northern Field Supervisor


Timothy J. Kobler Date
Unit Steward

For the Village of Willowbrook:

Frank A. Trilla Date
Mayor

Leroy Hansen Date
Village Clerk

Village Seal:

Dues Authorization Form

**ILLINOIS FRATERNAL ORDER OF POLICE LABOR COUNCIL
974 CLOCKTOWER DRIVE
SPRINGFIELD, ILLINOIS 62704**

I, _____, hereby authorize my Employer, Village of Willowbrook, to deduct from my wages the uniform amount of monthly dues set by the Illinois Fraternal Order of Police Labor Council, for expenses connected with the cost of negotiating and maintaining the Collective Bargaining Agreement between the parties and to remit such dues to the Illinois Fraternal Order of Police Labor Council as it may from time to time direct. (In addition, I authorize my Employer to deduct from wages any back dues owed to the Illinois Fraternal Order of Police Labor Council from the date of its certification as exclusive bargaining representative to the date this dues deduction is implemented, in such manner as it so directs.)

Date: _____ Signed: _____
Address: _____
City: _____
State: _____ Zip: _____
Telephone: _____

Employment Start Date: _____
Title: _____

Employer, please remit all dues deductions to:

Illinois Fraternal Order of Police Labor Council
Attn: Accounting
974 Clock Tower Drive
Springfield, Illinois 62704

(217) 698-9433

Dues remitted to the Illinois Fraternal Order of Police Labor Council are not tax deductible as charitable contributions for federal income tax purposes; however, they may be deductible on Schedule A of Form 1040 as a miscellaneous deduction.



GRIEVANCE

(use additional sheets where necessary)

Date Filed: _____

Department: _____

Grievant's Name: _____

Last

First

M.I.

STEP ONE

Date of Incident or Date Knew of Facts Giving Rise to Grievance: _____

Article(s)/Sections(s) violated: _____, and all applicable Articles.

Briefly state the facts: _____

Remedy Sought: _____

, in part and in whole, make grievant whole.

Given To: _____

Date: _____

Grievant's Signature

FOP Representative Signature

EMPLOYER'S RESPONSE

Employer Representative Signature

Position

Person to Whom Response Given

Date

STEP TWO

Reasons for Advancing Grievance: _____

Given To: _____

Date: _____

Grievant's Signature

FOP Representative Signature

EMPLOYER'S RESPONSE

Employer Representative Signature

Position

Person to Whom Response Given

Date

STEP THREE

Reasons for Advancing Grievance: _____

Given To: _____

Date: _____

Grievant's Signature

FOP Representative Signature

EMPLOYER'S RESPONSE

Employer Representative Signature

Position

Person to Whom Response Given

Date

**STEP FOUR - REFERRAL TO ARBITRATION
by Illinois FOP Labor Council**

Person to Whom Referral Given

Date

FOP Labor Council Representative



MINUTES OF THE REGULAR MEETING OF THE BOARD OF POLICE COMMISSIONERS HELD ON DECEMBER 18, 2015 AT THE VILLAGE POLICE DEPARTMENT BUILDING OF THE VILLAGE OF WILLOWBROOK, 7760 QUINCY STREET, WILLOWBROOK, DUPAGE COUNTY, ILLINOIS

1. CALL TO ORDER

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

2. ROLL CALL

Those present at roll call were Chairman William Schuler, Secretary Stephen Landsman, and Commissioner Joseph Heery. Also present were Chief of Police Mark Shelton and Executive Secretary Cindy Stuchl.

ABSENT: None.

A QUORUM WAS DECLARED

3. VISITORS' BUSINESS

None presented.

4. REVIEW AND APPROVE MINUTES

Minutes - Regular BOPC Meeting - November 20, 2015
(APPROVE)

MOTION: Made by Secretary Landsman, seconded by Commissioner Heery, to approve the November 20, 2015 minutes as presented.

UNANIMOUS VOICE VOTE

MOTION DECLARED CARRIED

5. COMMUNICATIONS

There were no communications.

6. UNFINISHED BUSINESS

- a. DISCUSSION AND APPROVE - Board of Police Commissioners Rules and Regulations

BOPC Attorney John Broihier reviewed his comments and suggestions to the changes of the Rules and Regulations. Under Chapter II, Attorney Broihier suggested removing references to

the "Board-approved testing agent because even though the testing agent distributes the application packets, the forms belong to the Commission and are responsible for them. The testing agent does not have the authority to refuse an application; only the Commission does. Under Section 4, Defective Applications, reference to the testing agent can remain since the agent does reply for missing documents.

The commissioners felt that the high school diploma requirement was redundant since Willowbrook requires a college degree. Attorney Broihier advised that some applicants may not have obtained a high diploma if they grew up out of the country or were home schooled. Attorney Broihier recommended leaving that requirement in. The commissioners agreed.

Attorney Broihier advised that the requirement reference to being a certified police officer is against state statute. Since Willowbrook is a non-home rule community, the BOPC must abide by statute in that an applicant can apply if they have an Associate's Degree in law enforcement or criminal justice or a Bachelor's Degree in any field.

Attorney Broihier related that under Section 5, Age Requirements, this reference is again based on state statute and the verbiage must abide by the statute.

Under Chapter III, Attorney Broihier suggesting changing the verbiage under Section 4 from Situation-Based Style Assessment to Assessment/Oral Interview to avoid having to change the Rules and Regulations in the future if the testing process changes.

MOTION: Made by Secretary Landsman, seconded by Commissioner Heery, to adopt the BOPC Rules and Regulations as discussed and amended.

ROLL CALL VOTE: AYES: Chairman Schuler, Secretary Landsman, and Commissioner Heery. NAYS: None. ABSENT: None.

MOTION DECLARED CARRIED

b. Update - Academy Recruits

Chief Shelton related that he attended the graduation for the current applicant on Thursday, December 17th. There were 83 recruits. The two Willowbrook recruits tested in the high 90% of

the class. They will begin their FTO program on Sunday, December 20th.

7. NEW BUSINESS

None presented.

8. EXECUTIVE SESSION

- a. Appointment, Employment, Compensation, Performance of a Specific Employee Pursuant to 5 ILCS 120/2(c)(1)

RECESS INTO EXECUTIVE SESSION

MOTION: Made by Commissioner Heery and seconded by Secretary Landsman to recess into Executive Session at the hour of 7:30 a.m.

ROLL CALL VOTE: AYES: Chairman Schuler, Secretary Landsman, and Commissioner Heery. NAYS: None. ABSENT: None.

MOTION DECLARED CARRIED

The Commission reconvened the Regular Meeting at the hour of 7:47 a.m.

Those present at roll call after reconvening were Chairman William Schuler, Secretary Stephen Landsman, and Commissioner Joseph Heery.

ABSENT: None

Also present were Chief of Police Mark Shelton and Executive Secretary Cindy Stuchl.

9. MOTION TO APPROVE - APPOINTMENT OF NEW HIRE

MOTION: Made by Secretary Landsman and seconded by Commissioner Heery to approve and accept the application of the new hire as presented.

ROLL CALL VOTE: AYES: Chairman Schuler, Secretary Landsman, and Commissioner Heery. NAYS: None. ABSENT: None.

MOTION DECLARED CARRIED

10. ADJOURNMENT

MOTION: Made by Commissioner Heery, seconded by Secretary Landsman, to adjourn the meeting at the hour of 7:48 a.m.

UNANIMOUS VOICE VOTE

MOTION DECLARED CARRIED

PRESENTED, READ and APPROVED,

April 7, 2016

Chairman

Minutes transcribed by Executive Secretary Cindy Stuchl.

MINUTES OF THE REGULAR MEETING OF THE FINANCE AND ADMINISTRATION COMMITTEE OF THE VILLAGE OF WILLOWBROOK HELD ON MONDAY, FEBRUARY 8, 2016 AT 5:30 P.M. AT THE VILLAGE HALL, 835 MIDWAY DRIVE, WILLOWBROOK, ILLINOIS.

1. CALL TO ORDER

The meeting was called to order by Trustee Neal at 5:33 p.m.

2. ROLL CALL

Those present at roll call were Trustee Gayle Neal and Director of Finance Carrie Dittman.

3. APPROVAL OF MINUTES

Minutes of the Regular Finance/Administration Committee held on Monday, January 11, 2016 were reviewed.

Motion to approve made by Trustee Neal. Motion carried.

4. DISCUSSION - Consultant Proposal to Assist in the Formation of a New Business District - Ehlers and Associates

Director of Finance Dittman reported that the Village has been working with two developers regarding potential commercial re-development projects located near Kingery Highway and Plainfield Rd, and each developer has requested a subsidy for their project. The Village has hired the financial consultant Ehlers Associates on an hourly basis to review the developers' projects and determine if a subsidy is warranted.

If a public subsidy is determined to be warranted, the primary method to raise the revenue could be through the imposition of a slightly higher sales tax rate (.25% - 1.0%) within a new business district. In order to determine if a new business district is permissible and feasible, a qualified public finance consultant would need to be hired.

