

A G E N D A

REGULAR MEETING OF THE MAYOR AND BOARD OF TRUSTEES OF THE VILLAGE OF WILLOWBROOK TO BE HELD ON MONDAY, FEBRUARY 26, 2018, AT 6:30 P.M. AT THE WILLOWBROOK POLICE DEPARTMENT TRAINING ROOM, 7760 QUINCY STREET, WILLOWBROOK, IL, DUPAGE COUNTY, ILLINOIS

1. CALL TO ORDER
2. ROLL CALL
3. PLEDGE OF ALLEGIANCE
4. VISITORS' BUSINESS - Public comment is limited to three minutes per person
5. OMNIBUS VOTE AGENDA:
 - a. Waive Reading of Minutes (APPROVE)
 - b. Minutes - Regular Board Meeting - February 12, 2018 (APPROVE)
 - c. Minutes - Closed Session Meeting - September 11, 2017 (APPROVE)
 - d. Warrants - \$390,488.96 (APPROVE)
 - e. Resolution - A Resolution Waiving the Competitive Bidding Process and Authorizing the Mayor and Village Clerk to Accept and Execute a Certain Agreement - Mosquito Abatement Services - Between the Village of Willowbrook and Clarke Environmental Mosquito Management, Inc. (ADOPT)
 - f. Resolution - A Resolution Authorizing the Mayor and Village Clerk to Accept a Proposal for the Purchase of PEG Channel Broadcast Equipment - AVI Systems, Inc. (ADOPT)
 - g. Motion - A Motion to Approve an Application for a License to Hold a Raffle - The Kerry Piper Irish Pub (PASS)
 - h. Motion - Board Authorization for Staff to Process Current Delinquent Water Bills in Accordance with Past Practices (PASS)

NEW BUSINESS

6. ORDINANCE - AN ORDINANCE OF THE VILLAGE OF WILLOWBROOK AMENDING CHAPTER 11, ENTITLED "ADMINISTRATIVE ADJUDICATION OF VIOLATIONS OF TRAFFIC REGULATIONS," OF TITLE 8, ENTITLED "TRAFFIC" OF THE VILLAGE CODE OF ORDINANCES OF THE VILLAGE OF WILLOWBROOK, DUPAGE COUNTY, ILLINOIS
7. ORDINANCE - AN ORDINANCE TO ESTABLISH ADMINISTRATIVE PROCEDURES TO DETERMINE ELIGIBILITY UNDER THE PUBLIC SAFETY EMPLOYEE BENEFITS ACT (PSEBA) IN THE VILLAGE OF WILLOWBROOK, DUPAGE COUNTY, ILLINOIS
8. RESOLUTION - A RESOLUTION CONFIRMING THE MAYOR'S APPOINTMENT OF LEONARD B. CANNATA TO SERVE AS THE VILLAGE'S LOCAL ADJUDICATOR FOR THE RED-LIGHT PHOTO ENFORCEMENT PROGRAM, AND AUTHORIZING THE MAYOR AND VILLAGE CLERK TO APPROVE AND EXECUTE A CERTAIN AGREEMENT - LAW OFFICES OF LEONARD B. CANNATA - ADJUDICATION SERVICES
9. RESOLUTION - A RESOLUTION AUTHORIZING THE VILLAGE ADMINISTRATOR TO SERVE NOTICE OF TERMINATION OF THE AGREEMENT BETWEEN MARQUART AND BELMONTE, P.C. AND THE VILLAGE OF WILLOWBROOK TO PROVIDE ADJUDICATION SERVICES
10. RESOLUTION - A RESOLUTION CONFIRMING THE MAYOR'S APPOINTMENT OF GREGORY T. SMITH OF KLEIN, THORPE & JENKINS, LTD. TO SERVE AS THE VILLAGE'S NEW ETHICS OFFICER EFFECTIVE MARCH 1, 2018, ACCEPTING A PROPOSAL FOR LEGAL SERVICES, AND AUTHORIZING THE VILLAGE ADMINISTRATOR TO EXECUTE THE ASSOCIATED FEE AGREEMENT

PRIOR BUSINESS

11. COMMITTEE REPORTS
12. ATTORNEY'S REPORT
13. CLERK'S REPORT
14. ADMINISTRATOR'S REPORT
15. MAYOR'S REPORT

16. CLOSED SESSION:

- a) Consideration of the Appointment, Employment, Compensation, Performance, or Dismissal of a Specific Village Employee in Accordance with 5 ILCS 120/2(c)(1)

17. ADJOURNMENT

MINUTES OF THE REGULAR MEETING OF THE MAYOR AND BOARD OF TRUSTEES OF THE VILLAGE OF WILLOWBROOK HELD ON MONDAY, FEBRUARY 12, 2018 AT THE WILLOWBROOK POLICE DEPARTMENT, 7760 QUINCY STREET, VILLAGE OF WILLOWBROOK, DUPAGE COUNTY, ILLINOIS.

1. CALL TO ORDER

The meeting was called to order at the hour of 6:30 p.m. by Village Clerk Leroy Hansen.

2. ROLL CALL

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

ABSENT: Mayor Frank Trilla

Also present were Village Attorney Brian Baugh, Village Administrator Timothy Halik, Director of Finance Carrie Dittman, Chief of Police Robert Pavelchik, Jr., Deputy Chief Robert Schaller, Assistant to the Village Administrator Garrett Hummel, and Deputy Clerk Cindy Stuchl.

A QUORUM WAS DECLARED

3. MOTION TO APPROVE - A MOTION TO APPOINT TRUSTEE MICHAEL MISTELE AS TEMPORARY CHAIRMAN IN THE MAYOR'S ABSENCE

Village Clerk Hansen advised that a motion was necessary to appoint Trustee Michael Mistele as Mayor Pro Tem for tonight's meeting.

MOTION: Made by Trustee Berglund and seconded by Trustee Kelly to appoint Trustee Mistele as Mayor Pro Tem.

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

MOTION DECLARED CARRIED

4. PLEDGE OF ALLEGIANCE

Mayor Pro Tem Mistele asked Attorney Baugh to lead everyone in saying the Pledge of Allegiance.

5. VISITORS' BUSINESS

None presented.

6. OMNIBUS VOTE AGENDA

- a. Waive Reading of Minutes (APPROVE)
- b. Minutes - Regular Board Meeting - January 22, 2018 (APPROVE)
- c. Warrants - \$317,522.14 (APPROVE)
- d. Monthly Financial Report - January 31, 2018 (APPROVE)
- e. Resolution - A Resolution Authorizing the Mayor and Village Clerk to Enter into an Agreement with Hinsdale Nurseries for Seasonal Container Plantings for Fiscal Year 2018/19 - Resolution No. 18-R-02 (ADOPT)
- f. Motion - Motion to Approve - 75th Street Water Main Lining Project: Payout #2 (Final), Fer-Pal Construction USA, LLC (APPROVE)

Mayor Pro Tem Mistele asked the Board if there were any items to be removed from the Omnibus Vote Agenda

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

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

MOTION DECLARED CARRIED

NEW BUSINESS

7. ORDINANCE - AN ORDINANCE ABATING THE TAXES HERETOFORE LEVIED FOR THE YEAR 2017 TO PAY THE PRINCIPAL AND INTEREST ON THE \$4,930,000 GENERAL OBLIGATION BONDS (ALTERNATIVE REVENUE SOURCE), SERIES 2015 OF THE VILLAGE OF WILLOWBROOK, DUPAGE COUNTY, ILLINOIS

Director Dittman advised the Board that in March of 2015, the Village issued \$4,930,000 in General Obligation ARS bonds to fund the renovations of the police department, re-paint one of the Village's water towers, and refund a portion of the GO (ARS) Bonds, Series 2008. With the passage of the Bond Ordinance in 2015, every year the DuPage County Clerk automatically prepares a property tax levy extension for the payment of the bond debt service unless a tax abatement ordinance is filed with the Clerk's Office. The principal and interest payments are paid from the Village's general fund and water fund. The Village will need to pass an ordinance each year until the bond is paid off in full in 2035.

MOTION: Made by Trustee Berglund and seconded by Trustee Davi to pass Ordinance 18-O-04 as presented.

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

MOTION DECLARED CARRIED

8. ORDINANCE - AN ORDINANCE AMENDING THE VILLAGE OF WILLOWBROOK EMPLOYEE PERSONNEL MANUAL BY AMENDING ITS PROCEDURES FOR FILING A COMPLAINT OF HARASSMENT, DISCRIMINATION, OR SEXUAL HARASSMENT

Director Dittman reminded the Board that they had adopted at the January 8, 2018 Board meeting a change to the Employee Personnel Manual in accordance with the state mandate related to sexual harassment policies. At that time, a question was raised pertaining to anonymous complaints. The village attorney then drafted the amendment to address the protocol if an anonymous complaint is received.

MOTION: Made by Trustee Kelly and seconded by Trustee Neal to pass Ordinance No. 18-O-05 as presented.

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

MOTION DECLARED CARRIED

9. RESOLUTION - A RESOLUTION AUTHORIZING THE MAYOR AND VILLAGE CLERK TO EXECUTE A SUCCESSOR INTERGOVERNMENTAL POLICE SERVICE ASSISTANCE AGREEMENT FOR THE FELONY INVESTIGATION ASSISTANCE TEAM (FIAT)

Chief Pavelchik related that the department participates in FIAT, which is a countywide mutual aid task force for major cases. Chief Pavelchik advised that similar task forces have had litigation issues. The Village's insurance carrier, Intergovernmental Risk Management Agency (IRMA), advised that an agreement needs to be approved to address which agency will be responsible in the event of litigation. IRMA drafted an agreement that identifies that the requesting agency will indemnify the task force if an issue arises.

MOTION: Made by Trustee Berglund and seconded by Trustee Davi to adopt Resolution No. 18-R-03 as presented.

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

MOTION DECLARED CARRIED

10. MOTION - MOTION TO APPROVE TRAVEL EXPENDITURES IN EXCESS OF \$2,500 IN A FISCAL YEAR FOR ATTENDANCE AT THE 2018 CALEA CONFERENCE - DEPUTY CHIEF ROBERT SCHALLER

Deputy Chief Schaller related that in November of 2016, an ordinance was adopted that amended the travel policy setting the maximum travel amount per fiscal year to \$2,500. With the upcoming CALEA Conference in Frisco, Texas, Deputy Chief Schaller advised that the total CALEA expenses for this trip will be \$5,604 for four (4) attendees.

Director Dittman clarified that the travel policy, which was effective January 1, 2017, provides that \$2,500 is a cumulative total for each employee or elected official that includes all training, seminars, conferences, and all related expenses. Director Dittman advised that the travel policy states that the individual may exceed the limit, however only with the Corporate Authority's approval. The cost of this upcoming conference, when combined with prior conferences attended this year, will cause Deputy Chief Schaller to exceed the \$2,500 fiscal year limit.

MOTION: Made by Trustee Davi and seconded by Trustee Oggerino to approve the travel expenditures as presented.

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

MOTION DECLARED CARRIED

PRIOR BUSINESS

11. COMMITTEE REPORTS

Trustee Neal had no report.

Trustee Kelly commended the work of the Public Works Department on their clean up efforts during the recent snow storm.

Trustee Mistele had no report.

Trustee Berglund had no report.

Trustee Davi also commended the Public Works staff for their work.
Trustee Oggerino had no report.

12. ATTORNEY'S REPORT

Attorney Baugh had no report.

13. CLERK'S REPORT

Clerk Hansen had no report.

14. ADMINISTRATOR'S REPORT

Administrator Halik reminded the Board that there will be Joint Committee Meeting held on Monday, February 19, 2018 at 5:00 p.m. for the Fiscal Year 2018/19 Budget Review.

15. MAYOR'S REPORT

No Mayor's report due to Mayor Trilla's absence.

16. CLOSED SESSION

Mayor Pro Tem Mistele stated that there was no need for Closed Session during tonight's meeting.

17. ADJOURNMENT

MOTION: Made by Trustee Oggerino and seconded by Trustee Kelly, to adjourn the Regular Meeting at the hour of 6:47 p.m.

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

MOTION DECLARED CARRIED

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Village Board Minutes
February 12, 2018

PRESENTED, READ and APPROVED.

February 16, 2018.

Mayor

Minutes transcribed by Deputy Clerk Cindy Stuchl.

WARRANTS

February 26, 2018

| | | |
|---|-------|--------------|
| GENERAL CORPORATE FUND | ----- | \$216,668.46 |
| WATER FUND | ----- | 159,269.29 |
| L.A.F.E.R FUND | ----- | 13,981.21 |
| RT 83/PLAINFIELD RD BUSINESS DISTRICT TAX | ----- | 570.00 |
| TOTAL WARRANTS | ----- | \$390,488.96 |

Carrie Dittman, Director of Finance *C.D.*

APPROVED:
Frank A. Trilla, Mayor

CHECK DISBURSEMENT REPORT FOR VILLAGE OF WILLOWBROOK
 CHECK DATE FROM 02/14/2018 - 02/27/2018

| Check Date | Bank | Check # | Invoice | Payee | Description | Account | Dept | Amount |
|-----------------------|-------|---------|-----------------|-------------------------------|------------------------------------|---------|------|-----------|
| Fund: 01 GENERAL FUND | | | | | | | | |
| 02/16/2018 | APCHK | 91950 | 2-19-18 VB MTG | JIMMY JOHNS | SCHOOLS/CONFERENCES/TRAVEL | 410-304 | 05 | 64.99 |
| 02/27/2018 | APCHK | 78(E) | 155830-MHS | PCS CLOUD SOLUTIONS | EDP LICENSES | 615-263 | 25 | 815.30 |
| | | | 155354-MHS | | EDP LICENSES | 615-263 | 25 | 815.30 |
| | | | 154801-MHS | | EDP LICENSES | 615-263 | 25 | 815.30 |
| | | | 156013-MHS | | EDP LICENSES | 615-263 | 25 | 258.00 |
| | | | | CHECK APCHK 78(E) TOTAL FOR | | | | 2,703.90 |
| 02/27/2018 | APCHK | 91951 | 34685 | ADVANCE WIRING SOLUTIONS | OPERATING EQUIPMENT | 630-401 | 30 | 4,865.00 |
| 02/27/2018 | APCHK | 91952 | 9950652837 | AIRGAS USA LLC | EQUIPMENT RENTAL | 750-290 | 35 | 84.08 |
| 02/27/2018 | APCHK | 91954 | 98155 | ALL AMERICAN PAPER COMPANY | BUILDING MAINTENANCE SUPPLIES | 466-351 | 10 | 238.16 |
| 02/27/2018 | APCHK | 91955 | 60758 | AMERICAN FIRST AID SERVICE I | OPERATING EQUIPMENT | 630-401 | 30 | 20.20 |
| 02/27/2018 | APCHK | 91956 | 26133 JAN 18 | AMERICAN TRAFFIC SOLUTIONS | RED LIGHT - CAMERA FEES | 630-247 | 30 | 22,475.00 |
| | | | 26133 JAN 18 | | RED LIGHT - MISC FEE | 630-249 | 30 | 1,258.50 |
| | | | | CHECK APCHK 91956 TOTAL FOR | | | | 23,733.50 |
| 02/27/2018 | APCHK | 91957 | 20650013 | ARAMARK UNIFORMS SERVICES | UNIFORMS | 710-345 | 35 | 51.99 |
| 02/27/2018 | APCHK | 91958 | 103546 | ARROWHEAD SCIENTIFIC INC | OPERATING EQUIPMENT | 630-401 | 30 | 81.87 |
| 02/27/2018 | APCHK | 91961 | 16827 FEB 18 | BLACK GOLD SEPTIC | MAINTENANCE - PW BUILDING | 725-418 | 35 | 350.00 |
| 02/27/2018 | APCHK | 91962*# | 1214432-1139753 | CALL ONE INC | PHONE - TELEPHONES | 455-201 | 10 | 752.36 |
| | | | 1214432-1139753 | | PHONE - TELEPHONES | 630-201 | 30 | 622.03 |
| | | | | CHECK APCHK 91962 TOTAL FOR | | | | 1,374.39 |
| 02/27/2018 | APCHK | 91963 | 3987 | CHOICE OFFICE EQUIP & SUPPLIE | COPY SERVICE | 455-315 | 10 | 348.51 |
| 02/27/2018 | APCHK | 91964*# | 141464 | CHRISTOPHER B. BURKE | PLAN REVIEW - ENGINEER REIMB. | 520-254 | 15 | 330.00 |
| | | | 141465 | | PLAN REVIEW - ENGINEER REIMB. | 520-254 | 15 | 440.00 |
| | | | 141459 | | FEES - DRAINAGE ENGINEER | 820-246 | 40 | 201.25 |
| | | | 141463 | | FEES - DRAINAGE ENGINEER REIMB. | 820-246 | 40 | 450.00 |
| | | | 141460 | | PLAN REVIEW - ENGINEER - REIMB. | 820-254 | 40 | 3,795.33 |
| | | | 141461 | | PLAN REVIEW - ENGINEER REIMB. | 820-254 | 40 | 650.50 |
| | | | 141466 | | PLAN REVIEW - ENGINEER REIMB. | 820-254 | 40 | 774.50 |
| | | | 141467 | | PLAN REVIEW - DRAINAGE ENGINEER RE | 820-259 | 40 | 239.50 |
| | | | 141468 | | PLAN REVIEW - DRAINAGE ENGINEER RE | 820-259 | 40 | 260.00 |
| | | | 141469 | | PLAN REVIEW - DRAINAGE ENGINEER RE | 820-259 | 40 | 199.50 |