The Village has used Ehlers & Associates many times in the past and in the review of the financial submittals of the two current developers. Staff requested a proposal from Ehlers to assist in the creation of a new business district. Their proposal includes:

Phase I - Initial Project Review/Feasibility Analysis - \$6500
Phase II - Business District Plan Preparation/Adoption - \$11,000
Total fees: \$17,500

The estimated time table is 4-8 weeks which depends on the scheduling of required public meetings. The expense would be reimbursed to the Village's General Fund from business district fund revenues.

After brief discussion, the Committee noted the proposal should move forward for discussion at the Village board meeting tonight.

5. REPORT - Monthly Disbursement Report - January 2016

The Committee reviewed and accepted the disbursement reports for the month of January, and key items are highlighted below:

- Total cash outlay for all Village funds - \$1,128,355.
- Payroll for active employees including all funds - \$345,774 (2 payrolls). The change from the prior fiscal year is a cumulative 13.6% increase, due in part to the separation payouts in August & October to 2 retiring police officers.
- Ave. daily outlay of cash for all Village funds - \$36,399. Fiscal year to date daily average is \$39,769.
- Ave. daily expenditures for the General Fund - \$26,606. Fiscal year to date average is \$24,154.

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

All revenues are fiscal year to date collections through January 31, 2016:

- Sales tax receipts - \$2,823,350 up 2.15% from the prior year. Trending 4.4% over budget.
- Income Tax receipts - \$681,817 up 14.64% compared to the prior year, 51.2% over budget. We have not yet received January's distribution yet.
- Utility tax receipts - \$707,749 down 5.66% from the prior year, 8.1% under budget, consisting of:
 - o Telecomm tax - \$319,484, up 2.05%.
 - o Northern IL gas - \$69,116, down 41.56%
 - o ComEd - \$321,582, up 0.11%
- Places of Eating Tax receipts - \$397,523 up 4.35% compared to the prior year, trending 13.4% over budget.
- Fines - \$98,857 down 25.8% compared with the prior year, 12.66% under budget. Fines come from County distributions and also local fine tickets written by Village police officers.
- Red Light Fines - \$211,659 down 57.99% from the prior year receipts, trending 51.5% below budget. Director Dittman reported that Chief Shelton had informed her that the cameras at 75th Street and Midway Drive were back in service as of September 27, 2015. The 63rd Street cameras went down on May 22, 2015 and were expected back up on October 31 but are not yet operational (about 23 weeks out of service); IDOT has not granted permission to ATS to get this intersection back online yet, and there is no go-live date yet.
- Building Permit receipts - \$302,465 up 50.91% from the prior year, and we have exceeded the annual budget by \$102,000.
- Water sales receipts - \$2,521,600 up 14.93% from the prior year, 3.91% above budget, attributable in part to the 12% rate increase effective 1/1/2015. Director Dittman noted that a rate increase does

not necessarily equate to the same % increase in revenue as customers increase their water conservation when rates go up.

- Hotel/Motel Tax receipts - \$167,301 up 318.94% compared with the prior year, 2.8% below budget. The June 1 rate increase to 5% is now apparent beginning with the June tax payments received in July.
- Motor Fuel Tax receipts - \$165,357 down 31.0% compared with the prior year, 3.9% under budget. The decrease compared to last year is due to IL Capital Bill grants that were not recurring.

The reports above were approved by Trustee Neal and Chairman Davi.

7. VISITOR'S BUSINESS

There were no visitors present at the meeting.

8. COMMUNICATIONS

There were no communications received.

9. ADJOURNMENT

Motion to adjourn at 5:58 p.m. was made by Trustee Neal.

(Minutes transcribed by: Carrie Dittman, 3/8/2016)

MINUTES OF THE REGULAR MEETING OF THE PARKS AND RECREATION COMMISSION
HELD ON TUESDAY, MARCH 1, 2016, AT THE VILLAGE HALL, 835 MIDWAY DRIVE,
WILLOWBROOK, DUPAGE COUNTY, ILLINOIS

1. CALL TO ORDER

Chairman Cobb called the meeting to order at the hour of 7:02 p.m.

2. ROLL CALL

Those present at roll call were Chairman Richard Cobb, Commissioners Ron Kanaverskis, Laurie Landsman, Carol Lazarski, Robert Pionke, Rene Schuurman, and Doug Stetina.

ABSENT: Commissioner Lorraine Grimsby

Also present were Village Administrator Tim Halik, Temporary Interim Superintendent of Parks and Recreation John Fenske, and Administrative Intern Tiffany Kolodziej.

A QUORUM WAS DECLARED

3. APPROVAL OF MINUTES – FEBRUARY 2, 2016

The Commission reviewed the February 2, 2016 minutes.

MOTION: A Motion was made by Commissioner Stetina and seconded by Commissioner Lazarski to approve the February 2, 2016 minutes as presented.

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

MOTION DECLARED CARRIED

4. DISCUSSION – SPECIAL EVENT UPDATES/PLANNING

a. Easter Egg Hunt – March 26, 2016

Interim Superintendent Fenske advised that pictures will begin at 10:15 a.m. and the egg hunt will start promptly at 11:00 a.m. Interim Superintendent Fenske related that he had contacted the Hinsdale South Honor Society and they will have students volunteering for the event. He stated that he will be at the park at 8:30 a.m. to set out the eggs.

Jimmy Johns will be at the event to hand out sandwiches. Chick-fil-A will also participate in the event. The new daycare, Little Sunshine Playhouse, has donated temporary tattoos for the eggs and will also be present at the event.

Commissioner Landsman asked if there will be a box to collect the unwanted empty eggs. Interim Superintendent Fenske related that there would.

b. 2016 5K Fun Run – May 1, 2016

Commissioner Schuurman advised that approximately \$5,900 in donations/sponsorships have been received to date from 31 vendors. Some vendors are providing gift certificates and coupons instead of cash donations. A raffle will be conducted using the participants' racing numbers to give away the gift certificates.

Willowbrook Ford is the big sponsor for the inflatable arch and their logo will be prominently displayed on the legs of the arch. The arch can be used for other events and the banners on the arch can be changed. Four teardrop banners will also be ordered to be placed throughout the race course. These banners will not have a sponsor and will only have the Willowbrook logo on them. The banners also have a interchangeable base so that they can be used indoors or outdoors.

Commissioner Schuurman advised that the style of race bag has been chosen that is similar to last year's bag. The designs for the t-shirts have also been chosen. Entries were only received from the students at Gower Middle School.

Commissioner Schuurman related that postcards have been designed that will be mailed to all Willowbrook residents. The race will be advertised on the Chicago Athlete and Chicago Area Runners Association (CARA) websites. The course will be measured and certified for the CARA site. The cost is approximately \$400 and as long as the course layout is not changed, the certification is good for 10 years. CARA will also promote our race at any of their upcoming races. Extra resident postcards will be provided to CARA.

Detective Tim Kobler assisted in getting the race posted on the police union website. First responders have been given a 50% discount code. The race has also been advertised through the Boy Scouts and Tri State Fire Protection District.

Interim Superintendent Fenske advised that he and Trustee Sue Berglund had walked door to door at the Willowbrook Town Center to distribute sponsorship flyers. It was determined that none of the stores had received the mailing.

Commissioner Schuurman advised that Chick-fil-A, who had distributed sandwiches at last year's event, would probably not be able to pass them out again this year. There was an issue at the corporate level with the event being on a Sunday.

Sports Authority has agreed to be the site for packet pick up on the Saturday before the race. They will provide a table for the distribution. Sports Authority will be giving participants a 15% discount coupon valid for that Saturday only.

Commissioner Schuurman stated that he is working on the race day logistics and organizing volunteer duties. Commissioner Schuurman also advised that the week or two prior to the race, volunteers will need to assist in distributing flyers to the residents affected by the street closures.

Chairman Cobb suggested that raffle tickets should be sold for the gift certificate prizes to help raise additional money for the charities involved.

5. DISCUSSION – ANNUAL PARK LANDSCAPE FERTILIZATION CONTRACT: CONSIDERATION OF ALTERNATIVE ENVIRONMENTALLY FRIENDLY SERVICES

Administrator Halik related that in April of 2015, the Village received contact from a resident that lives next to Waterford Park about the overuse of lawn care chemicals. The resident advised that his dog had passed away from lymphoma and attributes it to these chemicals. The resident attended a Municipal Services Committee meeting in May of 2015 and provided the Committee with information about why the reduction of the use of these chemicals is important.

The contract for the grass maintenance had already been approved by the Village Board for the fiscal year so nothing could be done at the time. The Municipal Services Committee directed Village staff to perform research on environmentally friendly options that could be considered as an alternative.

Administrator Halik related that Administrative Intern Tiffany Kolodziej was given the assignment to complete the research. Intern Kolodziej advised that the Village currently pays approximately \$20,000 to TruGreen to provide the lawncare for all public parks, medians, and roadways throughout the Village, and includes six (6) chemical applications throughout the year.

Intern Kolodziej stated that by going to a “greener” lawncare system, the grasses would not have the “golf-course” look to the grass. During the transition from chemical to organic care, it will take longer to obtain the green look of the grasses.

Commissioner Kanaverskis asked if any other park districts are using this approach. Interim Superintendent Fenske and Intern Kolodziej related that this is a new trend for municipalities and Willowbrook would be a leader.

Intern Kolodziej proposed a phase-in approach to going organic in order to test how well the system works for the Village.

Administrator Halik stated that the lawncare contracts would begin May 1st. The contractors that provided bids advised that they could come to a future Commission meeting to give additional information if requested. Chairman Cobb stated that they can come to the next meeting in April and would be in time to decide for the next fiscal year budget.

6. DISCUSSION – 2015 CITIZEN SURVEY RESULTS

Administrator Halik advised that he had been contacted by a resident in reference to allowing dogs in the parks. Administrator Halik related that every other year, the Village sends out surveys to random Village residents to rate various services and amenities that the Village offers. One of the questions asked was if leashed animals should be allowed in the parks. The survey results were 55% yes and 45% no.

Commissioner Kanaverskis advised that there is a health issue with those pet owners that do not pick up after their pets. He also stated that there could be liability issues with aggressive dogs.

Commissioner Stetina advised that he had contacted two neighboring communities that allow dogs in the parks. He stated that there has only been one instance in 20 years. Commissioner Kanaverskis stated that we are trying to invite people to use our parks and by allowing dogs, it will turn people away.

The consensus of the Commission was to not have dogs in the parks at this time.

7. DISCUSSION – WILLOWBROOK WEBPAGE – NEW PARKS & RECREATION BUTTON

Administrator Halik advised that during a 5K race update meeting with Commissioner Schuurman, it was requested that the Parks Department obtain their own website. Administrator Halik stated that idea was not supported; however, it was agreed to review ways of making the Parks portion of the Village website easier to view. Administrator Halik stated that a Parks button has been placed on the home page of the Village's website.

8. VISITORS' BUSINESS

There was no Visitors' Business.

9. COMMUNICATIONS

Interim Superintendent Fenske related that he had received an email from Hinsdale South High School asking to book the date for Holiday Party. Consensus was to book it for Sunday, December 11, 2016.

10. ADJOURNMENT

MOTION: Made by Commissioner Landsman, seconded by Commissioner Schuurman to adjourn the meeting at the hour of 8:36 p.m.

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

UNANIMOUS VOICE VOTE

MOTION DECLARED CARRIED

PRESENTED, READ and APPROVED,

____ April 6 ____, 2016

Chairman

Minutes transcribed by Executive Secretary Cindy Stuchl.

MINUTES OF THE REGULAR MEETING OF THE PLAN COMMISSION HELD ON WEDNESDAY, FEBRUARY 3, 2016, AT HINSDALE SOUTH HIGH SCHOOL, LITTLE THEATER, 7401 CLARENDON HILLS ROAD, CITY OF DARIEN, 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, Ruffolo, Vice-Chairman Wagner and Chairman Kopp. Also present were Village Planner Jo Ellen Charlton, Secretary Joanne Prible and Administrative Intern Tiffany Kolodziej. Absent: Commissioner Kaucky and Building Inspector Roy Giuntoli.

3. OMNIBUS VOTE AGENDA

The items on the Omnibus Vote Agenda were as follows:

- A. Waive Reading of Minutes (APPROVE)
- B. Minutes – Regular Meeting January 13, 2016 (APPROVE)
- C. Minutes – Village Board Meetings January 11, 2016

MOTION: Made by Commissioner Soukup seconded by Vice-Chairman Wagner, to approve the Omnibus Vote Agenda.

MOTION DECLARED CARRIED

- 4. PLAN COMMISSION CONSIDERATION: Zoning Hearing Case 16-01: (Karen Harper dba Holtz Educational Center – 800-900 S. 75th Street – Willowbrook Plaza/Wingren Plaza) consider a petition for a special use permit and other relief to allow a 7,216 square foot commercial school (Holtz Educational Center) to operate.**

- A. PUBLIC HEARING
- B. DISCUSSION

See Court Reporter Minutes

MOTION: Made by Commissioner Remkus, seconded by Commissioner Soukup that based on the submitted petition and testimony presented, the special use for a 7,216 square foot commercial school in space 7450 A in the Willowbrook Plaza Shopping Center for Holtz Education Center meets the standards for a special use as outlined in the staff report prepared for the February 3, 2016 Plan Commission meeting and deliberated

by the Plan Commission; therefore I move that the Plan Commission recommend approval of PC 16-01 subject to the following conditions:

1. The special use granted herein only applies to the 7,216 square foot space in Unit 7450 A.
2. The applicant shall provide turning templates should the need arise for a larger, traditional school bus.
3. The applicant shall provide the appropriate signage for the requested parking spaces adjacent to the front and East entrance of the building. Signage should be approved by the Village of Willowbrook and placed in a designated area prior to the issuance of a certificate of occupancy. See attached EXHIBIT 2: FIGURE 3.
4. The special use shall be null and void if construction of the proposed use is not commenced and a certificate of occupancy is not granted within eighteen (18) months of the date of any approval of the special use by the Village Board.

ROLL CALL: AYES: Commissioners Lacayo, Remkus, Soukup, Ruffolo, Vice-Chairman Wagner and Chairman Kopp; NAYS: None. ABSENT: Commissioner Kaucky.

MOTION DECLARED CARRIED

5. VISITOR'S BUSINESS

None.

6. COMMUNICATIONS

Planner Jo Ellen Charlton shared an update of pending projects with the Commissioners.

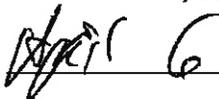
7. ADJOURNMENT

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

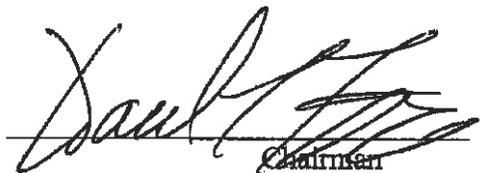
UNANIMOUS VOICE VOTE

MOTION DECLARED CARRIED

PRESENTED, READ AND APPROVED,

 6, 2016

Minutes transcribed by Joanne Prible.


Chairman

Transcript of the Testimony of

Date: February 3, 2016

Case: PUBLIC HEARING 16-01



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VILLAGE OF WILLOWBROOK
PUBLIC HEARING
ZONING HEARING CASE NO. 16-01

REPORT OF PROCEEDINGS had at the
Public Hearing of the above-entitled case before
The Planning Commission at Hinsdale South High
School, 7401 Clarendon Hills Road, Darien,
Illinois, on the 3rd day of February, 2016, at the
hour of 7:02 p.m.

PRESENT:

Daniel J. Kopp, Chairman
John Wagner, Vice Chairman
Bernardo Lacayo
William Remkus
Gregory Ruffolo
James Soukup
Jo Ellen Charlton, Village Planner
Joanne Prible, Recording Secretary
Tiffany Kolodziej, Intern

1 (Hearing started at 7:02 p.m.)

2 MR. KOPP: Next item is Zoning

3 Hearing Case 16-01. This is a public hearing.

4 The purpose of this public hearing is to consider

5 a petition for a special use permit and other

6 relief as may be required to allow a 7,216 square

7 foot commercial school (Holtz Educational Center)

8 to operate in Unit No. 7450A in the Willowbrook

9 Plaza Shopping Center located at 876 75th Street,

10 Willowbrook, Illinois.

11 The applicant for this

12 petition is Karen Harper, doing business as Holtz

13 Educational Center from Woodridge, Illinois with

14 the permission of the property owner, Willowbrook

15 Plaza, LLC, Chicago, Illinois.

16 Notice of this public hearing

17 was published in the January 15, 2016, edition of

18 the Suburban Life Newspaper.

19 Is a representative from the

20 applicant present?

21 MS. HARPER: Yes.

22 MR. KOPP: If you would like to give

23 a presentation.

24 MS. HARPER: Yes.

1 MR. KOPP: And everyone that speaks
2 needs to be sworn in by the court reporter.

3 (Karen Harper, Melinda
4 Pieniazek, and Mary-Elizabeth
5 Glass were sworn.)

6 MS. HARPER: Good evening,
7 Mr. Chairperson and members of the Planning
8 Committee. I want to say thank you so much for
9 your time and just letting us come here and meet
10 all of you and have an interaction so that we can
11 see who we're looking to partner with in our next
12 adventure.

13 My name is Karen Harper. I'm
14 a board certified behavior analyst. I have a
15 master's degree in psychology. I'm also a
16 business owner. I've been a business owner since
17 2009. I started a company called ABA of Illinois.
18 It's a company that provides behavior analytic
19 services to adults and children throughout the
20 State of Illinois. So we go all the way down as
21 far as Jacksonville and Mount Vernon. We have a
22 clinic down in Mount Vernon. We also go as far as
23 all the way to the Wisconsin border. And,
24 actually, we crossed the Wisconsin border. So we

1 started another company called ABA Wisconsin, and
2 we currently have several staff there that see
3 many clients in that state. We go as far west,
4 cross over into Iowa. We have a company called
5 ABA of Iowa as well. And so we've crossed over
6 there, and we also had a staff person move to
7 Connecticut and wanted to keep their connection
8 with our team here. So she started ABA of
9 Connecticut. So we're kind of spread out.