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| Fund: 01 GENERAL FUND | | | | | | | | |
| | | | 141470 | | PLAN REVIEW - DRAINAGE ENGINEER RE | 820-259 | 40 | 150.00 |
| | | | 141471 | | PLAN REVIEW - DRAINAGE ENGINEER RE | 820-259 | 40 | 260.00 |
| | | | 141472 | | PLAN REVIEW - DRAINAGE ENGINEER RE | 820-259 | 40 | 259.50 |
| | | | | CHECK APCHK 91964 TOTAL FOR | | | | 8,010.08 |
| 02/27/2018 | APCHK | 91965 | 4652 FEB 18 | CITY WIDE OF ILLINOIS | MAINTENANCE - BUILDING | 466-228 | 10 | 2,725.23 |
| 02/27/2018 | APCHK | 91966 | INV27614 | COMM ON ACCREDITATION FOR | ACCREDITATION | 630-202 | 30 | 2,483.69 |
| 02/27/2018 | APCHK | 91967*# | 7494249014 FEB 18 | COMMONWEALTH EDISON | ENERGY/COMED (835 MIDWAY) | 466-240 | 10 | 287.81 |
| | | | 0791026027 FEB 18 | | RED LIGHT - COM ED | 630-248 | 30 | 45.37 |
| | | | 6863089003 FEB 18 | | RED LIGHT - COM ED | 630-248 | 30 | 58.37 |
| | | | 0423085170 FEB 18 | | RED LIGHT - COM ED | 630-248 | 30 | 56.96 |
| | | | 7432089030 FEB 18 | | ENERGY - STREET LIGHTS | 745-207 | 35 | 606.84 |
| | | | 4403140110 FEB 18 | | ENERGY - STREET LIGHTS | 745-207 | 35 | 60.95 |
| | | | 4215105154 FEB 18 | | ENERGY - STREET LIGHTS | 745-207 | 35 | 572.36 |
| | | | | CHECK APCHK 91967 TOTAL FOR | | | | 1,688.66 |
| 02/27/2018 | APCHK | 91968 | 199406 | COMPASS MINERALS AMERICA | OPERATING SUPPLIES | 755-331 | 35 | 5,136.32 |
| 02/27/2018 | APCHK | 91970 | 2-7-18 MTG | CYNTHIA STUCL | SCHOOLS/CONFERENCES/TRAVEL | 455-304 | 10 | 20.64 |
| 02/27/2018 | APCHK | 91971 | 18 UNIFORMS | DARREN BIGGS | UNIFORMS | 630-345 | 30 | 43.29 |
| 02/27/2018 | APCHK | 91972*# | 1081442 MAR 18 | DELTA DENTAL PLAN OF ILLINOI | ICMA RETIREMENT PLAN | 210-209 | 00 | 1,174.56 |
| | | | 1081442 MAR 18 | | HEALTH/DENTAL/LIFE INSURANCE | 455-141 | 10 | 156.77 |
| | | | 1081442 MAR 18 | | HEALTH/DENTAL/LIFE INSURANCE | 510-141 | 15 | 57.16 |
| | | | 1081442 MAR 18 | | HEALTH/DENTAL/LIFE INSURANCE | 610-141 | 25 | 228.64 |
| | | | 1081442 MAR 18 | | HEALTH/DENTAL/LIFE INSURANCE | 630-141 | 30 | 2,384.33 |
| | | | 1081442 MAR 18 | | HEALTH/DENTAL/LIFE INSURANCE | 710-141 | 35 | 213.93 |
| | | | 1081442 MAR 18 | | HEALTH/DENTAL/LIFE INSURANCE | 810-141 | 40 | 171.48 |
| | | | | CHECK APCHK 91972 TOTAL FOR | | | | 4,386.87 |
| 02/27/2018 | APCHK | 91973 | 73013 | DETROIT SALT COMPANY LLC | OPERATING SUPPLIES | 755-331 | 35 | 10,703.22 |
| 02/27/2018 | APCHK | 91974# | 841525 JAN 18 | DISCOVERY BENEFITS SIMPLIFY | EMP DED PAY - FSA FEE | 210-221 | 00 | 26.40 |
| | | | 841525 JAN 18 | | HEALTH/DENTAL/LIFE INSURANCE | 455-141 | 10 | 23.60 |
| | | | | CHECK APCHK 91974 TOTAL FOR | | | | 50.00 |
| 02/27/2018 | APCHK | 91975 | IA 361 | DUPAGE COUNTY TREASURER | EDP EQUIPMENT/SOFTWARE | 640-212 | 30 | 750.00 |

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| Fund: 01 GENERAL FUND | | | | | | | | |
| 02/27/2018 | APCHK | 91976# | 10271 | DUPAGE MAYORS AND MGRS. CONF | SCHOOLS/CONFERENCES/TRAVEL | 410-304 | 05 | 55.00 |
| | | | 10271 | CHECK APCHK 91976 TOTAL FOR | SCHOOLS/CONFERENCES/TRAVEL | 455-304 | 10 | 55.00 |
| | | | | | | | | 110.00 |
| 02/27/2018 | APCHK | 91978 | 1215703 | FORCE AMERICA INC | MAINTENANCE - EQUIPMENT | 740-411 | 35 | 42.48 |
| 02/27/2018 | APCHK | 91979 | 128807 | GENE'S TIRE SERVICE | MAINTENANCE - VEHICLES | 735-409 | 35 | 30.60 |
| 02/27/2018 | APCHK | 91980*# | 15951 | H AND R CONSTRUCTION INC. | SNOW REMOVAL CONTRACT | 740-287 | 35 | 2,000.00 |
| | | | 15954 | | SNOW REMOVAL CONTRACT | 740-287 | 35 | 29,762.50 |
| | | | 15952 | | SNOW REMOVAL CONTRACT | 740-287 | 35 | 4,650.00 |
| | | | 15953 | | SNOW REMOVAL CONTRACT | 740-287 | 35 | 1,500.00 |
| | | | 15955 | | SNOW REMOVAL CONTRACT | 740-287 | 35 | 14,900.00 |
| | | | | CHECK APCHK 91980 TOTAL FOR | | | | 52,812.50 |
| 02/27/2018 | APCHK | 91981 | 180214 | HEAT ENGINEERING CO | MAINTENANCE - BUILDING | 466-228 | 10 | 300.00 |
| 02/27/2018 | APCHK | 91982*# | 3028314 | HOME DEPOT CREDIT SERVICES | BUILDING MAINTENANCE SUPPLIES | 466-351 | 10 | 22.98 |
| 02/27/2018 | APCHK | 91983 | 54948 FEB 18 | HR SIMPLIFIED | HEALTH/DENTAL/LIFE INSURANCE | 455-141 | 10 | 100.00 |
| 02/27/2018 | APCHK | 91984 | 2756 | IL PUBLIC WORKS MUTUAL AID N | FEES/DUES/SUBSCRIPTIONS | 710-307 | 35 | 100.00 |
| 02/27/2018 | APCHK | 91985 | ROSAL | ILL. NOTARY DISCOUNT BONDING | FEES/DUES/SUBSCRIPTIONS | 630-307 | 30 | 53.95 |
| 02/27/2018 | APCHK | 91986 | 2018 DUES | ILLINOIS LEAP | FEES/DUES/SUBSCRIPTIONS | 630-307 | 30 | 80.00 |
| 02/27/2018 | APCHK | 91988 | 1035288 | IMPACT NETWORKING LLC | OFFICE SUPPLIES | 455-301 | 10 | 545.76 |
| 02/27/2018 | APCHK | 91989 | 18 DUES 3182926 | INTN'L CODE COUNCIL INC | FEES/DUES/SUBSCRIPTIONS | 810-307 | 40 | 135.00 |
| 02/27/2018 | APCHK | 91990 | 60 - JAN 18 | KING CAR WASH | FUEL/MILEAGE/WASH | 630-303 | 30 | 325.00 |
| 02/27/2018 | APCHK | 91991 | 180209 | KMIECIK IMAGERY | PUBLIC RELATIONS | 475-365 | 10 | 350.00 |
| 02/27/2018 | APCHK | 91992# | 9004282314 | KONICA MINOLTA BUSINESS SOLU | COPY SERVICE | 455-315 | 10 | 385.22 |
| | | | 9004291694 | | COPY SERVICE | 630-315 | 30 | 32.72 |
| | | | 9004282314 | | COPY SERVICE | 630-315 | 30 | 259.40 |
| | | | | CHECK APCHK 91992 TOTAL FOR | | | | 677.34 |
| 02/27/2018 | APCHK | 91993 | 0310147 | L-3 MOBILE-VISION INC | MAINTENANCE - VEHICLES | 630-409 | 30 | 425.00 |
| 02/27/2018 | APCHK | 91994 | 1-147557 | LA FASTENERS INC | MAINTENANCE - EQUIPMENT | 740-411 | 35 | 25.54 |
| 02/27/2018 | APCHK | 91995 | 2-16 ADMIN ASST | LAURIE SCHMITZ | SCHOOLS/CONFERENCES/TRAVEL | 630-304 | 30 | 37.61 |

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|-----------------------|-------|---------|--------------------|------------------------------|------------------------------------|---------|------|-----------|
| Fund: 01 GENERAL FUND | | | | | | | | |
| 02/27/2018 | APCHK | 91996** | 7475 JAN 18 | LAW OFFICES STORINO RAMELLO& | FEES - VILLAGE ATTORNEY | 470-239 | 10 | 8,776.37 |
| 02/27/2018 | APCHK | 91997 | 2-16-18 RECORD ADM | LORI RINELLA | SCHOOLS/CONFERENCES/TRAVEL | 630-304 | 30 | 37.61 |
| 02/27/2018 | APCHK | 91998 | N7006760 | MAILFINANCE | POSTAGE & METER RENT | 630-311 | 30 | 476.97 |
| 02/27/2018 | APCHK | 91999 | 8785 DEC17-JAN18 | MARQUARDT & BELMONTE P.C. | RED LIGHT - ADJUDICATOR | 630-246 | 30 | 452.50 |
| 02/27/2018 | APCHK | 92000 | 31820 | MARQUARDT PRINTING CO. | OFFICE SUPPLIES | 455-301 | 10 | 308.00 |
| 02/27/2018 | APCHK | 92001 | 33829122018 FEB18 | MOTOROLA SOLUTIONS INC | PHONE - TELEPHONES | 630-201 | 30 | 68.00 |
| 02/27/2018 | APCHK | 92002 | 16031 | NOVOTNY FRANK & ASSOC. INC. | FEES - ENGINEERING | 720-245 | 35 | 7,704.56 |
| 02/27/2018 | APCHK | 92003 | 27583483 FEB 18 | ORKIN EXTERMINATING | MAINTENANCE - BUILDING | 466-228 | 10 | 93.45 |
| 02/27/2018 | APCHK | 92004 | 51051 BOARDING | PARTNERS & PAWS VETERINARY S | K-9 PROGRAM | 650-340 | 30 | 133.00 |
| | | | 51051 BOARDING | | DRUG FORFEITURE EXP - STATE | 650-348 | 30 | 67.00 |
| | | | | CHECK APCHK 92004 TOTAL FOR | | | | 200.00 |
| 02/27/2018 | APCHK | 92005 | 155630-PCSI | PCS INTERNATIONAL | IT - CONSULTING SERVICES | 615-306 | 25 | 12,500.00 |
| 02/27/2018 | APCHK | 92006 | 91638 | PUBLIC SAFETY DIRECT INC | MAINTENANCE - VEHICLES | 630-409 | 30 | 100.00 |
| | | | 91664 | | MAINTENANCE - VEHICLES | 630-409 | 30 | 100.00 |
| | | | | CHECK APCHK 92006 TOTAL FOR | | | | 200.00 |
| 02/27/2018 | APCHK | 92007 | 21800403 | QUALIFICATION TARGETS INC. | FIRING RANGE | 630-245 | 30 | 422.95 |
| 02/27/2018 | APCHK | 92008** | 15275 | RAGS ELECTRIC, INC | MAINTENANCE - BUILDING | 466-228 | 10 | 221.05 |
| | | | 15276 | | PARK LANDSCAPE SUPPLIES | 565-341 | 20 | 4,635.10 |
| | | | 15243 | | PARK IMPROVEMENTS - NEIGHBORHOOD P | 595-695 | 20 | 3,264.03 |
| | | | 15269 | | MAINTENANCE - GARAGE | 725-413 | 35 | 513.70 |
| | | | 15271 | | MAINTENANCE - GARAGE | 725-413 | 35 | 211.00 |
| | | | 15270 | | MAINTENANCE - STREET LIGHTS | 745-223 | 35 | 263.80 |
| | | | 15724 | | MAINTENANCE - STREET LIGHTS | 745-223 | 35 | 3,151.56 |
| | | | | CHECK APCHK 92008 TOTAL FOR | | | | 12,260.24 |
| 02/27/2018 | APCHK | 92009 | 17087-201801047 | RATHS, RATHS & JOHNSON, INC. | PLAN REVIEW - STRUCTURAL REIMB. | 820-255 | 40 | 4,245.00 |
| 02/27/2018 | APCHK | 92010 | 209171 | REGIONAL TRUCK EQUIPMENT CO | MAINTENANCE - VEHICLES | 735-409 | 35 | 307.70 |
| 02/27/2018 | APCHK | 92011 | 17 CITIZEN SURVEY | ROBERT BAKSHIS | STRATEGIC PLANNING | 455-305 | 10 | 1,750.00 |
| 02/27/2018 | APCHK | 92012 | 2018 ILEAS CONF | ROBERT SCHALLER | SCHOOLS/CONFERENCES/TRAVEL | 630-304 | 30 | 100.00 |