10 We really do have a solid
11 presence, though, in the State of Illinois. And
12 we work very closely with the Department of Human
13 Services. We have about 1700 clients in the State
14 of Illinois. And that is huge. We've grown since
15 2009. We have over 50 staff in Illinois, and
16 we've been able to survive the budget strain, and
17 so we're very fortunate in that sense that we can
18 still provide our very valuable services.

19 Previous to that, I have some
20 experience as the director of children services at
21 Blue Cap in Blue Island. And while I was there as
22 a director of children's services, I oversaw the
23 birth to three early intervention program, a
24 daycare there, and school that served children 3

1 to 21. While I was there, we doubled in size, so
2 that was really fun and exciting, and I miss that,
3 and that's part of the reason why I'm so excited
4 about this adventure because I'll be able to get
5 back into that type of work.

6 So we're excited to talk about
7 our new adventure. It's opening a therapeutic day
8 school, and we're really confident that Holtz
9 Education Center will fill a need in the community
10 by providing educational services to children
11 diagnosed with autism and other related
12 developmental disabilities. Unfortunately in the
13 schools, not all the children there are able to be
14 successful. Typically, they have a diagnosis of
15 autism again; and so, you know, when they're
16 mainstreamed into the regular school districts,
17 they are having issues. And so at our school,
18 those children would be referred to us. And our
19 job and our goal would be to provide them with
20 services so that they can be mainstreamed back
21 into their home school district and return and be
22 successful. So our goal is to open this clinic
23 but be without a job for those kids eventually and
24 then help others as we move along. So that is our

1 goal.

2 I would like to introduce the
3 team that I have put together to kind of help me
4 along this journey. I'm super excited and really
5 proud to work with them. So the first person is
6 Melinda Pieniazek. She is a BCBA like myself.
7 She has a master's degree as well. She also has
8 several years of experience working in the
9 educational setting. She has been extremely
10 successful with starting up other schools and
11 going in and help turning things around in other
12 school settings, so she is a key player for me.

13 The other key person that I
14 have is Elizabeth Glass. Beth we call her. She
15 has a Ph.D. in special ed. She also has a
16 master's degree in curriculum and instruction, so
17 she brings a lot of talents to our team that we
18 should be able to provide really good services.
19 She's also worked with Illinois State Board of Ed,
20 and she has a lot of really good, strong
21 relationships there still that we're going to be
22 calling upon to help get this program going and do
23 a really good job.

24 The third person that we have,

1 our fourth person if I include myself, is Imran
2 Khan, who wasn't able to make it tonight. He is
3 actually my director of clinical services for ABA
4 of Illinois. But his strengths are coming in and
5 really make sure that staff have the training they
6 need to do a really good job; and, therefore, then
7 the students can be more successful. So we're
8 going to be pulling on some of his expertise.

9 So I'm just going to answer a
10 couple questions I'm guessing that you guys might
11 have for me. So I'm thinking you might be asking
12 me, you know, why do you want to open up a school.
13 I have my hands busy in a lot of other things. So
14 why a school?

15 One of the reasons, main
16 reasons, is families are always requesting that we
17 offer evidence-based practices in the educational
18 setting. And I'll get a lot of phone calls
19 saying, "Karen, can't you just open up a school?
20 My son or daughter is not doing well, but they do
21 well when they're working with you guys. Can't
22 you open up a school?" And I've always had all
23 these reasons why I couldn't. And recently, a
24 parent asked me, and I was like, "Uh, I don't have

1 a good reason." So I guess that's a good time to
2 start one.

3 So the other reason that we
4 were looking at doing this and excited is that a
5 lot of school personnel need help in keeping up
6 with the increased number of those that are
7 diagnosed with autism. There is continuously that
8 percentage is increasing. So the schools I feel
9 like are kind of getting choked with a lot of
10 children who have special needs that they're not
11 specifically trained to help support in their
12 environments that they have, and I think it is
13 just getting worse. Our state budgets and
14 everything, those numbers are really becoming
15 quite skewed.

16 So another question I think
17 you might want to ask me is like well where did
18 you look or why are you choosing this area. So
19 there's some important things that we looked at in
20 selecting the location. One was that we wanted to
21 make sure that we had a welcoming community, and
22 that's really important for us that we're not
23 going out into the community and trying to take
24 some of the skills that we're teaching the kids

1 and taking them out into the community so they can
2 apply those skills, and we're not going to be
3 shunned or looked at or treated in an adverse way.
4 So I go to King Car Wash all the time, and I've
5 been going there for many years. I've lived in
6 the Downers Grove area for over 24 years, so my
7 son went to Downers South. I know that's not
8 Hinsdale but -- so I'm really enmeshed in this
9 community, and I know a lot of people here, and
10 it's just very friendly. Like I said, I go to the
11 car wash all the time. I never knew that was you
12 all's mayor. And so he would always come out and
13 say, "How are you? How is everything going? Are
14 the services good?" And he's just very friendly.
15 So I thought, you know what, a community that is
16 going to elect that type of person as their mayor
17 probably is that way in their heart anyway, so it
18 really kind of made me feel like welcome already
19 just finding that out. I was so excited. I
20 called them the next day and I said guess who the
21 mayor is? And that was really exciting.

22 Also, looking at a location,
23 we want to make sure it's accessible to families.
24 We're probably going to get children that are

1 referred from other communities coming in. So we
2 want to make sure it was easy accessible for those
3 families to get directions and, you know, right
4 off Kingery and 55, you're right off of 88. 294
5 is not far. So it's really accessible.

6 The last thing we wanted to
7 look at, and this is not the fun part, was
8 parking. You know, trying to find a location that
9 was easily accessible, that we could be emersed in
10 a community, and be a part of the community, and
11 yet make sure there was parking. So we really
12 took a look at that. This location, I think, is
13 perfect. We are able to designate some of those
14 parking areas right out front for pickup and
15 drop-off. And although the length of time that
16 it's going to take to pick up and drop off the
17 students is not long, we still needed to have a
18 designated area just to make sure that it's safe.
19 So this location really is perfect for us.

20 So in reviewing our options,
21 we really want to be here in Willowbrook for the
22 families, the school personnel, and most of all
23 the students who need our support. So I know you
24 guys all received detailed plan information that

1 included a forecast for our growth, so I just want
2 to open it up now to see if you guys have any
3 questions. I know that's really brief but I'm not
4 a big talker so...

5 MR. KOPP: No. And it was a very --
6 you did answer some of my questions. But it was a
7 nice report so we get a lot of information.

8 MS. HARPER: Thank you.

9 MR. KOPP: Do you already -- and this
10 is -- I'm just curious, do you have contracts with
11 school districts already? How does that work?

12 MS. HARPER: We do not currently have
13 contracts with the school districts. So what we
14 would want to do -- let me back up. ABA of
15 Illinois does go out into some schools and work
16 with some families and work with some school
17 districts. We don't have a contract necessarily
18 with the school district. We do some consulting,
19 though, with the families who bring us into the
20 schools, but Holtz would get their referrals from
21 school districts who refer the children that
22 aren't as successful in their schools and they
23 don't have the resources to support them in their
24 educational endeavors, so they would refer to us.

1 MR. KOPP: I forget the numbers but
2 it was a pretty impressive ramp up. I think you
3 started with nine students and then, I forget --

4 MS. HARPER: Yeah. I think we ended
5 up with 30 some after three years. Is that
6 correct?

7 MS. GLASS: I think it might be 27,
8 if I'm not mistaken.

9 MS. HARPER: 27. Sorry. Thank you.

10 MR. KOPP: And so you're -- is that
11 just because you're waiting for your reputation to
12 get known and then figure it will grow, or is that
13 intentional on your part to kind of get --

14 MS. HARPER: We have -- I have a
15 really good reputation with ABA of Illinois.
16 We're very well-known. We very rarely market for
17 people wanting our services. We get calls all the
18 time, "Hey, can you come help us?" So we, in
19 turn, with that reputation have gotten a lot of
20 calls from parents. As a matter of fact, there's
21 like four parents out in Aurora that have
22 contacted me and said, "When you get that school
23 open, we want to come tour it. We want to talk to
24 our districts about sending our children over to

1 you." So we're already getting these kinds of
2 calls. Melinda used to work at a clinic, right,
3 that they're always talking about we wish we had a
4 good school we could refer our families to.
5 Because they're talking about they can't find
6 schools that are conducive to their children's
7 needs and learning environment. So I think it's
8 going to grow very quickly.