CHECK DISBURSEMENT REPORT FOR VILLAGE OF WILLOWBROOK
 CHECK DATE FROM 02/14/2018 - 02/27/2018

| Check Date | Bank | Check # | Invoice | Payee | Description | Account | Dept | Amount |
|-----------------------|-------|---------|-------------------|------------------------------|------------------------------------|---------|------|-----------|
| Fund: 01 GENERAL FUND | | | | | | | | |
| 02/27/2018 | APCHK | 92013 | 02/19/2018 | RONALD P WHITE | Refund: MR Unapplied Payments | 210-101 | 00 | 33.33 |
| | | | 02/19/2018 | | Refund: MR Unapplied Payments | 210-101 | 00 | 16.67 |
| | | | | CHECK APCHK 92013 TOTAL FOR | | | | 50.00 |
| 02/27/2018 | APCHK | 92014 | 18 DUES ICC | ROY GIUNTOLI | FEES/DUES/SUBSCRIPTIONS | 810-307 | 40 | 55.00 |
| 02/27/2018 | APCHK | 92015# | 7863-103368 JAN18 | SATELLITE PHONE STORE | PHONE - TELEPHONES | 455-201 | 10 | 65.76 |
| | | | 7863-103368 JAN18 | | PHONE - TELEPHONES | 630-201 | 30 | 65.76 |
| | | | | CHECK APCHK 92015 TOTAL FOR | | | | 131.52 |
| 02/27/2018 | APCHK | 92016 | 2018 SEMINAR | SBOC | SCHOOLS/CONFERENCES/TRAVEL | 810-304 | 40 | 1,000.00 |
| 02/27/2018 | APCHK | 92017# | 8048410052 | STAPLES | OFFICE SUPPLIES | 455-301 | 10 | 230.29 |
| | | | 8048514437 | | COMMISSARY PROVISION | 455-355 | 10 | 43.99 |
| | | | 8048410052 | | OFFICE SUPPLIES | 610-301 | 25 | 269.15 |
| | | | | CHECK APCHK 92017 TOTAL FOR | | | | 543.43 |
| 02/27/2018 | APCHK | 92018 | 497100 | SUBURBAN DOOR CHECK & LOCK S | OPERATING EQUIPMENT | 630-401 | 30 | 21.60 |
| 02/27/2018 | APCHK | 92019 | 318451 DAVI | SUBURBAN LIFE PUBLICATIONS | FEES/DUES/SUBSCRIPTIONS | 410-307 | 05 | 42.00 |
| 02/27/2018 | APCHK | 92020*# | 2018-064 | SUNSET SEWER & WATER | STREET & ROW MAINTENANCE | 750-328 | 35 | 2,448.03 |
| 02/27/2018 | APCHK | 92021 | 201801 JAN 18 | T.P.I. | CONSULTING SERVICES | 815-306 | 40 | 11,445.00 |
| | | | 201801 JAN 18 | | PLAN REVIEW - BUILDING CODE REIMB. | 820-258 | 40 | 6,132.00 |
| | | | 201801 JAN 18 | | PART TIME - INSPECTOR | 830-109 | 40 | 2,394.00 |
| | | | 201801 JAN 18 | | PLUMBING INSPECTION REIMB | 830-115 | 40 | 585.00 |
| | | | | CHECK APCHK 92021 TOTAL FOR | | | | 20,556.00 |
| 02/27/2018 | APCHK | 92022*# | TG5 / JAN 18 | TAMELING GRADING | STREET & ROW MAINTENANCE | 750-328 | 35 | 730.00 |
| 02/27/2018 | APCHK | 92023 | 18-0302 | THOMPSON ELEV. INSPECT. SERV | ELEVATOR INSPECTION - REIMB. | 830-117 | 40 | 1,892.00 |
| 02/27/2018 | APCHK | 92024 | 837673718 JAN 18 | THOMSON REUTERS - WEST | FEES/DUES/SUBSCRIPTIONS | 630-307 | 30 | 154.35 |
| 02/27/2018 | APCHK | 92025 | 2212 0 54621 | TOM & JERRY'S SHELL SERVICES | MAINTENANCE - VEHICLES | 735-409 | 35 | 522.52 |
| 02/27/2018 | APCHK | 92026 | 02/19/2018 | TONIA BADAKSHANIAN | Refund: MR Unapplied Payments | 210-101 | 00 | 50.00 |
| 02/27/2018 | APCHK | 92027 | 54122 | TREASURER STATE OF ILLINOIS | MAINTENANCE - TRAFFIC SIGNALS | 745-224 | 35 | 1,462.50 |

CHECK DISBURSEMENT REPORT FOR VILLAGE OF WILLOWBROOK
 CHECK DATE FROM 02/14/2018 - 02/27/2018

| Check Date | Bank | Check # | Invoice | Payee | Description | Account | Dept | Amount |
|-----------------------|-------|---------|----------------|--------------------------------|-------------------------------|---------|------|------------|
| Fund: 01 GENERAL FUND | | | | | | | | |
| 02/27/2018 | APCHK | 92029 | 0611097432 | UNIFIRST | MAINTENANCE - PW BUILDING | 725-418 | 35 | 94.79 |
| 02/27/2018 | APCHK | 92030 | 02/13/2018 | VANDERHAAG'S INC | Refund: MR Unapplied Payments | 210-101 | 00 | 25.00 |
| 02/27/2018 | APCHK | 92031** | 9800891948 | VERIZON WIRELESS | PHONE - TELEPHONES | 410-201 | 05 | 56.01 |
| | | | 9800891948 | | PHONE - TELEPHONES | 455-201 | 10 | 22.00 |
| | | | 9800891948 | | PHONE - TELEPHONES | 630-201 | 30 | 953.47 |
| | | | 9800891948 | | TELEPHONES | 710-201 | 35 | 179.74 |
| | | | 9800891948 | | TELEPHONES | 810-201 | 40 | 93.41 |
| | | | | CHECK APCHK 92031 TOTAL FOR | | | | 1,304.63 |
| 02/27/2018 | APCHK | 92032 | LPD01 STRUGALA | VILLAGE OF LOMBARD | SCHOOLS/CONFERENCES/TRAVEL | 630-304 | 30 | 200.00 |
| 02/27/2018 | APCHK | 92033 | 3791553-0 | WAREHOUSE DIRECT | OFFICE SUPPLIES | 630-301 | 30 | 13.98 |
| | | | 3797663-0 | | OFFICE SUPPLIES | 630-301 | 30 | 292.95 |
| | | | | CHECK APCHK 92033 TOTAL FOR | | | | 306.93 |
| 02/27/2018 | APCHK | 92034 | 18704 | WBK ENGINEERING LLC | CONSULTANTS - DESIGN & OTHER | 510-232 | 15 | 1,575.50 |
| | | | 18693 JAN 18 | | PLAN REVIEW - PLANNER | 520-257 | 15 | 4,547.09 |
| | | | 18694 JAN 18 | | PLAN REVIEW - PLANNER | 520-257 | 15 | 105.00 |
| | | | 18695 JAN 18 | | PLAN REVIEW - PLANNER | 520-257 | 15 | 2,352.00 |
| | | | 18696 JAN 18 | | PLAN REVIEW - PLANNER | 520-257 | 15 | 168.00 |
| | | | 18697 JAN 18 | | PLAN REVIEW - PLANNER | 520-257 | 15 | 168.00 |
| | | | | CHECK APCHK 92034 TOTAL FOR | | | | 8,915.59 |
| 02/27/2018 | APCHK | 92035 | 76636 | WESTOWN AUTO SUPPLY COMPANY | MAINTENANCE - VEHICLES | 735-409 | 35 | 89.87 |
| | | | 76871 | | MAINTENANCE - VEHICLES | 735-409 | 35 | 46.00 |
| | | | 76932 | | MAINTENANCE - VEHICLES | 735-409 | 35 | 35.00 |
| | | | | CHECK APCHK 92035 TOTAL FOR | | | | 170.87 |
| | | | | Total for fund 01 GENERAL FUND | | | | 216,668.46 |

CHECK DISBURSEMENT REPORT FOR VILLAGE OF WILLOWBROOK
CHECK DATE FROM 02/14/2018 - 02/27/2018

| Check Date | Bank | Check # | Invoice | Payee | Description | Account | Dept | Amount |
|-----------------------------|-------|---------|-------------------|------------------------------|------------------------------------|---------|------|------------|
| Fund: 02 WATER FUND | | | | | | | | |
| 02/27/2018 | APCHK | 77(E) | 12061 JAN 18 | DUPAGE WATER COMMISSION | PURCHASE OF WATER | 420-575 | 50 | 126,933.68 |
| | | | | | | | | |
| 02/27/2018 | APCHK | 91953 | SI-479161 | ALARM DETECTION SYSTEMS INC | WELLHOUSE REPAIRS & MAIN - WB EXEC | 425-474 | 50 | 123.76 |
| | | | 94594 MAR-MAY18 | | REPAIRS & MAINTENANCE-STANDPIPE/PU | 425-485 | 50 | 202.53 |
| | | | 94593 MAR-MAY=18 | | REPAIRS & MAINTENANCE-STANDPIPE/PU | 425-485 | 50 | 235.26 |
| | | | 92825 MAR-MAY18 | | REPAIRS & MAINTENANCE-STANDPIPE/PU | 425-485 | 50 | 235.26 |
| CHECK APCHK 91953 TOTAL FOR | | | | | | | | 796.81 |
| | | | | | | | | |
| 02/27/2018 | APCHK | 91959 | 29771 | ASSOCIATED TECHNICAL SERV. L | LEAK SURVEYS | 430-276 | 50 | 638.50 |
| | | | | | | | | |
| 02/27/2018 | APCHK | 91960 | 826930710 FEB 18 | AT & T MOBILITY | PHONE - TELEPHONES | 401-201 | 50 | 62.01 |
| | | | | | | | | |
| 02/27/2018 | APCHK | 91962*# | 1214432-1139753 | CALL ONE INC | PHONE - TELEPHONES | 401-201 | 50 | 216.67 |
| | | | | | | | | |
| 02/27/2018 | APCHK | 91964*# | 141462 | CHRISTOPHER B. BURKE | FEES - ENGINEERING | 405-245 | 50 | 437.19 |
| | | | | | | | | |
| 02/27/2018 | APCHK | 91967*# | 4651111049 FEB 18 | COMMONWEALTH EDISON | ENERGY - ELECTRIC PUMP | 420-206 | 50 | 1,518.19 |
| | | | | | | | | |
| 02/27/2018 | APCHK | 91972*# | 1081442 MAR 18 | DELTA DENTAL PLAN OF ILLINOI | HEALTH/DENTAL/LIFE INSURANCE | 401-141 | 50 | 213.93 |
| | | | | | | | | |
| 02/27/2018 | APCHK | 91977 | 18-132960 JAN18 | ETP LABS INC | SAMPLING ANALYSIS | 420-362 | 50 | 90.00 |
| | | | | | | | | |
| 02/27/2018 | APCHK | 91980*# | 15956 | H AND R CONSTRUCTION INC. | WATER DISTRIBUTION REPAIRS/MAINTEN | 430-277 | 50 | 2,250.00 |
| | | | | | | | | |
| 02/27/2018 | APCHK | 91982*# | 7028951 | HOME DEPOT CREDIT SERVICES | MATERIALS & SUPPLIES - L.H.V. | 425-471 | 50 | 49.77 |
| | | | | | | | | |
| 02/27/2018 | APCHK | 91987 | 200034110 | ILLINOIS SECTION AWWA | SCHOOLS CONFERENCE TRAVEL | 401-304 | 50 | 36.00 |
| | | | 200034112 | | SCHOOLS CONFERENCE TRAVEL | 401-304 | 50 | 36.00 |
| | | | 200034113 | | SCHOOLS CONFERENCE TRAVEL | 401-304 | 50 | 36.00 |
| | | | 200034454 HALIK | | SCHOOLS CONFERENCE TRAVEL | 401-304 | 50 | 75.00 |
| CHECK APCHK 91987 TOTAL FOR | | | | | | | | 183.00 |
| | | | | | | | | |
| 02/27/2018 | APCHK | 92008*# | 15272 | RAGS ELECTRIC, INC | REPAIRS & MAINTENANCE-STANDPIPE/PU | 425-485 | 50 | 803.10 |
| | | | 15273 | | REPAIRS & MAINTENANCE-STANDPIPE/PU | 425-485 | 50 | 2,538.95 |
| CHECK APCHK 92008 TOTAL FOR | | | | | | | | 3,342.05 |
| | | | | | | | | |
| 02/27/2018 | APCHK | 92020*# | 2018-054 | SUNSET SEWER & WATER | WATER DISTRIBUTION REPAIRS/MAINTEN | 430-277 | 50 | 10,881.75 |

| Check Date | Bank | Check # | Invoice | Payee | Description | Account | Dept | Amount |
|---------------------|-------|---------|--------------|------------------------------|------------------------------------|---------|------|------------|
| Fund: 02 WATER FUND | | | | | | | | |
| | | | 2018-055 | | WATER DISTRIBUTION REPAIRS/MAINTEN | 430-277 | 50 | 1,441.00 |
| | | | 2018-060 | | WATER DISTRIBUTION REPAIRS/MAINTEN | 430-277 | 50 | 2,673.00 |
| | | | | CHECK APCHK 92020 TOTAL FOR | | | | 14,995.75 |
| 02/27/2018 | APCHK | 92022*# | TG5 / JAN 18 | TAMELING GRADING | WATER DISTRIBUTION REPAIRS/MAINTEN | 430-277 | 50 | 180.00 |
| 02/27/2018 | APCHK | 92028 | 26765 | UNDERGROUND PIPE & VALVE, CO | MATERIAL & SUPPLIES - DISTRIBUTION | 430-476 | 50 | 5,919.00 |
| | | | 26765-01 | | MATERIAL & SUPPLIES - DISTRIBUTION | 430-476 | 50 | 704.00 |
| | | | 26924 | | MATERIAL & SUPPLIES - DISTRIBUTION | 430-476 | 50 | 250.00 |
| | | | 26766 | | MATERIAL & SUPPLIES - DISTRIBUTION | 430-476 | 50 | 309.00 |
| | | | | CHECK APCHK 92028 TOTAL FOR | | | | 7,182.00 |
| 02/27/2018 | APCHK | 92031*# | 9800891948 | VERIZON WIRELESS | PHONE - TELEPHONES | 401-201 | 50 | 179.74 |
| | | | | | Total for fund 02 WATER FUND | | | 159,269.29 |

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User: JKuftrin

| | | | | | | | |
|------------|---------------|--------------|---------------------|---|---------|----|-----------|
| 02/27/2018 | APCHK 92008*# | 15268 | RAGS ELECTRIC, INC | CRC REMODEL (825 MIDWAY DR) | 930-412 | 75 | 1,831.50 |
| 02/27/2018 | APCHK 92022*# | TG5 / JAN 18 | TAMELING GRADING | FACILITIES | 930-415 | 75 | 4,950.00 |
| 02/27/2018 | APCHK 92036 | 102017 | WILLIAMS ARCHITECTS | POLICE DEPT REMODEL (7760 QUINCY) | 930-411 | 75 | 5,856.50 |
| | | | | Total for fund 14 LAND ACQUISITION, FACILITY, | | | 13,981.21 |

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'*' - 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:

A RESOLUTION WAIVING THE COMPETITIVE BIDDING PROCESS AND AUTHORIZING THE MAYOR AND VILLAGE CLERK TO ACCEPT AND EXECUTE A CERTAIN AGREEMENT - MOSQUITO ABATEMENT SERVICES - BETWEEN THE VILLAGE OF WILLOWBROOK AND CLARKE ENVIRONMENTAL MOSQUITO MANAGEMENT, INC.

AGENDA NO. **5e**

AGENDA DATE:
2/26/18

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 MUNI. SERVICES COMMITTEE: YES ☒ on 2/12/18 NO ☐ N/A ☐

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

Our three-year contract with Clarke to provide mosquito abatement services for the Village expired after the 2017 season. Therefore, staff has met with representatives from Clarke to discuss the terms of renewal contract provisions and to ensure that the contract price remains competitive with surrounding towns that receive the same or similar services from Clarke.

The result is that Clarke has agreed to offer continued services to the Village for a new three (3) year term. Given both the price of pesticides and labor costs have risen, Clarke has proposed a 1.5% contract price increase to \$26,080 for the 2018 season. They would also agree to freeze that price for an additional two (2) years, if we entered into another three (3) year contract. Therefore, the cost of the 2018, 2019 and 2020 program would be \$26,080 each year. Staff would also recommend, same as the last contract, that an additional \$7,400 be budgeted for up to two (2) optional ULV services which includes adulticide (spraying), both localized and community wide, should the need arise to combat the continuing threat of West Nile Virus (WNV).

This recommended program is a change from the previous program in that it includes the use of environmentally friendly products as an alternative to conventional chemical insecticides. This new program Clarke now offers is called EarthRight™. Products used within this program are made from naturally-derived active ingredients and are applied using earth-friendly methods, such as with bicycles and all-electric sprayers. Clarke advises that the larvicide product used in this program is equally effective as its chemical alternative, and the adulticide applications (i.e., ULVs) have an increased level of effectiveness. There is no increase in basic cost to the Village over the previous program, and ULV special services would increase by \$485 each.

The treatment terms of the contract, including Village-wide catch basin treatment four (4) times a year, or roughly once a month during the summer season, will remain unchanged. To ensure adequate protection is in place prior to the onset of mosquito breeding attributed to WNV, a second catch basin treatment, referred to as a "booster" treatment, will be performed in mid-August.

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

Attached, please find a copy of the proposal from Clarke Environmental Mosquito Management, Inc., reflecting the EarthRight™ program. Staff recommends that the Board adopt the attached resolution authorizing the Mayor to execute the agreement to provide mosquito abatement services to the Village during the 2018 thru 2020 seasons.

ACTION PROPOSED: Adopt the resolution.