9 MS. GLASS: And if I can add just a
10 little bit, Melinda and I both actually have some
11 very strong partnerships with school districts in
12 and around the area. We used to be part of a
13 therapeutic day school for students with autism.
14 And so the placement coordinators at those schools
15 know us very well. We've been to a couple of
16 conferences. We're going to be having other
17 conferences that we're attending to help get the
18 word out. We're going to be actively recruiting
19 and having meetings at different schools to tell
20 them about us that we're coming. We want to make
21 sure we have sustained growth over time. We don't
22 want too many students at once because we don't --
23 we want to make sure that we give every student
24 the appropriate services that they need. And

1 sometimes if you take too many children in at one
2 time starting, a little bit of chaos can ensue.
3 And so, you know, we have planned growth. Now,
4 that's not to say we might not have 10 or 11 kids
5 the first year. We might have eight. It will
6 just depend on the students that we currently
7 have. But in our previous location, we had a
8 waiting list of students. And the way that we
9 worked that waiting list was based on the openings
10 we had for age level, level of need, level of
11 support that a student would require to be
12 successful. And so a lot of the factors kind of
13 tailor in to that. But based on our previous
14 experiences and we know how most schools start
15 looking to place student at certain times of the
16 year. That's how we built our projections.

17 MR. KOPP: Okay. Anybody else have
18 any questions? All right. I mean, if you have
19 anything further to say, that's fine but I can --

20 MS. HARPER: I don't have anything
21 further to say. Just thank you. We just
22 appreciate the time and having us come in, and
23 it's nice instead of just submitting an
24 application and getting an answer, it's nice to

1 come in and meet people. So thank you.

2 And we did have a couple
3 questions. Is that for now or later?

4 MR. GLASS: Later.

5 MR. KOPP: So the next step is the
6 staff will give a presentation to us. And I think
7 it was explained to you, Tiffany, our intern, is
8 actually going to give this presentation. It may
9 seem like she's practicing on you, but you're
10 getting full attention.

11 MS. HARPER: She's good. She's good.

12 MS. GLASS: Both Jo Ellen and Tiffany
13 were wonderful to work through the process.

14 MR. KOPP: So, Tiffany, do you want
15 to give your staff report.

16 MS. KOLODZIEJ: Thank you for giving
17 me the opportunity. As we all know, it's my first
18 time. Thank you for your patience. Also, a
19 special thank you to Joanne and Jo Ellen for
20 helping me with this process.

21 Anyways, on the topic at hand.
22 Based on the information given in Exhibit 1,
23 Figures 1 through 4, this was produced by the
24 applicant. There are some highlights I would like

1 to address.

2 For Holtz Educational Center,
3 it is a commercial school. It is for profit. It
4 is for students diagnosed with autism and other
5 related disorders, and it also is going to serve
6 students ages 3 to 14.

7 Concerning operation hours, it
8 will be instituted through the normal academic
9 calendar year. I'm sure they can give more
10 specifics later. The hours of operation are 9:00
11 a.m. to 3:00 p.m., Monday through Friday. The
12 location you can see on Page 2 of your staff
13 report is at the Wingren/Willowbrook Plaza. I
14 might be using these two terms interchangeably.
15 It is at the northeast corner of 83 and 75th.
16 This particular plaza has two different parking
17 lots. On the west parking lot, it is fairly large
18 in comparison to the east parking lot, which is
19 actually smaller. We will be focusing on the
20 eastern parking lot on 75th and Quincy. In
21 Exhibit 2, Figure 1, it's outlined in blue, Holtz
22 Educational Center. It is one of four units on
23 the eastern parking lot alongside Quincy and 75th
24 Street. It is Unit 7450A. It's approximately

1 7200 square feet and it was originally zoned as
2 office space. Again, the vacancy in this area,
3 the eastern portion of Willowbrook Plaza, has four
4 tenant spaces, and one is currently occupied.
5 That is FedEx. FedEx has two entrances, one on
6 the Quincy Street entrance and one on 83. I
7 believe FedEx that entrance is only for employees,
8 but I'm not exactly entirely sure. On the last
9 page of your staff report, you'll see a picture
10 that proves parking at any given time throughout
11 the day. When I gave those onsite parking, none
12 of those cars have moved. So that is something
13 that you have to keep in consideration. These
14 eight spots are occupied.

15 On that note, my main concerns
16 about this development, one is the parking, and
17 two is the transportation, both the type and the
18 maneuvering through the actual lot. So for
19 parking, if you look at Exhibit 2, Figure 3, the
20 applicant produced a layout for us. It's an
21 onsite -- they actually said that it was 44
22 spaces. But onsite actual review suggests that
23 it's actually 41 spaces. That can be seen in
24 Exhibit 2, Figure 4. It deviates a little bit,

1 but it's not entirely. There was a new handicap
2 spot. There was a previously handicap spot that
3 had striped. And then there was also a missing
4 parking spot that is outlined in solid red. So if
5 you look at Exhibit 2, Figure 4, this is something
6 that the Plan Commission must consider. This is
7 kind of a side note, again, with the parking
8 spaces, the eight parking spots that are currently
9 occupied. So when we look at Willowbrook's zoning
10 ordinance, the original zoning that this lot was
11 specified for, it's an office space. That means
12 that it needs one parking spot for every 225
13 square feet of space. The lot that we're looking
14 at, that's Lot 7450A is 7,216 square feet. This
15 requires 32 spaces if this lot were to be remained
16 as office space. However, with this particular
17 use, we're looking at a commercial school. So the
18 new zoning would be one parking space for every
19 two employees, and one parking space for every
20 three students.

21 If you look at Exhibit 1,
22 Figure 5, you see employment projections and also
23 on Page 3 of your staff report. This can show
24 essentially based on what they presented us today,

1 these numbers can deviate from what they
2 presented. So this is definitely something that
3 we need to keep into consideration. In terms of
4 the Village ordinance with the three-year
5 projections, we would require 27 parking spaces.
6 Again, if it was originally an office space, it
7 would be 32 spaces. But with the new
8 requirements, even after the three-year
9 projections, it would turn to 27 parking spaces.
10 So that's under what its original zoning is. And
11 also if you look at Exhibit 2, Figure 3, the
12 applicant is requesting six reserved parking
13 spaces directly in front of the main entrance of
14 Holtz Educational Center. This would be under a
15 condition of approval, the applicant must provide
16 signage to mark that these six spots are going to
17 be reserved. They are supposed to be reserved
18 from the hours of 8:40 a.m. to 9:00 a.m. and then
19 2:30 p.m. until 3:00 p.m. This is only temporary
20 just so that students can arrive and then actually
21 leave the facility. Otherwise, it's my
22 understanding that the parking spot will be a
23 normal parking spot outside of that time frame.
24 And these will be reserved specifically for

1 private transportation; therefore, any sort of
2 school district transportation like a school bus
3 would not be allowed in this section.

4 Which leads me into my second
5 concern about this development, which is
6 transportation. Students since they are ages 3 to
7 14, it is presumed that they will be arriving in
8 private transportation. So they would all -- or
9 they could also be arriving in a school district
10 approved vehicle or school bus. It is my
11 understanding that they will not use any
12 traditional length school bus. It will be
13 approximately 15 feet in length and any larger
14 requires a turning template to ensure that a bus
15 can maneuver into this parking lot. A condition
16 of approval that if in the future they do request
17 the service of a larger school bus, they would
18 need to provide turning templates to the Village
19 of Willowbrook to prove that vehicle can actually
20 maneuver through the lot. Otherwise, concerns
21 about this parking for these transportation
22 vehicles, it is assumed that a lot of these
23 drivers actually park in the parking lot waiting
24 for the school times for school to open or close

1 so that they can pick up students. This might be
2 a concern along Quincy. It might be a concern
3 around 75th Street. It also might be a concern in
4 the western parking lot if a vehicle of this
5 nature would loiter in the parking lot. So it
6 would consume spaces that shouldn't be consumed,
7 so on and so forth. So this is another area of
8 consideration. Otherwise, again, my concerns are
9 the parking and the transportation.

10 So unless Jo Ellen has
11 something she would like to cover I can answer any
12 of your questions.

13 MS. CHARLTON: I think the
14 only clarification I would like to make, Tiffany,
15 you mentioned the original zoning. The zoning
16 hasn't changed on this property. I think you were
17 referring to the use of the property. When this
18 building was constructed, because there's the
19 commercial side facing Route 83 and this side,
20 facing Quincy, which is more of an industrial and
21 office street, I think the original intent for the
22 use of these spaces was designated as office uses,
23 which are permitted uses in the commercial zone
24 that it exists in. So I just wanted to make that

1 one clarification.

2 MR. KOPP: All right. Anybody have
3 any questions for Tiffany?

4 MR. REMKUS: Now, these space -- that
5 space there has never ever been rented; right? In
6 all the years that center has been there, has
7 there ever been anything in there?

8 MS. KOLODZIEJ: I'm not entirely
9 sure.

10 MS. CHARLTON: I don't know.

11 MR. REMKUS: It always looked empty.
12 I just wondered. It was a curious question that I
13 had, had that space ever been.