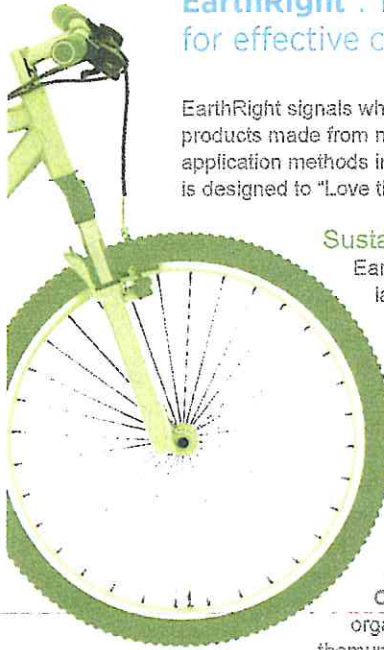
LOOKING FOR MORE SUSTAINABLE MOSQUITO CONTROL?

Want more information about EarthRight for your community?

Just send us an email

Your E-mail address

EarthRight™. The most sustainable public health solution for effective community mosquito control



EarthRight signals what is truly a groundbreaking municipal public health service by using only products made from naturally-derived active ingredients – along with inventive and earth-friendly application methods including bicycles and all-electric sprayers. It's the reason we say EarthRight is designed to "Love the Earth. Not mosquitoes."

Sustainable Design Products

EarthRight employs a unique pairing of two EPA-registered products – Natular larvicide and Merus™ adulticide – to give communities the most sustainable choice available for effective mosquito control.

Natular received the U.S. Environmental Protection Agency's Presidential Green Chemistry Challenge Award in 2010, and was the first "Reduced Risk" larvicide that the EPA registered. This classification recognizes new pesticides with more favorable human safety and environmental impact profiles than current alternatives. Natular has the first new active ingredient for a chemical larvicide in nearly three decades and is effective at use rate two to 10 times lower than traditional synthetic products.

EarthRight is the industry's first and only service that uses products that are Organic Materials Review Institute (OMRI) Listed® for use in and around organic gardens and farms. Merus, with an active ingredient derived from chrysanthemum flowers, is the first OMRI Listed adulticide for wide-area mosquito control.

Earth Friendly Energy Saving

EarthRight's targeted, earth-friendly application methods help reduce emissions...reduce a community's carbon footprint and environmental impact by:

- Taking full advantage of GPS technology to efficiently route field technicians to monitor breeding sites and treatment locations
- Mobilizing Toyota hybrid Prius cars for crew transportation and bicycles for the application of larvicide in catch basins
- Using electric, instead of gas-powered, Ultra Low Volume (ULV) adulticide applicators carried on smaller, more energy-efficient trucks for night-time treatments
- Minimizing impact on hard-to-reach sensitive environments via helicopter applications



Community Engagement

EarthRight is a very real and visible public service that demonstrates a more sustainable solution is available, even for effective mosquito control.

- Clarke supports communities' stewardship efforts by complementing existing sustainable programs or providing a starting point for "green" initiatives.
- EarthRight offers improved community connections. We'll work with you to create messages and updates that can help you educate residents on how to reduce mosquito populations and to understand the environmental and community health benefits EarthRight provides.
- An EarthRight toolkit is available with communication support materials for your use, including website and newsletter copy, press releases, video and even community posters.



RESOLUTION NO. 18-R-_____

A RESOLUTION WAIVING THE COMPETITIVE BIDDING PROCESS AND
AUTHORIZING THE MAYOR AND VILLAGE CLERK TO ACCEPT AND
EXECUTE A CERTAIN AGREEMENT - MOSQUITO ABATEMENT
SERVICES - BETWEEN THE VILLAGE OF WILLOWBROOK AND CLARKE
ENVIRONMENTAL MOSQUITO MANAGEMENT, INC.

BE IT RESOLVED by the Mayor and Board of Trustees of the Village of Willowbrook,
DuPage County, Illinois, that the competitive bidding process is hereby waived and that the Mayor
and Village Clerk, be and the same, are hereby authorized and directed to accept and execute a
certain agreement between the Village of Willowbrook and Clarke Environmental Mosquito
Management, Inc., for Mosquito Abatement Services, per the terms and conditions contained in
the documents attached hereto and incorporated herein as Exhibit "A".

ADOPTED and APPROVED this 26th day of February 2018.

APPROVED:

Mayor

ATTEST:

Village Clerk

ROLL CALL VOTE:

AYES: _____

NAYS: _____

ABSTENTIONS: _____

ABSENT: _____



**Clarke Environmental Mosquito Management, Inc.,
Professional Services Outline for
The 2018-2020 Village of Willowbrook
EarthRight™ Program**



Part I. General Service

- A. Aerial Survey and Geographic Information System (GIS) Mapping
- B. Computer System and Record Keeping Database
- C. Public Relations and Educational Brochures
- D. Mosquito Hotline Citizen Response – (800) 942-2555
- E. Comprehensive Insurance Coverage naming the Village of Willowbrook additionally insured
- F. Program Consulting and Quality Control Staff
- G. Monthly Operational Reports, Periodic Advisories, and Annual Report
- H. Regulatory compliance on local, state, and federal levels

Part II. Surveillance and Monitoring

- A. Floodwater Mosquito Migration Model:
The use of weather data and computer model to predict the arrival of *Aedes vexans* brood (hatch) and peak annoyance periods. (Clarke will contact the Village of Willowbrook representative and inform him of the impending brood arrival.)
- B. Arbovirus Surveillance:
 - 1. Clarke New Jersey Light Trap Network: Operation of one (1) traps within the Village of Willowbrook to monitor and evaluate adult mosquito activity.
- C. Weather Monitoring – Operational Forecasts

Part III. Larval Control

- A. Targeted Mosquito Management System (TMMS™) computer database and site management.
- B. Larval Site Monitoring: 10 inspections
 - 1. Two (2) complete inspections of up to 72 sites as outlined by most recent Clarke GIS Survey.
 - 2. Five (5) targeted inspections of up to 42 breeding areas as determined by the computerized Clarke Targeted Mosquito Management System™.
 - 3. Three (3) targeted inspections of up to 30 known *Culex spp.* breeding areas as determined by the computerized Clarke Targeted Mosquito Management System™.
 - 4. Inspections of sites called in by residents on the Mosquito Hotline.
- C. Prescription Larval Control will be performed with Natular® mosquito larvicide as described in the following sections.
 - 1. Larval Control: The program provides for 50.4 acres of single brood or 30 day residual product with backpack, hand, or helicopter equipment.
 - 2. Larval Control: Stocking of 1,000 mosquito fish (*Gambusia affinis*) for biological control.
 - 3. Catch Basins: One treatment of up to 775 catch basins, inlets and manholes using Natular® XRT, an extended residual slow release insecticide for control of up to 180 days.



4. Catch Basins: One (1) late-season treatment of up to 775 street side catch basins, inlets and manholes using Natular® 30-day sustained slow release insecticide.
5. Catch Basins: Back Yard Catch Basins: One (1) treatment of up to one known backyard catch basin at 6031 Bentley using Natular® XRT, an extended residual slow release insecticide for control of up to 180 days.

Part IV. Adult Control

- A. Adulticiding in mosquito harborage areas:
- B. Upon the request of Village staff, backpack barrier treatments using a synthetic pyrethroid insecticide of up to 1 mile for residual control of adult mosquitoes in isolated residential areas experiencing severe mosquito annoyance conditions. Any authorized backpack barrier treatments will be priced at \$418.00 per treatment.
- C. Adulticiding in Residential Areas:
 1. As authorized by Village staff, community-wide truck ULV treatments of up to 46.5 miles of streets using Merus™ a botanical insecticide (pyrethrin). Any authorized community ULV treatments will be priced at \$3,700.00 per treatment.
- D. Adulticiding Operational Procedures
 1. Notification of community contact.
 2. Weather limit monitoring and compliance.
 3. Notification of residents on Clarke Call Notification List.
 4. ULV particle size evaluation.
 5. Insecticide dosage and quality control analysis.

2018-2020 Total Annual Price for Parts I, II, III, IV**

\$26,080.00

****NPDES Permit:** A National Pollutant Discharge Elimination System (NPDES) permit is necessary for the execution of the work for mosquito control effective October 31, 2011. Any additional costs associated with activities and/or services that may be required by Clarke in order to comply with an NPDES permit are not included in this proposal.



EarthRight™

**Clarke Environmental Mosquito Management, Inc.,
Professional Services Outline for
The 2018-2020 Village of Willowbrook
EarthRight™ Program**

- I. Program Payment Plan:** For Parts I, II, III, and IV as specified in the 2018-2020 Professional Services Price Outline, the total for the 2018-2020 program is \$26,080.00 per year. The payments will be due on May 1st, June 1st, July 1st, & August 1st according to the payment schedule below. Any additional treatments beyond the core program will be invoiced when the treatment is completed. The program pricing for 2019-2020 will be held at 2018 rates.

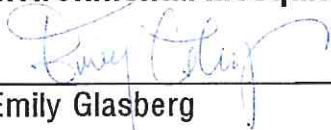
PROGRAM PAYMENT PLAN

| Month | 2018-2020 |
|--------------|--------------------|
| May 1 | \$6,520.00 |
| June 1 | \$6,520.00 |
| July 1 | \$6,520.00 |
| August 1 | \$6,520.00 |
| TOTAL | \$26,080.00 |

For Village of Willowbrook:

Sign Name: _____ Title: _____ Date: _____

For Clarke Environmental Mosquito Management, Inc.:

Name:  Title: Key Accounts Manager Date: 1/17/2018
Emily Glasberg



EarthRight™

**Clarke Environmental Mosquito Management, Inc.,
Professional Services Outline for
The 2018-2020 Village of Willowbrook
EarthRight™ Program**

Administrative Information:

Invoices should be sent to:

Name: TIMOTHY J. HALIK
Address: 835 MIDWAY DRIVE
City: WILLOWBROOK State: IL. Zip 60527
Office Phone: 630.920.2261 Fax: 630.323.0787 P.O. # N/A
E-mail: THALIK@WILLOWBROOK.IL.US County: DUPAGE

**In an effort to be more sustainable, we ask that you provide us with an
Email address that the invoices should be sent to.**

Treatment Address (if different from above):

County: DUPAGE

Address: (WITHIN CORPORATE LIMITS OF WILLOWBROOK)
City: WILLOWBROOK State: IL Zip 60527

Contact Person for Village of Willowbrook:

Name: TIM HALIK Title: VILLAGE ADMINISTRATOR
Office Phone: 630.920.2261 Fax: 630.323.0787 E-Mail: THALIK@WILLOWBROOK.IL.US
Home Phone: N/A Cell: 630.514.3391 Pager: N/A

Alternate Contact Person for Village of Willowbrook:

Name: ANDREW ("AJ") PASSERO Title: P.W. FOREMAN
Office Phone: 630.920.2238 Fax: 630.323.0787 E-Mail: APASSERO@
Home Phone: N/A Cell: 630.514.3329 Pager: N/A

Please sign and return a copy of the complete contract for our files to:

Clarke Environmental Mosquito Management, Inc., Attn: Emily Glasberg
675 Sidwell Court, St. Charles, IL 60174 or email to eglasberg@clarke.com

VILLAGE OF WILLOWBROOK

BOARD MEETING

AGENDA ITEM - HISTORY/COMMENTARY

ITEM TITLE: A RESOLUTION AUTHORIZING THE MAYOR AND VILLAGE CLERK TO ACCEPT A PROPOSAL FOR THE PURCHASE OF PEG CHANNEL BROADCAST EQUIPMENT – AVI SYSTEMS, INC.

AGENDA NO. 5f

AGENDA DATE: 2/26/2018

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 ☒

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

The Village previously broadcasted an informational bulletin board on its Public, Educational, and Government Access Channel (PEG). The PEG channel could be viewed on Comcast cable channel 6. In 2011, the Village's PEG broadcast equipment failed and due to budgetary constraints was not replaced. Mayor Trilla has expressed interest in getting the channel back up and running. The decision was made to wait until the Police Department building was completed to pursue this project. This was due to various PEG channel components being located in that building.

In January, Comcast completed the necessary wiring and transmission upgrades in order for the Village to once again broadcast on channel 6. The step before the Village can broadcast is the purchase of a digital signage/video server to produce and broadcast the Village's content. Staff reached out to Comcast as well as other Villages for equipment recommendations. At Mayor Trilla's suggestion, the Villages of Westmont and Burr Ridge were contacted to discuss their PEG channels. Both communities recommended Leightronix UltraNEXUS products.

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

The following is a breakdown of the proposal the from AVI Systems, Inc. (a local Leightronix vendor):

| | |
|---------------------------------------|-------------|
| Leightronix UltraNEXUS-HD Cast Server | \$6,665.00 |
| Digital/Analog Frame Converter | \$2,790.00 |
| Leightronix Training | \$450.00 |
| Misc. Cabling and Shipping | \$538.00 |
| Total Cost | \$10,443.00 |

The UltraNEXUS-HD Cast will enable the Village to not only resume broadcasting an informational bulletin board, but the product also will allow video content to be uploaded and broadcast (roughly 200 hours of material can be saved in the server). This will allow the Village, the ability to broadcast recordings of board meetings or other recorded Village events in the future. Additional features include a weather, traffic, and news service that can be presented within the bulletin board or as a scrolling visual. The system comes with a 5-year warranty, lifetime tech support and free software/firmware upgrades for the life of the machine. The price comes in \$2,443.00 over the budgeted amount of \$8,000. This can be attributed to the budgeted numbers being based on a system that could only do bulletin board presentations. The additional functionality such as the ability to save/broadcast video files accounts for the increased cost.

ACTION PROPOSED: ADOPT THE ATTACHED RESOLUTION

RESOLUTION NO. 18-R-_____

A RESOLUTION AUTHORIZING THE MAYOR AND
VILLAGE CLERK TO ACCEPT A PROPOSAL FOR THE
PURCHASE OF PEG CHANNEL BROADCAST EQUIPMENT
- AVI SYSTEMS, INC.

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 AVI Systems, Inc. for the
purpose of providing a new PEG Channel broadcast server and
related equipment per the terms and conditions contained in the
form of the Agreement attached hereto as Exhibit "A" which is,
by this reference, expressly incorporated herein.

ADOPTED and APPROVED this 26th day of February, 2018.

APPROVED:

Mayor

ATTEST:

Village Clerk

ROLL CALL VOTE:

AYES: _____

NAYS: _____

ABSTENTIONS: _____

ABSENT: _____



Quote

AVI Systems Inc., 717 West Algonquin Road Arlington Heights, IL, 60005 | Phone: (630)477-2300, Fax: (630)477-2301

Quote Number: 859981

Quote Date: February 20, 2018

Prepared For: Willowbrook, Village of

Attn: Garrett Hummel

UltraNEXUS-HD Cast

Prepared By: Thomas Burns

Phone: (630)477-2354

Email: thomas.burns@avisystems.com

BILL TO

Attn: Garrett Hummel

Willowbrook, Village of

835 Midway Drive N/A

Willowbrook, IL, 60527

Phone: (630)323-8215

Email: ghummel@willowbrook.il.us

Customer Number: WVO001

SHIP TO

Attn: Garrett Hummel

Willowbrook, Village of

835 Midway Drive N/A

Willowbrook, IL, 60527

Phone: (630)323-8215

Email: ghummel@willowbrook.il.us

PRODUCTS AND SERVICES SUMMARY

| | |
|---------------------|--------------------|
| Equipment | \$10,235.00 |
| Support | \$0.00 |
| Shipping & Handling | \$208.00 |
| Tax | \$0.00 |
| Grand Total | \$10,443.00 |

The price quoted reflect a discount for a cash payment (i.e., check, wire transfer), credit card payment or other financing are subject to different pricing.

INVOICING AND PAYMENT TERMS

AVI uses progress billing, and invoices for equipment on a monthly basis. Payments shall be made 30 days from invoice date. All returned equipment is subjected to restocking charge. The prices are valid for 30 days from quote date.

Customer is to make payments to the following "Remit to" address:

AVI Systems
NW8393 PO Box 1450
Minneapolis, MN 55485-8393

TAXES AND DELIVERY

Unless stated otherwise in the "Products and Services Summary" above, AVI will add and include all applicable taxes and delivery charges to the amount of each invoice. Taxes will be calculated according to the state law(s) in which the product(s) and/or service(s) are delivered. Unless Customer provides a valid tax exemption certificate for any tax exemption(s) claimed, AVI shall invoice for and collect all applicable taxes in accordance with state law(s), and Customer will be responsible for seeking a tax credit/refund from the applicable taxing authority.