14 MS. KOLODZIEJ: I am familiar with
15 the area. I don't believe to my knowledge I have
16 seen those occupied, but please don't quote me on
17 that. I also just discovered there was an eastern
18 parking lot. I am more used to seeing the western
19 parking lot. That is actually something I would
20 also like to mention. These are specifically
21 designed for retail, I believe. It's kind of not
22 advantageous for a retail facility to open up in
23 that area since it doesn't have exposure to Route
24 83. So noting that, it would actually probably be

1 advantageous for Willowbrook to have a commercial
2 school in that location.

3 MR. WAGNER: There is a small -- I'm
4 referring to Exhibit 2, Figure 1. There seems to
5 be a small space on the southeast corner of that
6 building that's not included in this. Is that a
7 separate office or something that will use
8 parking?

9 MS. KOLODZIEJ: That is a separate
10 tenant space at that location. There are only
11 four. It would use parking. I do not know the
12 numbers, but it would be smaller than what Holtz
13 would require.

14 MR. RUFFOLO: Is that tenant space
15 occupied currently?

16 MS. KOLODZIEJ: No. The only
17 occupancy on that parking lot is the FedEx
18 building. The other three are vacant.

19 MR. WAGNER: Is there a -- it would
20 appear to me that visiting the FedEx store on
21 several occasions, the westerly parking lot is
22 virtually maybe a third full that I've ever seen.
23 It would seem to me that if there was any need for
24 additional staff parking, maybe they could park

1 closer to 83, and the 44 spaces on the other side
2 would be for visiting people. But it doesn't
3 sound like there would be that many people there
4 anyway.

5 MS. KOLODZIEJ: Yes. When I spoke
6 with the applicants in person, they did mention
7 that that they could park there if it so required.
8 However, I do not believe there is a pedestrian
9 walkway linking the two to my knowledge. That
10 might be also of consideration.

11 MR. WAGNER: There appears to be a
12 sidewalk in looking at an aerial map of it. So
13 there seems to be a sidewalk there, so I wouldn't
14 think that there would be too much problem
15 traversing that area. And then it seems like
16 there is a lot of shoulder area or space out on
17 the east side of Quincy. I would think that if
18 there was a lingering school bus that maybe they
19 could get direction from the owners of this
20 business that if they're going to hang out or wait
21 for someone that maybe they could wait out in the
22 right-of-way instead of the parking lot. I would
23 think that would be useful.

24 MS. CHARLTON: I do know that the

1 Village has concerns about trucks that park along
2 Quincy because we get so many people that stage
3 along Quincy waiting for their time to unload into
4 the various businesses all the way from there all
5 the way down to Joliet. So much of that part of
6 the street has been signed for no parking for that
7 reason. I don't know if that's the case there.
8 Did you guys --

9 MR. WAGNER: Even north of 75th
10 Street?

11 MR. REMKUS: I don't think it is. I
12 don't see a sign there.

13 MS. CHARLTON: I know it is south of
14 there. I'm not sure if it is right there. That
15 is where they actually do it. And I think for
16 those industrial buildings across the street, I
17 think that does happen already.

18 MR. WAGNER: Well, isn't that -- the
19 lot is vacant across the street; is it not?

20 MS. CHARLTON: The ones to that
21 business that's to the north there?

22 MR. WAGNER: Yes.

23 MS. CHARLTON: Has a lot of trucks
24 that queue along that section of Quincy.

1 MR. REMKUS: I don't think that would
2 be an issue at any time.

3 MR. LACAYO: Jo Ellen, the swim club
4 is in the afternoon. The other baseball place is
5 in the afternoon. This school is 9:00 to 3:00.
6 So I think from a traffic standpoint we are
7 covered from a traffic flow. Because there is
8 going to be a lot of students being dropped off on
9 that street in the near future.

10 MS. CHARLTON: Right.

11 MR. LACAYO: I think we are okay
12 because it is a 9:00-to-3:00 event.

13 MR. KOPP: All right. Any other
14 questions? I don't have any.

15 Do you folks have any final
16 questions? Because the way this works, then I
17 will close the public hearing if you don't and
18 then we will discuss it.

19 MS. GLASS: Okay. One thing I did
20 want to mention is that Melinda and I have had
21 experiences before with very similar pickup and
22 drop-off. And typically, what we do just to help
23 with the situation, especially with drivers as
24 they come through, we hand out parking plans and

1 parking drop-off and unloading plans to all of the
2 transportation drivers. Now, we give them to
3 dispatch as well because sometimes they come in
4 taxis or Septran or something like that, or you
5 might get a different driver. But we actually go
6 through and we'll have people standing there
7 directing the flow of traffic especially. That we
8 usually only have to do it for a week, but we can
9 do that as much as needed. Sometimes people might
10 need a reminder, so we will go back out. It
11 doesn't matter rain or shine, put on our galoshes,
12 we'll be out there to help support the flow of
13 traffic. Also, from our previous experiences, it
14 usually takes maybe about a minute to two minutes
15 to unload a student from the vehicle and transport
16 and escort the student into the building.
17 Typically, the way that works is we have all of
18 our staff members ready and waiting. They have
19 their assignment sheets. They go out. They help
20 the student. They escort them right back in.
21 It's a pretty quick process. On occasion, you
22 might have a student who is a little reticent to
23 enter. Other times you have students who are so
24 eager, you have to actually have them slow down a

1 little bit to walk into the building. But it is a
2 pretty seamless process. I can't think of any
3 challenges that we've really had before that took
4 us much longer. This is a much smaller school.
5 Whereas our previous school had 30 students to
6 begin with and we grew to almost 50, so I really
7 don't anticipate there being many issues that way.
8 And usually we have very good relationships with
9 our transportation because we help our students in
10 their drives, and we support those drivers. So,
11 you know, if we ask them to do something for us,
12 they're usually very willing to work with us. So
13 we haven't had issues with that.

14 The other thing I did want to
15 mention also is we are going to be a year-round
16 school. Our students do need extended school year
17 services during the summer. And so, for example,
18 whereas most students may be off in July, our
19 students will be attending school. They might
20 have slightly shorter hours, but they will be
21 there for the majority of the school year.

22 MR. KOPP: Okay.

23 MS. GLASS: I think you guys also
24 covered this as well; but when we were discussing

1 the second entrance, there is a walkway for
2 employees that we could enter and exit into our
3 location on the west side. So if we were at year
4 three and it did seem like we were taxing the
5 parking spaces there, it would not be an issue for
6 us to have and ask our employees, including
7 ourselves, to go and park there and walk in.

8 MR. KOPP: Okay. All right.
9 Anything else? If not, I will close the public
10 hearing portion of this meeting. And then we
11 discuss it in public but not as part of the public
12 hearing.

13 Personally, this is great. I
14 mean, I would be very proud to have something like
15 this in my town. Just, I don't know, it warms my
16 heart what you folks are doing. And, frankly,
17 it's great for the Village because you're taking a
18 space that's definitely been underutilized and
19 you're putting people in it. And you're bringing
20 people from outside Willowbrook into Willowbrook,
21 so they'll go to restaurants. They'll shop. So
22 to me this is just a slam dunk. I don't know if
23 anybody else has anything.

24 MR. WAGNER: I would agree.

1 MR. REMKUS: Yes.

2 MR. SOUKUP: Agree.

3 MR. KOPP: All right. Will one of
4 the Commissioners make a motion that based on the
5 submitted petition and testimony presented, the
6 special use for a 7,216 square foot commercial
7 school in space 7450A in the Willowbrook Plaza
8 Shopping Center for Holtz Education Center meets
9 the standards for a special use as outlined in the
10 staff report prepared for the February 3, 2016,
11 Plan Commission meeting and deliberated by the
12 Plan Commission; therefore, I move that the Plan
13 Commission recommended approval of PC 16-01
14 subject to the following conditions:

15 1. The special use granted
16 herein only applies to the 7,216 A square foot
17 space in Unit 7450A.

18 2. The applicant shall
19 provide turning templates should the need arise
20 for a larger traditional school bus.

21 3. The applicant shall
22 provide the appropriate signage for the requested
23 parking spaces adjacent to the property on the
24 east entrance of the building. Signage should be

1 approved by the Village of Willowbrook and placed
2 in a designated area prior to the issuance of a
3 certificate of occupancy. See attached Exhibit 2,
4 Figure 3 from the staff report.

5 4. The special use shall be
6 null and void if construction of the proposed use
7 is not commenced and a certificate of occupancy is
8 not granted within 18 months of the date of any
9 approval of the special use by the Village Board.

10 MR. REMKUS: So moved.

11 MR. LACAYO: Second.

12 MR. SOUKUP: Second.

13 MR. KOPP: Ask the Plan Commission
14 secretary to call the rolls.

15 MS. PRIBLE: Commission Lacayo.

16 MR. LACAYO: Yes.

17 MS. PRIBLE: Commissioner Remkus.

18 MR. REMKUS: Yes.

19 MS. PRIBLE: Commissioner Soukup.

20 MR. SOUKUP: Yes.

21 MS. PRIBLE: Vice Chairman Wagner.

22 MR. WAGNER: Yes.

23 MS. PRIBLE: Commissioner Ruffolo.

24 MR. RUFFOLO: Yes.

1 MS. PRIBLE: Chairman Kopp.

2 MR. KOPP: Yes. All right.

3 MR. WAGNER: Congratulations.

4 MR. KOPP: First step.

5 (Which were all the
6 proceedings had in the
7 above-entitled cause.)