CONFIDENTIAL INFORMATION

The company listed in the "Prepared For" line has requested this confidential price quotation. This information and document is confidential and is intended solely for the private use of the customer identified above. Customer agrees it will not disseminate copies of this quote to any third party without the prior written consent of AVI. If you are not the intended recipient of this quote (i.e., the customer), you are not properly in possession of this document and you should immediately destroy all copies of it.

AGREED AND ACCEPTED BY

| | |
|-----------------------|---------------------------------------|
| _____ Company | _____ AVI Systems, Inc. Company |
| _____ Signature | _____ Signature |
| _____ Printed Name | _____ Printed Name |
| _____ Date | _____ Date |

PRODUCTS AND SUPPORT DETAIL

N/A

PRODUCTS:

| <u>Model #</u> | <u>Mfg</u> | <u>Description</u> | <u>Qty</u> | <u>Price</u> | <u>Extended</u> |
|--------------------|---------------|--|------------|--------------|--------------------|
| ULTRANEXUS-HD CAST | LEIGHTRONIX | Network-Managed HD/SD Automation Controller and Digital Video Server (Player Only) | 1 | \$6,665.00 | \$6,665.00 |
| LGX-WPT | LEIGHTRONIX | LEIGHTRONIX ONLINE | 3 | \$150.00 | \$450.00 |
| FS1 | AJA | Universal HD/SD Audio/Video Frame Sync/Converter, 1RU | 1 | \$2,790.00 | \$2,790.00 |
| BBD1694-3B | COMPREHENSIVE | Premium Belden 1694A Digital Video BNC C | 2 | \$15.00 | \$30.00 |
| AVI-TBD-MATERIAL | AVI SYSTEMS | Material Allowance | 1 | \$300.00 | \$300.00 |
| | | Sub-Total: | | | \$10,235.00 |
| | | Total: | | | \$10,235.00 |

Ultra *NEXUS-HD* SERIES

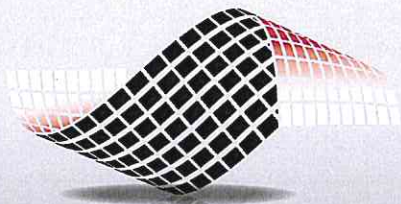
HD/SD Digital Video Servers Video Automation Solutions



**Flexible, Scalable Options
for Broadcast and Streaming**



LEIGHTRONIX



UltraNEXUS-HD Series

Appealing to the many flavors of broadcasting, the UltraNEXUS-HD™ series refuses to limit itself! With three different 1RU variations and scalable configurations for multiple channels, high-definition broadcasting and automation has never been so flexible. UltraNEXUS-HD series video servers fit high-end features into a wide variety of budgets and HD/SD video workflows.

- High-definition **H.264 technology**
- Slides, graphics/text overlays, customizable zones, and emergency messaging
- Compatible with all popular video file types and optimized for direct output from non-linear editors
- Network and external switcher control
- Licensed MPEG-LA
- Integrated **digital video scaler**
- Scheduled and manual control
- Embedded digital audio, AES digital audio, balanced analog audio
- **Scalable** RAID storage up to 16 TB NAS and 4TB external USB per channel
- ETL product safety and FCC compliant

UltraNEXUS-HD X2



For diverse recording and playback automation workflows, the UltraNEXUS-HD X2 represents the best possible option with a 2TB internal hard drive and automatic scaling through simultaneous HD/SD outputs.

UltraNEXUS-HD Flex



The UltraNEXUS-HD Flex includes a 1TB internal hard drive and is perfect for HD-SDI recording and playback automation workflows.

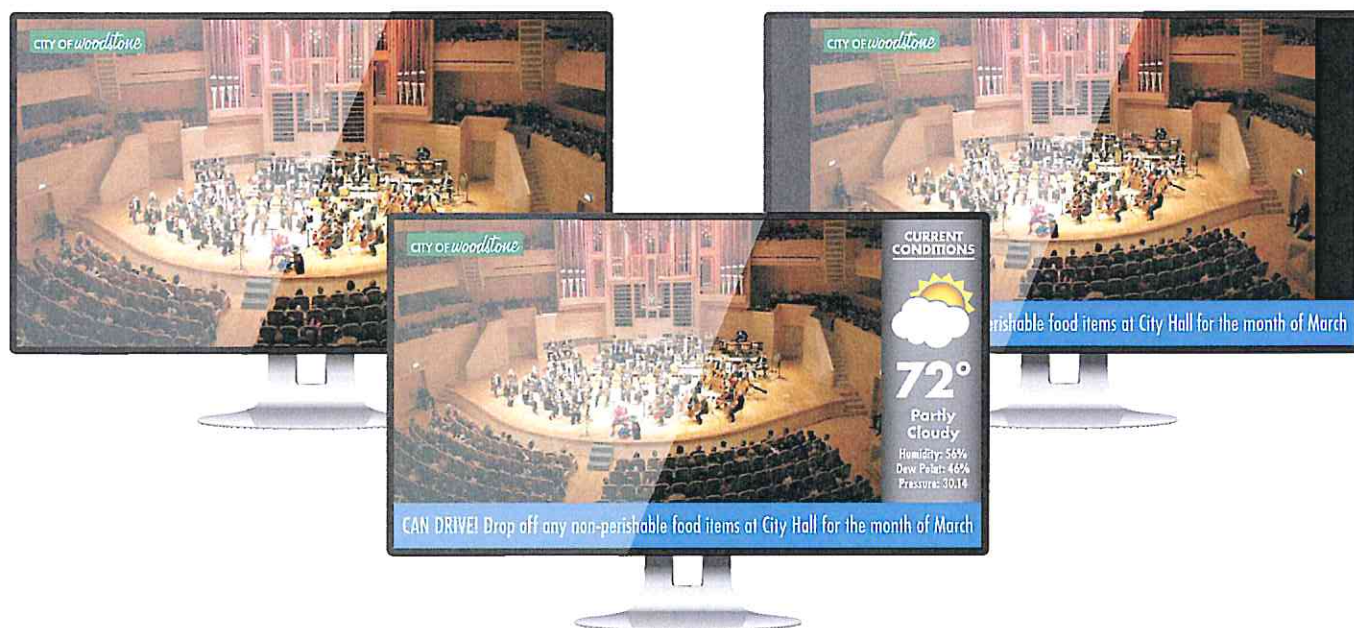
UltraNEXUS-HD Cast



At an extremely low price point, the UltraNEXUS-HD Cast has been designed to be an accessible and feature rich HD-SDI payout solution with a 1TB internal hard drive.

Zone Templates

Add flexibility to your playback options with zone templates. In addition to fullscreen playback, the UltraNEXUS-HD series supports additional customizable zones. Use lower third messaging to keep your audience informed and entertained. With a dynamic, squeeze back template, users can add messaging to the right of the screen as well. Don't have time to fill zones manually? Zone templates are compatible with TOTAL INFO-HD™, giving the audience a full range of customized information all while viewing their favorite programming.



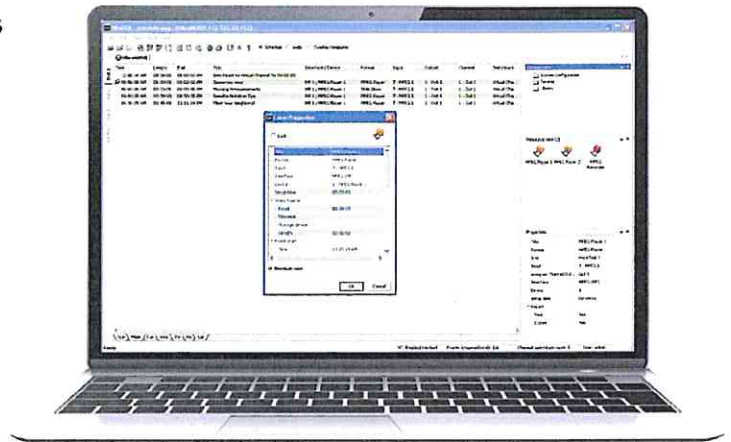
VieBit

Combine an UltraNEXUS-HD series video server with the VieBit® internet streaming service to effortlessly deliver broadcast programming through your own customized HTML5 video-on-demand website for both local and worldwide viewership. Add a VieBit compatible live streaming encoder and show that same worldwide audience your live video content.

- Choose your own package based only on what you need
- High-quality video optimized for internet streaming
- Expansive branding options
- Mobile responsive design
- Feature packed with a variety of encoding options
- Comprehensive viewer statistics

Advanced Messaging and Scheduling

WINLGX UltraNEXUS-HD series video servers come prepackaged with our easy-to-use WinLGX™ management and control software. WinLGX provides all of the tools necessary for local and remote system control of LEIGHTRONIX digital video servers and system controllers via TCP/IP network. System configuration, drag-and-drop scheduling with error checking, and system status are all easily managed through the software's powerful yet accessible interface.



WebNEXUS™, the built-in web server within UltraNEXUS-HD series video servers, gives users access to a powerful set of system monitoring and messaging tools. With WebNEXUS, easily manage TOTAL INFO-HD settings, create slides, deploy an online program guide, and prepare zone templates from any standard web browser. Using the included Virtual Channel, automatically display slide shows, video clips, and even external sources between programming.



Use TOTAL INFO-HD in either zoned or fullscreen format to display dynamic video content between or in place of scheduled broadcast on any UltraNEXUS-HD series video server. It only takes a few quick steps to create looping playlists of TOTAL INFO-HD content along with video clips, slideshows, and/or external video sources for digital playback channels. What's more, a **free trial of TOTAL INFO-HD is included with the purchase of any UltraNEXUS-HD series video server!**



About LEIGHTRONIX

LEIGHTRONIX specializes in video equipment design and manufacturing, including digital video solutions, television automation, live and video-on-demand streaming media, IPTV, and remote equipment control. A model of stability and longevity in the quickly evolving professional video market, LEIGHTRONIX continually prioritizes product value and versatility, exceeding customer expectations in both product performance and support. LEIGHTRONIX offers quality equipment at affordable prices, making it one of the most trusted names in the video communications industry for over 36 years. For more information, visit www.leightronix.com.





"Our playback is the number one important thing because we have to get that programming out, but it's also the last thing I have to worry about because **I know it's going to work.**"

John Madding | Cable TV Programming and Access Manager
Wadsworth Community Television, OH

"From a standpoint of government, whenever you watch some of these things, people have presentations and spreadsheets ... with the technology we have now, it comes in crystal clear and you can read it, you can see it, you can zoom in and everything."

Jimmy Grantham | IT Coordinator
Leon County Government Access, FL

VIDEO SERVER COMPARISON

| | UltraNEXUS-HD™ X2 | UltraNEXUS-HD Flex | UltraNEXUS-HD Cast | UltraNEXUS-HD Blade™ |
|----------------------------------|--|---|---|--|
| |  |  |  |  |
| Price | \$10,995.00 | \$8,995.00 | \$7,995.00 | Contact Us for Configuration |
| Digital Video Server | <ul style="list-style-type: none"> One playback channel with simultaneous HD and SD outputs One record channel | <ul style="list-style-type: none"> One playback channel One record channel | One playback channel | <ul style="list-style-type: none"> Up to 12 playback channels with simultaneous HD and SD outputs Up to 12 record channels |
| Storage Options | <ul style="list-style-type: none"> Internal 2TB hard drive Up to 20TB scalable RAID storage | <ul style="list-style-type: none"> Internal 1TB hard drive Up to 20TB scalable RAID storage | | Up to 20TB scalable RAID storage |
| VOD Streaming | Automatic transfer of digital media files to LEIGHTRONIX VieBit VOD streaming service. | | | |
| Live Streaming | Integration with LEIGHTRONIX IncodaX Vier and IncodaX Stream live streaming encoders and VieBit live streaming service | | | |
| Digital Video Messaging | Digital video messaging and overlay options available on all channels — browser-based slide management and creation, text and graphic overlay for digital media, multiple zone templates for different playback options, onscreen dynamic schedule display, and emergency message creation | | | |
| Online Video Slide Editor | Advanced, browser-based slide editor — multi-layer support, web cam photo capture and import, multiple font effects, powerful graphic and text filters, drawing tools, and graphic library | | | |
| Dynamic Video Content | <ul style="list-style-type: none"> TOTAL INFO-HD — weather, top news, traffic, and more First year subscription included | <ul style="list-style-type: none"> TOTAL INFO-HD — weather, top news, traffic, and more Ninety (90) day subscription included | | <ul style="list-style-type: none"> TOTAL INFO-HD — weather, top news, traffic, and more First year subscription included |
| Zoned Display | Lower third, full screen, and squeezeback messaging available — fully compatible with TOTAL INFO-HD for zoned dynamic video content | | | |
| Remote Recording Control | ePRO-BUS control for up to 16 remote LABvault-SD or LABvault-HD digital player/recorders | | | |
| Video/Audio Connections | HD/SD-SDI input and integrated scaler on both HD-SDI and composite video outputs, simultaneous HD and SD (composite) signal output, with I/O support for embedded digital audio, and terminal blocks for AES digital audio and balanced analog audio connections | HD/SD-SDI input and HD-SDI output with support for embedded and balanced analog audio, as well as terminal blocks for AES and balanced analog audio connections | HD-SDI output with support for embedded and balanced analog audio, as well as terminal blocks for AES and balanced analog audio connections | HD/SD-SDI input and integrated scaler on both HD-SDI and composite video outputs, simultaneous HD and SD (composite) signal output, with I/O support for embedded digital audio, and terminal blocks for AES digital audio and balanced analog audio connections |
| Signal Routing | Control for external routing switchers (250x250)* | | | |
| Software | WinLX network management application — automated and manual system control, drag and drop scheduling with error checking, system status, and media management | | | |
| Web Interface | WebNEXUS browser-based application — system monitoring, browser-based slide creation and management, emergency messaging, virtual channel configuration | | | |
| Warranty and Support | FREE 5 year parts and labor warranty, FREE telephone support, FREE live desktop to desktop support via WebEx, FREE email support and dedicated support center website, as well as FREE software and firmware updates and assistance for the life of the product | | | |

*RS-232 interface cables for AUTOPATCH™, Ensemble Designs, EXTRON®, KNOX®, KRAMER, LEITCH®, PESA, SIERRA, and SIGMA routing switchers are available upon request at no charge. Utah Scientific, Blackmagic, and AJA routing switchers are also supported. Visit leightronix.com/routersupport for a complete list of supported routing switchers.

VILLAGE OF WILLOWBROOK

BOARD MEETING

AGENDA ITEM - HISTORY/COMMENTARY

ITEM TITLE:

A MOTION TO APPROVE APPLICATION FOR A LICENSE TO HOLD A
RAFFLE – THE KERRY PIPER IRISH PUB

AGENDA NO.

5g

AGENDA DATE: 02/26/18

STAFF REVIEW: Cindy Stuchl

SIGNATURE: Cindy Stuchl

LEGAL REVIEW: Thomas Bastian

SIGNATURE: THOMAS BASTIAN TH.

RECOMMENDED BY VILLAGE ADMIN: Tim Halik

SIGNATURE: THALIK

REVIEWED & APPROVED BY COMMITTEE: YES ☐ N/A ☒

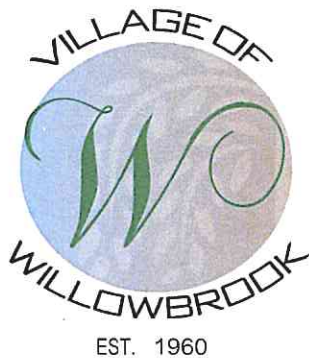
ITEM HISTORY (PREVIOUS VILLAGE BOARD REVIEWS, ACTIONS RELATED TO THIS ITEM, OTHER PERTINENT HISTORY)

The Kerry Piper Irish Pub has submitted an application to hold a raffle for their Annual St. Baldrick's Foundation fundraising event. This raffle will be held on March 18, 2018 at the Kerry Piper Irish Pub, 7900 Joliet Road, Willowbrook, Illinois.

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

This is the eighth application for this organization.

ACTION PROPOSED: Approve Application to hold a Raffle.