8 (Public hearing ended at
9 7:35 p.m.)

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STATE OF ILLINOIS }
COUNTY OF COOK }

I, MARY WOOLSEY, C.S.R., do hereby
certify that I am a court reporter doing business
in the City of Chicago; that I reported in
shorthand the hearing on February 3, 2016; and
that the foregoing is a true and correct
transcript of my shorthand notes so taken as
aforesaid.

Mary Woolsey

Certified Shorthand Reporter

Illinois C.S.R. License No. 084-002894

MINUTES OF THE REGULAR MEETING OF THE PLAN COMMISSION HELD ON WEDNESDAY, APRIL 6, 2016, AT HINSDALE SOUTH HIGH SCHOOL, LITTLE THEATER, 7401 CLARENDON HILLS ROAD, CITY OF DARIEN, 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 Soukup, Kaucky, Ruffolo, Vice-Chairman Wagner and Chairman Kopp. Also present were Village Planner Jo Ellen Charlton, Secretary Joanne Prible and Administrative Intern Tiffany Kolodziej. Absent: Commissioners Lacayo and Remkus.

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 3, 2016 (APPROVE)
- C. Minutes – Village Board Meetings January 25, February 8, February 22, March 1, March 7 and March 14, 2016

MOTION: Made by Commissioner Soukup seconded by Vice-Chairman Wagner, to approve the Omnibus Vote Agenda.

MOTION DECLARED CARRIED

4. Zoning Hearing Case 16-02: Notice requirement not met. The Public Hearing will be rescheduled. (Greg and Arlene Taylor, 7806 Clarendon Hills Road)

5. PLAN COMMISSION CONSIDERATION: Zoning Hearing Case 16-03: (Kevin Baldus, Alex Stankus, Charles St. Clair – 7550/7560 S. Quincy Street) Text Amendment to add Production Brewery Tap Room as a special use in the M1 District and approval of a special use for the business.

- A. PUBLIC HEARING
- B. DISCUSSION

See Court Reporter Minutes

MOTION: Made by Vice-Chairman Wagner, seconded by Commissioner Ruffolo that based on the submitted petition and testimony presented, I move that the Plan

Commission forward its recommendation to approve the text amendments outlined in the April 6, 2016 staff report for PC 16-03 to establish and regulate production brewery tap rooms as a special use in the M-1 Zoning District; and forward its findings of fact to the Mayor and Village Board for a special use for the property located at 7560 S. Quincy for a production brewery tap room, as shown in Attachment 1 of the staff report prepared for the April 6, 2016 Plan Commission for PC 16-03, and recommend approval of the requested special use subject to the following conditions:

1. Conditional use shall be null and void unless the Village establishes and issues a liquor license for the proposed special use.
2. Construction and long term maintenance of the production brewery tap room shall at all times be in substantial compliance with the Project Plans identified in Attachment 2 of the April 6, 2016 staff report for PC 16-03, except for the changes and conditions as provided for in Attachment 3 "Required Changes to Project Plans."
3. The special use shall become null and void unless a certificate of occupancy has been issued within eighteen (18) months of the date of Village Board approval, or if the tap room ceases to operate for any 90 day period.

ROLL CALL: AYES: Commissioners Soukup, Kaucky, Ruffolo, Vice-Chairman Wagner and Chairman Kopp; NAYS: None. ABSENT: Commissioner Lacayo and Remkus.

MOTION DECLARED CARRIED

6. **PLAN COMMISSION CONSIDERATION: Zoning Hearing Case 16-04: (Pulte Home Corporation - 6526 Clarendon Hills Road) Approval of a special use for a Planned Unit Development and approval of a Preliminary Plat of PUD, preliminary plat of subdivision, and including any exceptions and variations necessary to redevelop the existing 8.32 acre property known as the Arabian Horse Farm with 29 detached single family cluster homes.**
 - A. **PUBLIC HEARING**
 - B. **DISCUSSION**

See Court Reporter Minutes

MOTION: Made by Vice-Chairman Wagner, seconded by Commissioner Soukup to continue the public hearing to May 4, 2016.

ROLL CALL: AYES: Commissioners Soukup, Kaucky, Ruffolo, Vice-Chairman Wagner and Chairman Kopp; NAYS: None. ABSENT: Commissioner Lacayo and Remkus.

MOTION DECLARED CARRIED

7. **PLAN COMMISSION CONSIDERATION: Zoning Hearing Case 16-05: (Midwest Helicopter Airways, Inc. Rick Smith – 525 Executive Drive) Public Hearing, Discussion and Recommendation for approval of a Special Use and Variations to redevelop an existing heliport located at 525 Executive Drive and known as Midwest Helicopter, with a new building that includes a high ceiling single story 9,256 square foot hangar and 7,045 square feet of hangar support and office areas in an adjoining two story space.**
 - A. **PUBLIC HEARING**
 - B. **DISCUSSION**

See Court Reporter Minutes

MOTION: Made by Commissioner Ruffolo, seconded by Commissioner Kaucky that based on the submitted petition and testimony presented, I move that the Plan Commission forward its findings of fact to the Mayor and Village Board for special uses and variations as shown in Attachments 1 and 2 of the staff report prepared for the April 6, 2016 Plan Commission for PC 16-05, and recommend approval of a special use for a heliport, a variation from 9-8-3(A)4 to reduce minimum required lot depth from 300' to 267', a variation from 9-8-3(D)1 to reduce the minimum front yard setback from 40' to 30.37 feet, and landscape variations from Sections 9-10 and 9-14 in accordance with the proposed plans, subject to the following conditions:

1. **Construction and long term maintenance of the heliport shall at all times be in substantial compliance with the Project Plans identified in Attachment 3 of the April 6, 2016 staff report for PC 16-05, except for the changes and conditions as provided for in Attachment 4 "Required Changes to Project Plans." Also Condition 2 of attachment 4 shall be changed to allow the arborvitae screening as shown on the exhibit presented at the hearing.**
2. **The special use shall become null and void unless a certificate of occupancy has been issued within eighteen (18) months of the date of Village Board approval, or if the heliport ceases to operate for any 90 day period.**

ROLL CALL: AYES: Commissioners Soukup, Kaucky, Ruffolo, Vice-Chairman Wagner and Chairman Kopp; NAYS: None. ABSENT: Commissioner Lacayo and Remkus.

MOTION DECLARED CARRIED

8. VISITOR'S BUSINESS

None.

9. COMMUNICATIONS

None.

10. ADJOURNMENT

MOTION: Made by Vice-Chairman Wagner, seconded by Commissioner Kaucky, to adjourn the regular meeting of the Plan Commission at the hour of 10:00 p.m.

UNANIMOUS VOICE VOTE

MOTION DECLARED CARRIED

PRESENTED, READ AND APPROVED,

_____, 2016

Minutes transcribed by Joanne Prible.

Chairman

MINUTES OF THE MEETING OF THE BOARD OF TRUSTEES OF THE POLICE PENSION FUND OF THE VILLAGE OF WILLOWBROOK HELD ON JANUARY 13, 2016, AT 3:00 PM, AT THE VILLAGE HALL, 835 MIDWAY DRIVE, WILLOWBROOK, DUPAGE COUNTY, ILLINOIS

1. CALL TO ORDER

The meeting was called to order at the hour of 3:08 p.m. by President Umberto Davi.

2. ROLL CALL

Those present at roll call were President Davi, Trustee Tim Kobler, Trustee Joseph Pec, and Trustee Carrie Dittman. Also present: Terese Krafcheck and Ted Kirpach of MB Financial.

Absent: Trustee Scott Eisenbeis.

3. APPROVAL - MINUTES OF THE REGULAR MEETING - October 14, 2015.

The Board reviewed the minutes from the October 14, 2015 meeting.

MOTION: Made by Trustee Pec, seconded by Trustee Kobler to approve the minutes of the regular meeting of the Police Pension Fund Board of Trustees held on October 14, 2015.

UNANIMOUS VOICE VOTE

MOTION DECLARED CARRIED

4. APPROVAL - MONTHLY PENSION BENEFITS AS OF JANUARY 1, 2016

Trustee Dittman reviewed information on the statutory increases in pension benefits effective January 1, 2016. There are three items to note: Retirement pension for John Skiba begins February 1, 2016 at \$4,557.11/mo (attainment of age 50). Retirement pension for Andy Pelliccioni increases 3% on March 1, 2016 to \$5,710.21/mo. (1 year retirement anniversary). Retirement pension for Mark Long increases 3% on November 1, 2016 to \$5,867.27/mo. (1 year retirement anniversary).

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

MOTION: Made by Trustee Kobler, seconded by Trustee Pec, to approve the statutory increases in pension benefits for eligible participants effective January 1, 2016.

UNANIMOUS VOICE VOTE

MOTION DECLARED CARRIED

5. APPROVAL - EXPENSES INCURRED OCTOBER THRU DECEMBER 2015

Trustee Dittman reviewed the expenses incurred October thru December 2015. The pension benefits totaled \$62,047.23/mo Oct and \$63,333.51/mo Nov &

Dec, widow's benefit was \$3,209.37/mo, and disability totaled \$4,446.08/mo. She noted that the payment to Atwell & Atwell for legal expenses was \$200.00, the annual audit was \$2,755.00 and the second cost of \$1,700.00 was the one-time fee for the implementation of GASB67, actuarial services was \$4,400 which is double what it usually is due to Mr. Tepfer's completion of the GASB67 report in addition to his annual report; quarterly financial advisory fees \$8,002.64, IPPFA conference expenses were \$1,365.12 plus \$563.13 for the pre-payment deposit for 2016/17 IPPFA conference, and the separation refund issued as an IRA rollover to Edward Jones for Officer Babczak was \$6,252.34.

After Trustee Dittman reviewed the expenses, the following motion was made:

MOTION: Made by Trustee Pec, seconded by Trustee Kobler, to approve the expenses incurred for October thru December 2015.

UNANIMOUS VOICE VOTE

MOTION DECLARED CARRIED

6. APPROVAL - APPLICATION FOR MEMBERSHIP INTO THE WILLOWBROOK POLICE PENSION FUND - BLAKE HUNTLEY

The Board reviewed one application for membership into the Willowbrook Police Pension Fund as Tier II employee by new officer Blake Huntley.

Officer Huntley is married with one (1) step-child. Since Officer Huntley does not have any biological children, his application will need to be amended to exclude his step-child. The applicant needs to submit an amended application because he has not adopted this child and will need to remove her since this is not a legal obligation.

MOTION: Made by President Davi, seconded by Trustee Pec, to approve the membership application contingent with the inclusion of the amended application for membership that he has no biological children at time of application.

UNANIMOUS VOICE VOTE

MOTION DECLARED CARRIED

7. APPROVAL OF INVESTMENTS MADE OCTOBER THRU DECEMBER 2015 - QUARTERLY INVESTMENT REPORT - MB FINANCIAL BANK

Terese Krafcheck, a representative of MB Financial Bank, summarized the quarterly investment report for the Police Pension Board.

Ms. Krafcheck reported that the total fund value at 12/31/2015 is at \$18,595.656.00. She summarized the portfolio allocations are targeted at 55% in equities, 45% in fixed income. The performance summary for calendar

year 2015 was down 0.83% vs. the benchmark of .13%. For the fourth quarter 2015 the portfolio was up 1.76% vs. the benchmark of 2.79%.

Equities for the year were down -1.33% vs. the benchmark at 0.67%. The last 5-year equities earned 9.90% vs. the benchmark of 9.75%. The equity income for the quarter was at 3.65% vs the benchmark at 5.77%.

The Account earnings summary for the quarter is up \$322,412.00; and for the fiscal year to date it is down \$156,238.00.

Mr. Ted Kirpach advised that funds were moved into higher quality equities within the US, and reduced the target waiting on emerging markets. The Fixed Income has moved more into agencies and treasuries, reducing our corporate exposure. Interest rates will probably not be raised based on the global economy. Equity return has under-performed at -2.00% vs the S&P 500 at 1.41% and we missed out on some of the high performing stocks being Facebook, Amazon, Netflix, and Google which are not in the portfolio. We are hoping that we will exceed in the future against the S&P 500.

The fund since 2005 has had a very steady increase in value and staying strong in the market even with the difficulties it has seen. The fund has increased over \$7.6 million dollars over this period of time. The Long Term Portfolio Performance has averaged 6.08% since 1999.

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

MOTION: Made by Trustee Pec, seconded by President Davi to approve MB Financial's Quarterly report.

UNANIMOUS VOICE VOTE

MOTION DECLARED CARRIED

8. VISITOR BUSINESS

Trustee Dittman advised that she received a request from Mr. Tom White for the Village of Willowbrook's actuarial valuation report for the pension fund which Mr. White was sent. He then sent a second email requesting additional information. After a discussion with the Deputy Clerk, Mr. White was given the date of today's meeting so he could attend and ask his questions to the Pension Board. Trustee Dittman advised that at least one of his questions was highly subjective regarding funding of the fund and a tax levy.

President Davi advised that because Mr. White was not at the meeting and he did get a response from the village, we will assume that he was satisfied with the response he was given.

9. NEW BUSINESS

Recording Secretary Hahn advised that the annual Address Confirmation form for Benefit Distribution, which must be signed and notarized by the beneficiary, will be mailed by the end of the month.

10. OLD BUSINESS

Trustee Dittman advised that Eric Babczak submitted his letter of resignation at the end of September 2015. Subsequently, he was provided the necessary paperwork to either receive a cash refund or transfer/rollover his pension to another fund. On December 9, 2015, a letter was received directing the contributions of \$6,252.34 be rolled over to his traditional IRA he has established with Edward Jones. No taxes need to be withheld. A check was mailed on December 15, 2015.

MOTION: Made by Trustee Pec, seconded by Trustee Kobler to approve the refund of contributions of \$6,252.34 from Eric Babczak's pension fund into his designated Edward Jones IRA.

UNANIMOUS VOICE VOTE

MOTION DECLARED CARRIED

11. COMMUNICATIONS

Trustee Dittman informed members that if anyone needs continuing educational training hours, the Illinois Professional Firefighters Association is having a spring seminar in Addison on Friday, May 6, 2016, which provides 8-hours of continuing Trustee/Pension board education as required by the State of Illinois. A fall seminar will also be available on November 4, 2016.

Trustee Dittman advised that the Police Pension meeting dates need to be published. Those dates for calendar year 2016 are January 13, April 13, July 13, and October 12, 2016 at 3:00 p.m. at the Village of Willowbrook, 835 Midway Drive, Willowbrook, IL 60527.

12. ADJOURNMENT

MOTION: Made by Trustee Pec, seconded by Trustee Kobler to adjourn the meeting of the Board of Trustees of the Police Pension Fund at the hour of 4:05 p.m.

UNANIMOUS VOICE VOTE

MOTION DECLARED CARRIED

PRESENTED, READ and APPROVED,

4-13-16
Date


President

Minutes transcribed by Debbie Hahn.

AGENDA

Minutes of the Public Safety Committee of the Village of Willowbrook that was held on March 14th, 2016 at 5:30 p.m. at the Willowbrook Police Department, 7760 Quincy Street, in the Village of Willowbrook, DuPage County, Illinois.

CALL TO ORDER

The meeting was called to order at 5:30 p.m.

ROLL CALL

Those present at roll call were Chief Mark Shelton, Deputy Chief Robert Schaller, Chairman of the Public Safety Committee Terrence Kelly, and Trustee Sue Berglund.

1. Reviewed the February 8th, 2016 Public Safety Committee Meeting Minutes.
The Committee approved the February 8th, 2016 Public Safety Committee Meeting Minutes.
2. Reviewed the Weekly Press Releases – Information.
3. Reviewed the Overtime Report for 02/01/2016-02/28/2016 - Information.
4. Reviewed the Monthly Expenditure Report for February 2016 – Information.
5. Reviewed the Monthly Offense Summary Report for February 2016 - Information.
Both Committee Members complimented on the content and the information that was provided on the new S.W.C.D. Offense Summary report.
6. Reviewed the Letter(s) of Recognition and Appreciation – Information.
 - Sergeant Chris Drake
 - Officer Nick Volek
 - Officer Jose Lopez
 - Officer Scott Eisenbeis
 - Officer Othello Rosal
7. DISCUSSION ITEMS
 - Update on DUCOMM transfer.
The Committee was advised on the progress of the DuComm transfer. Deputy Chief Schaller explained the upgrades and programming of the computers. He also discussed BASECAMP which is an online chalkboard that is used by DuComm. Agencies can log into the BASECAMP program to view/update their information and monitor the transfer process. The projected switch over date is 4/27.
 - New officers' completion of F.T.O.
The Committee was given an update on Officer Rosal and Officer Herrera. Both Officers will complete the (16) week F.T.O. program on 3/28.

- o Upcoming police schedule.

Chief Shelton provided an overview of the upcoming schedules. Range Qualification is scheduled for 5/10. Individual employee evaluations are due on 4/11. New recruit Huntley will graduate the police academy on 3/31 and there will be a Detective re-assignment on 5/2. The Committee was advised that Officer Robles will be assigned to light duty beginning 3/21.

Deputy Chief Schaller explained the upcoming logistics that will be involved with our temporary move into the 825 Midway Drive building. Window privacy and security of the exterior of the building were discussed. The actual moving of furniture and coordinating that with the operations procedures will be a task, especially with phones and computer transitions. The target date will be the first week of May.

8. * VISITOR'S BUSINESS (Public comment is limited to three minutes per person).

None

9. ADJOURNMENT

The meeting was adjourned at 5:51 p.m.

NEXT MEETING SCHEDULED APRIL 11TH, 2016 AT 5:30 P.M.