Willowbrook

835 Midway Drive
Willowbrook, IL 60527-5549

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

LICENSE TO HOLD A RAFFLE

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

Robert J. Pavelchik, Jr.

Director of Finance

Carrie Dittman

1. The name of the Licensee:

The Kerry Piper Irish Pub

2. The aggregate retail value of all prizes or merchandise awarded by the licensee in a single raffle.

\$1,500.00

Proceeds to St. Baldrick's Foundation

3. The maximum retail value of each prize awarded by the licensee in a single raffle.

\$1,500.00

4. The maximum price which may be charged for each raffle chance issued or sold.

\$5.00

5. The maximum number of days during which chances may be issued or sold.

One Day

6. The date on which the drawing is to be held.

Sunday, March 18, 2018

7. The place at which the drawing is to be held.

The Kerry Piper Irish Pub

7900 Joliet Road, Willowbrook, IL

APPROVED BY THE MAYOR AND BOARD OF TRUSTEES AT THEIR REGULAR MEETING HELD ON THE 26th DAY OF February, 20 18.

Leroy R. Hansen
Village Clerk



Proud Member of the
Illinois Route 66 Scenic Byway



EST. 1960

Willowbrook

835 Midway Drive
Willowbrook, IL 60527-5594

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

APPLICATION FOR LICENSE TO HOLD A RAFFLE

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

1. Name, age and address of the applicant in the case of an individual or in such other case of the duly authorized representative of the applicant, the date of incorporation of any corporation, the date of formation of any other organization, the object for which an organization or corporation was formed, the names and addresses of the officers and directors of any organization or corporation.

| Name | Address | Age |
|-----------------|-----------------|-----|
| The Kerry Piper | 7900 Juliet Rd | |
| | Willowbrook, IL | |
| | 60527 | |

Date of incorporation, if corporation: 1998

Date of formation of organization: 1998

Object for which organization or corporation was formed: St. Baldrick's Foundation

2. The area or areas within the Village in which raffle chances will be sold or issued and the time period during which raffle chances will be sold or issued.

The Kerry Piper 7900 Juliet Rd
Willowbrook, IL 60527

3. The date on which the drawing is to be held

Sunday, March 18th, 2018

4. The place at which the drawing is to be held.

The Kerry Piper

5. Has the applicant ever been convicted of a felony and been disqualified to receive a license by reason of any matter or thing contained in Chapter 3-17 of the Village of Willowbrook Code of Ordinances, laws of the State or of the United States of America.

Yes: _____

No: ☒

If yes, explain: _____



Proud Member of the
Illinois Route 66 Scenic Byway

6. The aggregate retail value of all prizes or merchandise awarded by the licensee in a single raffle.

\$1500 proceeds to St. Baldrick's Foundation

7. The maximum retail value of each prize awarded by the licensee in a single raffle.

\$1500

8. The maximum price which may be charged for each raffle chance issued or sold.

\$5.00

9. Has a previous license issued by any state or subdivision thereof or by the Federal government ever been revoked:

Yes: _____

No: X

If yes, state reasons: _____

10. Affirm that the applicant will not violate any of the laws of the State or of the United States or any ordinances of this Village in the conduct of raffles.

yes

11. Affirm that the applicant will not allow gambling devices or gambling on the premises where the drawing will be held.

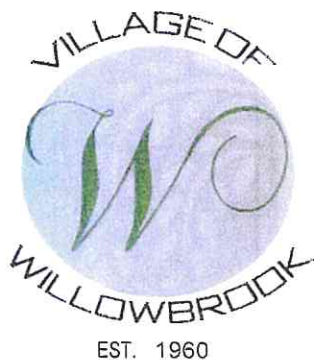
yes

12. Attach a sworn statement attesting to the not-for-profit character of the prospective licensee organization signed by the presiding officer and secretary of that organization.

Signature: _____

[Signature]

Date 2/8/18



Willowbrook

835 Midway Drive
Willowbrook, IL 60527-5549

Phone: (630) 323-8215 Fax: (630) 323-0787 www.willowbrookil.org
January 25, 2018

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

FERNANDEZ, ALFONSO & HALYNA

16 KENT CT

WILLOWBROOK, IL 60527-2212

Re: Account 350395.004

PIN #: [REDACTED]

Delinquent Water Bill

Dear Sir or Madam,

Please be advised that your water bill is now delinquent in the amount of \$ 163.12. 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 February 26, 2018, will result in the immediate termination of your water service.

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

You may pay your bill online by visiting www.willowbrookil.org and select "Pay A Bill." You will need your account number and PIN as listed above. A convenience fee will apply.

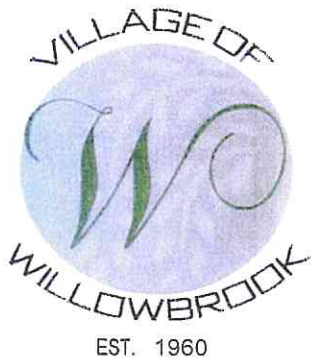
If you have any questions concerning your water bill, or if you wish to arrange a hearing before the Mayor and Board of Trustees to contest the termination of your water service, please contact me at the Village of Willowbrook by writing to 835 Midway Drive, Willowbrook, IL 60527 or call 630-323-8215 not later than five (5) days prior to the scheduled termination date.

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

Sincerely,

Timothy J. Halik
Director of Municipal Services





Willowbrook

835 Midway Drive
Willowbrook, IL 60527-5549

Phone: (630) 323-8215 Fax: (630) 323-0787 www.willowbrookil.org
January 25, 2018

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

MCMAHON, LATANYA
44 PORTWINE RD
WILLOWBROOK, IL 60527-2264

Re: Account 350955.008

PIN #: [REDACTED]

Delinquent Water Bill

Dear Sir or Madam,

Please be advised that your water bill is now delinquent in the amount of \$ 186.92. 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 February 26, 2018, will result in the immediate termination of your water service.

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

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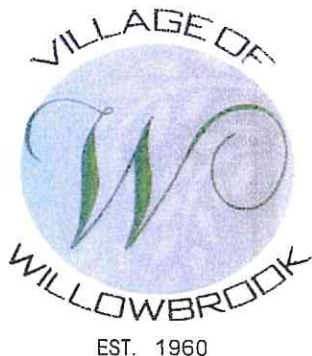
If you have any questions concerning your water bill, or if you wish to arrange a hearing before the Mayor and Board of Trustees to contest the termination of your water service, please contact me at the Village of Willowbrook by writing to 835 Midway Drive, Willowbrook, IL 60527 or call 630-323-8215 not later than five (5) days prior to the scheduled termination date.

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

Sincerely,

Timothy J. Halik
Director of Municipal Services





Willowbrook

835 Midway Drive
Willowbrook, IL 60527-5549

Phone: (630) 323-8215 Fax: (630) 323-0787 www.willowbrookil.org
January 25, 2018

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

RAMSEY, ADAM
6805 KINGERY HWY
WILLOWBROOK, IL 60527-5154

Re: Account 411035.001
PIN #: [REDACTED]
Delinquent Water Bill

Dear Sir or Madam,

Please be advised that your water bill is now delinquent in the amount of \$ 202.77. 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 February 26, 2018, will result in the immediate termination of your water service.

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

You may pay your bill online by visiting www.willowbrookil.org and select "Pay A Bill." You will need your account number and PIN as listed above. A convenience fee will apply.

If you have any questions concerning your water bill, or if you wish to arrange a hearing before the Mayor and Board of Trustees to contest the termination of your water service, please contact me at the Village of Willowbrook by writing to 835 Midway Drive, Willowbrook, IL 60527 or call 630-323-8215 not later than five (5) days prior to the scheduled termination date.

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

Sincerely,

Timothy J. Halik
Director of Municipal Services



Proud Member of the
Illinois Route 66 Scenic Byway



835 Midway Drive
Willowbrook, IL 60527-5549

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

Paul Oggerino

**Village
Administrator**

Tim Halik

Chief of Police

Mark Shelton

**Director of
Finance**

Carrie Dittman

JACOB VAYALIL
351 WILLOWOOD LN
WILLOWBROOK IL 60527

Acct # 352585.005
PIN [REDACTED]
Delinquent Water Bill

Dear Sir or Madam,

Please be advised that your water bill is now delinquent in the amount of \$479.49. 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 February 26, 2018, 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



VILLAGE OF WILLOWBROOK

BOARD MEETING AGENDA ITEM - HISTORY/COMMENTARY

ITEM TITLE:

AN ORDINANCE OF THE VILLAGE OF WILLOWBROOK AMENDING CHAPTER 11, ENTITLED "ADMINISTRATIVE ADJUDICATION OF VIOLATIONS OF TRAFFIC REGULATIONS," OF TITLE 8, ENTITLED "TRAFFIC" OF THE VILLAGE CODE OF ORDINANCES OF THE VILLAGE OF WILLOWBROOK, DUPAGE COUNTY, ILLINOIS

AGENDA NO.

6

AGENDA DATE: 2/26/18

STAFF REVIEW: Tim Halik, Village Administrator

SIGNATURE: 

LEGAL REVIEW: Thomas Bastian, Village Attorney

SIGNATURE: THOMAS BASTIAN TH.

RECOMMENDED BY: Frank A. Trilla, Mayor

SIGNATURE: Frank Trilla

REVIEWED & APPROVED BY PUBLIC SAFETY COMMITTEE: YES ☒ via phone on 2/20/18 NO ☐ N/A ☐

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

In the fall of 2008, the Village was finalizing the details of the implementation of a new Red-Light Photo Enforcement Program. As part of the new program, the Village was required to hire an attorney to perform certain legal services on behalf of the Village, namely to serve as an Administrative Hearing Officer presiding over the Village's Red-Light Photo Enforcement Program. The law firm of Marquardt & Belmonte, P.C. was ultimately hired and still serves as the Village's adjudicator for the program.

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

In July of 2017, it was identified by Chief Pavelchik that it was typical that the Village pays more on a monthly basis for the adjudicator's travel to and from the monthly hearing, than it does for the adjudicator to conduct the actual hearing. This is due to the fact that our monthly red-light hearing is seldom heavily attended and therefore is completed relatively quickly. Through the legal services agreement that was previously executed, the Village had agreed to pay the adjudicator \$175.00 per hour for all travel time incurred (and \$225.00 per hour to conduct the actual hearing). This matter was raised at the November 10, 2017 meeting of the Public Safety Committee, and the need to possibly consider a new adjudicator was discussed. At that time, the preferred vetting process to select a new adjudicator candidate was also raised. Unlike for the Village Attorney or for the Village Ethics Officer, there are currently no provisions in the Village Code of Ordinances that details the process to select an adjudicator. Apparently, appropriate ordinance amendments were not considered at that time.

After review of this matter by Mayor Trilla, his recommendation is that provisions be added to the Village Code of Ordinances, and further, that those provisions include that the adjudicator be selected in the same manner in which the other two (2) Village attorney positions are selected: through appointment by the Mayor to be confirmed by the Village Board of Trustees.

The attached ordinance was drafted by Attorney Bastian. It contains proposed amendments to Title 8, Chapter 11 of the Village Code of Ordinances pertaining to the definitions of the "Automated Traffic Law Enforcement System" and "Hearing Officer", and a new section (8-11-7A) regarding the appointment and duties of the Hearing Officer.

ACTION PROPOSED:

Pass Ordinance.

AN ORDINANCE OF THE VILLAGE OF WILLOWBROOK
AMENDING CHAPTER 11, ENTITLED "ADMINISTRATIVE
ADJUDICATION OF VIOLATIONS OF TRAFFIC REGULATIONS,"
OF TITLE 8, ENTITLED "TRAFFIC" OF THE VILLAGE CODE
OF ORDINANCES OF THE VILLAGE OF WILLOWBROOK,
DUPAGE COUNTY, ILLINOIS

WHEREAS, the Village of Willowbrook (the "Village"), previously adopted a system of Administrative Adjudication of Automated Traffic Enforcement Regulations and standing, parking and vehicle compliance violations; and

WHEREAS, upon review of said Ordinance, the Village has determined that it is in the best interest of the Village to amend select provisions of Chapter 11 in the manner of hereinafter set forth.

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 8-11-2 entitled "Definitions": of Chapter 11 of Title 8 of the Village Code of Ordinances, as amended, is hereby further amended by amending the definition of Automated Traffic Law Enforcement System, to read as follows:

"The device within the Village of Willowbrook with one or more motor vehicle sensors working in conjunction with a red light signal to produce recorded images of motor vehicles in an intersection against the steady or flashing red signal indication in violation of section 11-306 of the Illinois Vehicle Code (625 ILCS 5/1-1 et seq.)(the

"code"), or similar violation of this code. Automated Traffic Law Enforcement System is designed to produce recorded images of a motor vehicle's violation of the code or this code to obtain a clear recorded image of the vehicle and the vehicle's license plate."

SECTION TWO. Section 8-11-2: "Definitions": of Chapter 11 of Title 8 of the Village Code of Ordinances, is further amended by adding the following definition in proper alphabetical order:

"HEARING OFFICER: An attorney, in good standing, licensed to practice law in the state of Illinois for at least three (3) years proceeding his/her appointment."

SECTION THREE. The remaining provisions of section 8-11-2 shall remain in full force and effect and unamended by this Ordinance.

SECTION FOUR. Section 8-11-3, entitled "Violations", of Title 8, Chapter 11, of the Village Code of Ordinances, is hereby amended by adding the following language at the end of section 8-11-3:

"or similar provision of this code."

SECTION FIVE. Title 8, Chapter 11, of the Village Code of Ordinances, is hereby further amended, by adding a new section 8-11-7A, to read as follows:

"HEARING OFFICER:

A. The hearing officer shall be appointed by the Village Mayor with the advice and consent of the Board of Trustees.

B. The hearing officer shall be empowered and is hereby authorized and directed to:

1. Preside over the administrative hearings established herein, as the adjudicator;
2. Administer oaths;
3. Issue subpoenas to secure the attendance of witnesses and production of relevant papers or documentation;
4. Assess fines and penalties for violations of vehicular standing, parking, compliance regulations or automated traffic law violations as are established by the Village Code of Ordinances;
5. Make final determinations of:
 - a. Vehicular standing, parking, compliance regulation or automated traffic law violation liability; and
 - b. The validity of notices of impending driver's license suspension in accordance with provisions of this chapter.
6. Provide for the accurate recordation of the administrative adjudication hearings."

SECTION SIX. Any ordinance or portion of any ordinance in conflict with the provisions of this Ordinance is expressly repealed solely to the extent of said conflict.

[The remainder of this page intentionally left blank]

SECTION SEVEN. This Ordinance shall be in full force and effect from and after its passage, approval and publication, in pamphlet form, in the manner provided by law.

PASSED and APPROVED this 26th day of February, 2018.

APPROVED:

Mayor

ATTEST:

Village Clerk

ROLL CALL VOTE:

AYES: _____

NAYS: _____

ABSTENTIONS: _____

ABSENT: _____

VILLAGE OF WILLOWBROOK

BOARD MEETING AGENDA ITEM - HISTORY/COMMENTARY

ITEM TITLE:

AN ORDINANCE TO ESTABLISH ADMINISTRATIVE PROCEDURES TO DETERMINE ELIGIBILITY UNDER THE PUBLIC SAFETY EMPLOYEE BENEFITS ACT (PSEBA) IN THE VILLAGE OF WILLOWBROOK, DUPAGE COUNTY, ILLINOIS

AGENDA NO. 7**AGENDA DATE:** 2/26/18**STAFF REVIEW:** Tim Halik, Village Administrator**SIGNATURE:** **LEGAL REVIEW:** Thomas Bastian, Village Attorney**SIGNATURE:** **RECOMMENDED BY:** Tim Halik, Village Administrator**SIGNATURE:** **REVIEWED & APPROVED BY FINANCE & ADMIN. COMMITTEE:** YES ☒ via phone 2/21/18 NO ☐ N/A ☐**ITEM HISTORY (PREVIOUS VILLAGE BOARD REVIEWS, ACTIONS RELATED TO THIS ITEM, OTHER HISTORY)**

The Public Safety Employee Benefits Act (PSEBA) was enacted by the Illinois General Assembly in November of 1997 over Governor Edgar's veto at the time. Among other requirements, the PSEBA provides municipal-paid health insurance to a public safety officer who is "catastrophically injured" in the line of duty until the individual reaches Medicare age. The officer's spouse and children (until they reach the age of majority) are also entitled to free health insurance coverage under the Act.

Although the law was enacted for altruistic reasons, given the inherent risks associated with the performance of duties by fire and police personnel in responding to an emergency situation, on March 20, 2003 the Illinois Supreme Court issued its decision in the *Krohe v. City of Bloomington* case in which the Supreme Court interpreted the term "catastrophic injury" to mean any injury that qualifies an individual for a line-of-duty disability pension. As a result, minor injuries that had not occurred while personnel were engaged in a fresh pursuit, investigating a criminal act, or responding to an emergency are being approved for PSEBA benefits. This, arguably, is not the original intent of the PSEBA and the Village has joined the DMMC and other governmental councils of government (COGs) for years to enact PSEBA legislation reform. Unfortunately, those efforts have not resulted in changes to the law as of yet to appropriately define a "catastrophic injury."

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

In 2017, in the case of *Englum v. Charleston*, the Illinois Appellate Court concluded that a non-home rule municipality had the authority to enact an ordinance establishing administrative procedures to determine disabled firefighters and police officers' eligibility for benefits under PSEBA. The ability for the local jurisdiction to determine eligibility for benefits under PSEBA is preferable than having a court decide and is in the best interest of the municipality and its citizens.

Attorney Bastian drafted the attached ordinance which serves to amend the Village Code of Ordinances to create a local administrative procedure to govern the application and determination of benefits under the PSEBA. The local application procedure would include completion of a benefit application form to be delivered to the Village Administrator for review. The Village Administrator shall then make an initial determination. If benefits are denied on the preliminary record, the applicant shall have the right to request a hearing convened by the Mayor and overseen by a hearing officer appointed by the Mayor. An administrative hearing would be held to adjudicate and determine whether the applicant is eligible for benefits under PSEBA. The hearing officer's determination would then be presented to the Village Board for acceptance. An appeal of the accepted determination would be through judicial review at Circuit Court.

ACTION PROPOSED: Pass Ordinance.

ORDINANCE NO. 18-O-_____

AN ORDINANCE TO ESTABLISH ADMINISTRATIVE PROCEDURES TO
DETERMINE ELIGIBILITY UNDER THE PUBLIC SAFETY EMPLOYEE BENEFITS
ACT IN THE VILLAGE OF WILLOWBROOK, DUPAGE COUNTY, ILLINOIS

PASSED AND APPROVED BY THE
MAYOR AND BOARD OF TRUSTEES
THIS 26th DAY OF FEBRUARY, 2018

ORDINANCE NO. 18-O-_____

**AN ORDINANCE TO ESTABLISH ADMINISTRATIVE PROCEDURES TO
DETERMINE ELIGIBILITY UNDER THE PUBLIC SAFETY EMPLOYEE BENEFITS
ACT IN THE VILLAGE OF WILLOWBROOK, DUPAGE COUNTY, ILLINOIS**

WHEREAS, the Village of Willowbrook (hereinafter the "Village") is a non-home rule unit of local government; and

WHEREAS, a non-home rule unit has the authority to pass all ordinances and make all rules and regulations proper or necessary, to carry into effect the powers granted to municipalities; and

WHEREAS, *Englum v. The City of Charleston*, 2017 IL App (4th) 160747 (2017) found that a non-home rule municipality may establish an administrative procedure for determining claims for benefits under the Public Safety Employee Benefits Act (820 ILCS 320/1 et seq.), subject to judicial review by seeking a common law writ of certiorari; and

WHEREAS, the corporate authorities of the Village of Willowbrook now desire to amend its Village Code of Ordinances to create an administrative procedure to govern the application and determination of benefits under the Public Safety Employee Benefits Act and further find that establishing such an administrative procedure is in the best interest of the municipality and its citizens.

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

Section 1: The recitals set forth in the preamble are hereby incorporated herein by reference and made a part of this Ordinance.

Section 2: That Title 2, entitled "ADMINISTRATIVE" as amended, shall be further amended by adding thereto Chapter 15, entitled "ADMINISTRATIVE PROCEDURE TO DETERMINE ELIGIBILITY UNDER THE PUBLIC SAFETY EMPLOYEE BENEFITS ACT," which Chapter shall read as follows:

"CHAPTER 15

ADMINISTRATIVE PROCEDURE TO DETERMINE ELIGIBILITY UNDER THE PUBLIC SAFETY EMPLOYEE BENEFITS ACT

1-15-1. PURPOSE

The purpose of this Chapter is to provide a fair and efficient method of determining the eligibility of an employee for the benefits enumerated under the Public Safety Employee Benefits Act, 820 ILCS 320/1 et seq., ("PSEBA"), through an administrative process including, if necessary, an administrative hearing. All benefits provided under this Chapter shall be consistent with PSEBA.

1-15-2. POLICY AND PROCEDURE FOR ADMINISTERING APPLICATIONS FOR PSEBA BENEFITS

A. Application for PSEBA Benefits.

The Village of Willowbrook ("Village") shall maintain a PSEBA benefit application form which shall be the standard form required for a PSEBA benefit applicant

(hereinafter the "Applicant") to request benefits under PSEBA. The form shall be completed pursuant to the instructions on the application and delivered to the Village Administrator for review and consideration. The Applicant shall provide, along with the application and the required information therein, any medical records regarding the injury, any decisions by a governing public safety pension board and supporting documentation related to such pension board decisions, and any additional pertinent documentation that the Applicant wants to have considered or that is requested by the Village.

The PSEBA benefit application form must be signed, sworn and notarized to certify the truthfulness of the content of the information contained in the completed application. The application shall also include a PSEBA medical authorization release and a PSEBA general information release, executed and notarized by the Applicant. Both the PSEBA medical release and the PSEBA general information release authorize the collection of information related to the incident that qualifies the Applicant for benefits under PSEBA, including, but not limited to, the disability pension proceedings, workers' compensation records and medical records.

Applicant must file a completed application within thirty (30) days of the governing safety pension board's granting of a line-of-duty pension disability pension or within thirty (30) days of the date of the adoption of this Ordinance, whichever is later.

The Village Administrator shall notify Applicant in writing if the application is incomplete and Applicant shall have five (5) business days to remedy the application.

The Village Administrator's review of the PSEBA benefit application will not occur until the application is complete including the completion of the PSEBA medical authorization release and a PSEBA general information release.

B. Application Review Process.

1. When the Village Administrator receives a complete and executed application, the Village Administrator shall review the application and engage in such additional fact-finding and/or investigation as may be deemed necessary or appropriate to evaluate the application, including, but not limited to the review of public safety pension board hearing transcripts and decisions, workers' compensation documentation, and independent medical examinations. If additional fact-finding and/or investigation is determined to be necessary, Applicant shall fully cooperate. If Applicant refuses or otherwise fails to fully cooperate, then the application for PSEBA benefits shall be deemed withdrawn.
2. If additional fact-finding and/or investigation set forth above is determined to be necessary by the Village Administrator, the Applicant shall fully cooperate. If the Applicant refuses or otherwise fails to fully cooperate, then a written notice shall be sent to the Applicant, U.S. mail, postage prepaid, reiterating the duty of full cooperation in the fact-finding and/or investigation process. If the Applicant fails to cooperate as requested within twenty-one (21) calendar days after service of such notice, then the application for PSEBA benefits shall be deemed withdrawn.
3. The Village Administrator shall make an initial determination, with a copy to Applicant, within forty-five (45) calendar days after the later of the following:
 - a. the submission of all documentation relevant to the application; or
 - b. the completion of such additional fact-finding or investigation as deemed necessary or appropriate by the Village Administrator (as stated in paragraphs B.1 and B.2 above).

The Village Administrator's written determination may include:

- a. Applicant is ineligible for benefits under PSEBA and application is denied;

b. Applicant is eligible for benefits under PSEBA;
or

c. a hearing as set forth in Section 1-15-3(C) of this chapter should be convened in order to determine whether or not Applicant is eligible for benefits under PSEBA.

4. If the Village Administrator denies benefits under PSEBA based on the preliminary record, the Applicant shall have the right to request a hearing, as set forth in in section 1-15-3 below, by submitting a written request for such hearing to the Village Administrator within thirty (30) calendar days from the date of the Village Administrator's initial determination.

1-15-3. POLICY AND PROCEDURE FOR HEARINGS FOR PSEBA BENEFITS

If the Village Mayor makes the determination that a hearing should be convened or the Applicant requests a hearing, the Village Mayor shall convene a hearing which shall be overseen by a hearing officer, appointed by the Village Mayor, as set forth in Section 1-15-3(B)., below, whose power and authority and limitations are as follows:

A. Power of the Hearing Officer. The hearing officer shall have all of the powers granted to him or her under common law relative to the conduct of an administrative hearing including the power to:

1. preside over the administrative hearing;
2. administer oaths;
3. hear testimony and accept evidence that is relevant to the issue of eligibility under PSEBA;
4. issue subpoenas to secure attendance of witnesses and the production of relevant papers or documents upon the request of the parties or their representatives;
5. rule upon objections presented at the administrative hearing;
6. preserve and authenticate the record of the hearing and all exhibits in evidence introduced at the hearing;
7. issue a determination based on the evidence

presented at the hearing, the determination of which shall be in writing and shall include a written finding of facts, decision and order.

- B. Hearing Officer. The Village Mayor is authorized to appoint a hearing officer for each administrative hearing held under this chapter. A hearing officer must be an attorney in good standing who is licensed to practice law in Illinois for a minimum of three (3) years preceding his/her appointment. In making the appointment, the Village Mayor must consider the candidate's ability to perform the requirements of a hearing officer and his or her knowledge and experience in administrative practice, the rules of evidence, civil procedure, and laws concerning PSEBA and other benefits for public-safety employees.
- C. Administrative Hearing. An administrative hearing shall be held, under the guidelines set forth below, to adjudicate and determine whether Applicant is eligible for benefits under PSEBA. If Applicant is found eligible, the benefits shall be consistent with PSEBA.
1. Time and date. The Village shall notify Applicant of the administrative hearing pursuant to a written notice served upon Applicant via U.S. Mail, postage prepaid, at least ten (10) calendar days prior to the scheduled hearing. Such notice will indicate the date, time and place that the hearing will be held, as established by the Village, along with the name and contact information of the hearing officer who will preside at the hearing. If Applicant cannot attend said hearing on the date or time as indicated in the notice, Applicant must contact the hearing officer within seven (7) business days of service of the notice to coordinate an alternative hearing date. Failure to coordinate an alternative date or appear at the scheduled hearing may result in the denial of PSEBA benefits.
 2. Record. All hearings shall be attended by a certified court reporter who shall make a transcript of all proceedings.
 3. Procedures. The Village, by the Mayor or his or her designee, and Applicant shall be parties to the

administrative proceedings and each shall be entitled to representation by counsel at the administrative hearing. Each party may present witnesses, may present testimony and documents, may cross-examine opposing witnesses, and may request the issuance of subpoenas to compel the appearance of relevant witnesses or the production of relevant documents.

4. Evidence. The rules of evidence as set forth in the Illinois Code of Evidence shall apply unless, by such application, the hearing officer determines that application of the rule would be an injustice or preclude the introduction of evidence of the type commonly relied upon by a reasonably prudent person in the conduct of her or his affairs. Such determination shall be in the sole discretion of the hearing officer.
5. Determination. Within ninety (90) days from the conclusion of the administrative hearing, the hearing officer shall issue a determination of whether the petitioning Applicant is eligible for benefits under PSEBA. This determination shall be in writing and shall include a written finding of facts, decision and order. The determination by the hearing officer shall constitute a final administrative determination for the purpose of judicial review under the common law writ of *certiorari*.
6. Acknowledgment of Determination. The hearing officer's determination shall be presented to the Mayor and Board of Trustees at the next regularly scheduled Village Board meeting (subject to the notice provisions of the Open Meetings Act). At that meeting, the Mayor and Board of Trustees shall:
 - a. accept the hearing officer's determination, by resolution; or
 - b. decide, by motion, to timely appeal the hearing officer's determination to the appropriate circuit court for judicial review in the manner provided by law regarding whether or not Applicant is eligible and qualified for

benefits under PSEBA. Once the court (either the circuit court or any subsequent appellate court if the matter is appealed further by either party) makes a final decision regarding whether or not Applicant is eligible for benefits under PSEBA, the Mayor and Board of Trustees shall, by resolution, acknowledge and accept the court's final decision.

7. Burden of Proof. Applicant shall have the obligation and burden of proof to establish that Applicant is eligible and qualified to receive PSEBA benefits. The standard of proof in all hearings conducted under this Ordinance shall be by the preponderance of the evidence.

8. Administrative Records. All records pertaining to the administrative process will be held within the office of the Village Clerk, in a file in the public safety officer's name, separate from the employee's personnel file."

Section 3: All ordinances or parts of ordinances in conflict with the provisions of this ordinance are hereby repealed insofar as they conflict herewith.

[The remainder of this page intentionally left blank]

Section 4. This Ordinance shall be in full force and effect upon its passage, approval and publication in pamphlet form in the manner provided by law.

PASSED and APPROVED this 26th day of February, 2018.

APPROVED:

Frank A. Trilla, Mayor

ATTEST:

Village Clerk

ROLL CALL VOTE:

AYES: _____

NAYS: _____

ABSTENTIONS: _____

ABSENT: _____

VILLAGE OF WILLOWBROOK

BOARD MEETING AGENDA ITEM - HISTORY/COMMENTARY

ITEM TITLE:

A RESOLUTION CONFIRMING THE MAYOR'S APPOINTMENT OF LEONARD B. CANNATA TO SERVE AS THE VILLAGE'S LOCAL ADJUDICATOR FOR THE RED-LIGHT PHOTO ENFORCEMENT PROGRAM, AND AUTHORIZING THE MAYOR AND VILLAGE CLERK TO APPROVE AND EXECUTE A CERTAIN AGREEMENT – LAW OFFICES OF LEONARD B. CANNATA – ADJUDICATION SERVICES

AGENDA NO.

8

AGENDA DATE: 2/26/18

STAFF REVIEW: Tim Halik, Village Administrator

SIGNATURE:



LEGAL REVIEW: Thomas Bastian, Village Attorney

SIGNATURE:



RECOMMENDED BY: Frank A. Trilla, Mayor

SIGNATURE:



REVIEWED & APPROVED BY PUBLIC SAFETY COMMITTEE: YES ☒ via phone on 2/21/18 NO ☐ N/A ☐

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

In the fall of 2008, the Village was finalizing the details of the implementation of a new Red-Light Photo Enforcement Program. As part of the new program, the Village was required to hire an attorney to perform certain legal services on behalf of the Village, namely to serve as an Administrative Hearing Officer presiding over the Village's Red-Light Photo Enforcement Program. The law firm of Marquardt & Belmonte, P.C. was ultimately hired and still serves as the Village's adjudicator for the program. In July of 2017, it was identified by Chief Pavelchik that it was typical that the Village pays more on a monthly basis for the adjudicator's travel to and from the monthly hearing, than it does for the adjudicator to conduct the actual hearing. This is due to the fact that our monthly red-light hearing is seldom heavily attended and therefore is completed relatively quickly. Through the legal services agreement that was previously executed, the Village had agreed to pay the adjudicator \$175.00 per hour for all travel time incurred (and \$225.00 per hour to conduct the actual hearing).

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

Whether or not to obtain a new adjudicator, and the appropriate vetting process to select that individual, was among the topics of discussion at the November 10, 2017, December 18, 2017, and February 12, 2018 meetings of the Public Safety Committee. As a result of the passage (if approved) of an amendatory ordinance to be considered earlier on this Board agenda, the adjudicator is to be appointed by the Mayor and confirmed by the Board of Trustees.

At this time, Mayor Trilla hereby appoints Attorney Leonard B. Cannata of the Law Offices of Leonard B. Cannata to serve as the Village's Administrative Hearing Officer upon termination of the agreement of the current Hearing Officer (to be considered after this agenda item). Mr. Cannata currently serves as the assistant to the Executive Director and Special Counsel to the West Central Municipal Conference (WCMC). Mr. Cannata's hourly rate to provide adjudication services is \$220 and he will not charge for travel. This appointment requires confirmation by the Board of Trustees to be approved.

ACTION PROPOSED:

Adopt the resolution confirming the appointment of Leonard B. Cannata to serve as the Village's Administrative Hearing Officer, and authorizing the Mayor and Village Clerk to approve and execute the professional services agreement.

RESOLUTION NO. 18-R-_____

A RESOLUTION CONFIRMING THE MAYOR'S APPOINTMENT OF LEONARD B. CANNATA TO SERVE AS THE VILLAGE'S LOCAL ADJUDICATOR FOR THE RED-LIGHT PHOTO ENFORCEMENT PROGRAM, AND AUTHORIZING THE MAYOR AND VILLAGE CLERK TO APPROVE AND EXECUTE A CERTAIN AGREEMENT – LAW OFFICES OF LEONARD B. CANNATA – ADJUDICATION SERVICES

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 execute a certain agreement between the Village of Willowbrook and the Law Offices of Leonard B. Cannata, for the purpose of acquiring their services in adjudication administration per the terms and conditions contained in the form of Agreement attached hereto as Exhibit "A" which is, by this reference, expressly incorporated herein.

ADOPTED and APPROVED this 26th day of February 2018.

APPROVED:

Mayor

ATTEST:

Village Clerk

ROLL CALL VOTE:

AYES: _____

NAYS: _____

ABSTENTIONS: _____

ABSENT: _____

VILLAGE OF WILLOWBROOK
PROFESSIONAL SERVICES AGREEMENT

VILLAGE OF WILLOWBROOK (hereinafter the "VILLAGE") and LEONARD B. CANNATA, ESQ. (hereinafter the "ATTORNEY") hereby enter into the following Professional Services Agreement:

WITNESSETH:

WHEREAS, the VILLAGE is a local governmental entity authorized by statute to enter into agreements for professional legal services; and

WHEREAS, the VILLAGE desires to engage an attorney to perform certain legal services on behalf of the VILLAGE, namely to act as an Administrative Hearing Officer; and

WHEREAS, the LAW FIRM possesses the requisite expertise to serve as an Administrative Hearing Officer; and

WHEREAS, the VILLAGE has determined that it is in the best interests of the VILLAGE to contract for professional legal services to perform the aforementioned duties; and

WHEREAS, the VILLAGE and the LAW FIRM desire to enter into an Agreement for Professional Services to be provided.

NOW, THEREFORE, in consideration of the mutual promises contained herein, the parties hereto covenant and agree as follows:

SECTION 1: The foregoing recitals shall be, and are hereby incorporated herein, as if fully set forth within this Section 1.

SECTION 2: The LAW FIRM hereby represents and warrants that it is a duly licensed attorney at law, licensed to practice in the State of Illinois.

SECTION 3: The LAW FIRM shall at all times act in an impartial manner in its role as the VILLAGE's Administrative Hearing Officer and shall exercise all efforts to fulfill its role as such in accordance with the law. In the event that the LAW FIRM is unable to attend a hearing, it shall send a qualified attorney to take its place as the Administrative Hearing Officer.

SECTION 4: The LAW FIRM agrees to perform all legal services required by the VILLAGE, including but not limited to:

- Attend all necessary Red Light Photo Enforcement Program Hearings and any other hearings deemed necessary by the VILLAGE.
- Impartially rule upon all citations issued under the Red Light Photo Enforcement Program Hearings;
- Perform all necessary and requested duties as the Administrative Hearing Officer for the VILLAGE
- Participate in and/or conduct all necessary training courses.

SECTION 5: The LAW FIRM shall be available during normal business hours and after business hours for consultation with the VILLAGE officials and designated staff members and at other such times as may be requested by the VILLAGE.

SECTION 6: The LAW FIRM shall serve the VILLAGE as an independent contractor. No liability or benefits such as worker's compensation rights or liabilities, arising out of any employer/employee relationship to which the VILLAGE is a party, shall accrue to the LAW FIRM as a result of this Agreement.

SECTION 7: The LAW FIRM represents and warrants that it will refrain from any conduct or representation which can in any way result in a conflict of interest as set forth in the Illinois Rules of Professional Conduct.

SECTION 8: The VILLAGE agrees, in consideration of the foregoing, to compensate the LAW FIRM for the services rendered as follows:

- Two Hundred and Twenty Dollars (\$220.00) per hour for all work performed as Administrative Hearing Officer including, but not limited to, appearances at hearings, office work, legal research, memoranda preparation, correspondence preparation, telephone calls and other related tasks undertaken by the LAW FIRM.

SECTION 9: Legal services shall be invoiced on a monthly basis, based upon contemporaneous billing records maintained by the LAW FIRM setting forth the date the work was performed, detailing the work or task performed, indicating the time expended and identifying the individual performing such work.

SECTION 10: This Agreement shall be in full force and effect upon approval by the VILLAGE. Either party may unilaterally terminate this Agreement, without cause, upon sixty (60) days prior written notice to the other Party. This Agreement may be amended by mutual written consent of the VILLAGE and the LAW FIRM. This writing contains the entire Agreement of the parties. No further representations are made other than those expressly set forth herein.

VILLAGE OF WILLOWBROOK

LEONARD B. CANNATA, ESQ.

By _____
Frank A. Trilla, Village President

By _____
Leonard B. Cannata, Esq.

Date: _____

Date: _____

Attest: _____

Date: _____

Leonard B. Cannata

Law.Lencannata@gmail.com – 708-705-0790

Work Experience

Law Offices of Leonard B. Cannata

- Practicing in the areas of administrative law, small business advising, local ordinance violations, and general contract law.
- Admitted to the Illinois Bar – November 2014
- Admitted to the General Bar of the Northern District of Illinois – June 24, 2015

West Central Municipal Conference

- **Special Counsel – Jan 15' to Present**

Assist the 51 member entities in various other areas pertaining to municipal governance and government affairs. Prepare, monitor, analyze, and respond to major studies for communities as well as modifications to state and federal law that will have an impact upon their operations. This includes staffing standing committees for communities' public works departments, building and codes departments, and public safety. Monitoring and staffing the Lower Des Plaines Watershed Planning Council to assist municipalities with the development of this plan as well as the Watershed Management Ordinance to be developed by the Metropolitan Water Reclamation District of Greater Chicago.

- **Planning Liaison – North Central Council of Mayors – Sept 07' to Present**

Assist twenty member communities in planning for and funding local, state and federal transportation projects. Monitor, analyze, and respond to state and federal transportation legislation. Facilitate full Council membership and related committee meetings to manage and implement the Surface Transportation Program. Assist local communities in grant proposal preparation, submission and implementation. Provide local council representation to the six-county regional Chicago Metropolitan Agency for Planning. Coordinate public information exchange among transportation and planning agencies including IDOT, CDOT, RTA, Metra, CTA, Pace, and CMAP.

Education

- *Juris-Doctorate: Jan 2011-May 2014, The John Marshall Law School*
- *Post-Graduate Education: 2009-2010, University of Illinois at Chicago
E-Government Certificate Program, (December 2010)*
- *Graduate Education: 2005-2007, University of Illinois at Chicago*
- *Masters of Public Administration, MPA (May 07')*
- *Undergraduate Education: 2001-2005, DePaul University, Chicago*

Other Activities, Commendations, Professional Organizations:

- Member of International City/County Management Association (Sept 06')
- Member of Illinois City/County Management Association (Sept 06')
- Member of Illinois Association of Municipal Management Assistants (Sept 06')
- Member of American Society for Public Administration (June 07')
- Member of American Planning Association (Oct 07')
- American Bar Association (2014) – Section on State and Local Government Law; Government and Public Sector Lawyers Division
- Illinois State Bar Association (2014) – Local Government Law Section
- Chicago Bar Association (2014)
- Justinian Society of Lawyers (2014)

VILLAGE OF WILLOWBROOK

BOARD MEETING AGENDA ITEM - HISTORY/COMMENTARY

ITEM TITLE:

A RESOLUTION AUTHORIZING THE VILLAGE ADMINISTRATOR TO SERVE NOTICE OF TERMINATION OF THE AGREEMENT BETWEEN MARQUARDT AND BELMONTE, P.C. AND THE VILLAGE OF WILLOWBROOK TO PROVIDE ADJUDICATION SERVICES

AGENDA NO.**9****AGENDA DATE:** 2/26/18**STAFF REVIEW:** Tim Halik, Village Administrator**SIGNATURE:** **LEGAL REVIEW:** Thomas Bastian, Village Attorney**SIGNATURE:** THOMAS BASTIAN TH**RECOMMENDED BY:** Frank A. Trilla, Mayor**SIGNATURE:** **REVIEWED & APPROVED BY PUBLIC SAFETY COMMITTEE:** YES ☒ via phone on 2/21/18 NO ☐ N/A ☐**ITEM HISTORY (PREVIOUS VILLAGE BOARD REVIEWS, ACTIONS RELATED TO THIS ITEM, OTHER HISTORY)**

Provided the preceding amendatory ordinance on this meeting's agenda is passed, and the Mayor's subsequent appointment of Leonard B. Cannata to serve as the Village's new adjudicator is approved, consideration of this Resolution to terminate the current Agreement in place to provide adjudication services would be appropriate.

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

On August 25, 2008, the Village Board adopted Resolution No. 08-R-54 authorizing the Acting President (President Napoli) and the Village Clerk to enter into an agreement with Marquardt and Belmonte, P.C. to provide adjudication services for the Village's new Red-Light Photo Enforcement Program.

Section 10(C) of the Agreement provides that either party may terminate the Agreement, without cause, upon sixty (60) days prior written notice to the other party.

ACTION PROPOSED:

Adopt the resolution authorizing the Village Administrator to serve the required sixty (60) day notice of termination of the Agreement to Marquardt and Belmonte, P.C.

RESOLUTION NO. 18-R-_____

A RESOLUTION AUTHORIZING THE VILLAGE ADMINISTRATOR TO
SERVE NOTICE OF TERMINATION OF THE AGREEMENT BETWEEN
MARQUARDT AND BELMONTE, P.C. AND THE VILLAGE OF
WILLOWBROOK TO PROVIDE ADJUDICATION SERVICES

NOW, THEREFORE, BE IT RESOLVED by the Mayor and Board of Trustees of the Village of Willowbrook, DuPage County, Illinois, that the Village Administrator is hereby authorized and directed to serve the required sixty (60) day notice of termination of the Agreement entered into between Marquart and Belmonte, P.C. and the Village of Willowbrook on August 25, 2008, a copy of which is attached hereto and incorporated herein as Exhibit "A."

BE IT FURTHER RESOLVED, that after confirmed receipt (sent via e-mail and USPS certified mail) of said termination notice, and after the sixty (60) day notice period has elapsed, the Agreement shall be terminated.

ADOPTED and APPROVED this 26th day of February, 2018.

APPROVED:

Mayor

ATTEST:

Village Clerk

ROLL CALL VOTE:

AYES: _____

NAYS: _____

ABSTENTIONS: _____

ABSENT: _____

RESOLUTION NO. 08-R-54

A RESOLUTION AUTHORIZING THE ACTING PRESIDENT AND
VILLAGE CLERK TO ENTER INTO A CERTAIN AGREEMENT -
MARQUARDT AND BELMONTE, P.C. - ADJUDICATION SERVICES

BE IT RESOLVED by the Acting President and Board of
Trustees of the Village of Willowbrook, DuPage County, Illinois,
that the Acting President and Village Clerk be and the same are
hereby authorized to execute a contract with Marquardt and
Belmonte, P.C. for the purpose of acquiring their services in
adjudication administration, all upon the terms and conditions
contained in the form of Agreement attached hereto as Exhibit
"A" which is, by this reference, expressly incorporated herein.

ADOPTED AND APPROVED this 25th day of August, 2008.

APPROVED:

Robert A. Napoli
Acting Village President

ATTEST:

Larry R. Hansen
Village Clerk

ROLL CALL VOTE:

AYES: Baker, Mistake, Schoenbeck, McMahon, Napoli

NAYS: 0

ABSTENTIONS: 0

ABSENT: 0

VILLAGE OF WILLOWBROOK
PROFESSIONAL SERVICES AGREEMENT

VILLAGE OF WILLOWBROOK (hereinafter referred to as the "VILLAGE") and MARQUARDT & BELMONTE, P.C. (hereinafter referred to as the "LAW FIRM") hereby enter into the following Professional Services Agreement:

WITNESSETH:

WHEREAS, the VILLAGE is a local governmental entity authorized by statute to enter into agreements for professional legal services; and

WHEREAS, the VILLAGE desires to engage an attorney to perform certain legal services on behalf of the VILLAGE, namely to act as an Administrative Hearing Officer presiding over the VILLAGE'S Red Light Photo Enforcement Program; and

WHEREAS, the LAW FIRM possesses an expertise and practice concentration in the area of acting as Administrative Hearing Officers; and

WHEREAS, the VILLAGE has determined that it is in the best interests of the VILLAGE to contract for the professional legal services to perform the aforementioned duties; and

WHEREAS, the VILLAGE and the LAW FIRM desire to enter into an Agreement for Professional Services memorializing the contractual terms, conditions and professional services to be provided.

NOW, THEREFORE, in consideration of the mutual promises contained herein, the parties hereto covenant and agree as follows:

Section 1: The foregoing recitals shall be, and are hereby incorporated herein, as if fully set forth within this Section 1.

Section 2: The LAW FIRM hereby represents and warrants that all attorneys in the LAW FIRM are duly licensed attorneys at law, licensed to practice in the State of Illinois.

Section 3: The LAW FIRM and its attorneys shall, at all times, act in an impartial manner in its/their role as Administrative Hearing Officers for the VILLAGE'S Red Light Photo Enforcement Program and shall exercise all efforts to fulfill its/their role as such in accordance with the law. In the event an attorney from the LAW FIRM is unable to attend a Red Light Photo Enforcement Program hearing it shall send a qualified attorney to take its place as Administrative Hearing Officer.

Section 4: The LAW FIRM agrees to perform, in a timely manner, all legal services required, including, but not limited to:

- Attend all Red Light Photo Enforcement Program Hearings;
- Impartially rule upon all citations issued under the Red Light Photo Enforcement Program Hearings;
- Perform all other necessary and requested duties as the Administrative Hearing Officer for the Red Light Photo Enforcement Program; and
- Participate in and/or conduct all necessary training courses.

Section 5: The LAW FIRM shall be available during normal business hours for consultation with the VILLAGE officials and designated staff members and at such other times as may be requested by the VILLAGE, including evenings, weekends and holidays.

Section 6: The LAW FIRM shall serve the VILLAGE as an independent contractor. No liability or benefits such as worker's compensation rights or liabilities, arising out of any employer/employee relationship to which the VILLAGE is a party, shall accrue to the LAW FIRM as a result of this Agreement.

Section 7: The LAW FIRM represents and warrants that it will refrain from any conduct or representation which can in any way result in a conflict of interest as set forth in the Illinois Rules of Professional Conduct.

Section 8: The VILLAGE agrees, in consideration of the foregoing, to compensate the the LAW FIRM for the services rendered as follows:

- (a) Two Hundred and Twenty-Five Dollars (\$225.00) per hour for all work performed as Administrative Hearing Officer including, but not limited to, appearances at hearings, office work, legal research, memoranda preparation, correspondence preparation, telephone calls and other related tasks undertaken by the LAW FIRM.
- (b) One Hundred and Seventy-Five and 00/100 Dollars (\$175.00) per hour for all travel time incurred in the course of performing duties as Administrative Hearing Officers including traveling to and from Administrative Hearings.
- (c) The VILLAGE will reimburse the LAW FIRM for all actual expenses incurred including but not limited to postage, facsimiles (at a rate of \$1.00 per page) and photocopies (at a rate of \$0.15 per page).

Section 9: Legal services shall be invoiced on a monthly basis, based upon

contemporaneous billing records maintained by the LAW FIRM setting forth the date the work was performed, detailing the work or task performed, indicating the time expended and identifying the individual performing such work.

Section 10:

- (a) Unless sooner terminated as hereinafter provided, this Agreement shall be in full force and effect for a term commencing upon execution by both Parties and ending on April 1, 2009. Notwithstanding the foregoing, this Agreement shall automatically be renewed for four (4) additional and consecutive one (1) year periods from and after April 1, 2009, unless either Party has provided prior written notice to the other Party that such Party does not wish to renew this Agreement. Said prior written notice shall be tendered no later than March 1 of each year that this Agreement may be in effect.
- (b) The LAW FIRM specifically agrees that it shall not raise its fees or costs for the first two (2) years that this Agreement may be in effect. After said time, the LAW FIRM may seek to raise its fees and costs with the prior written approval of the VILLAGE. In the event that the LAW FIRM and the VILLAGE are unable to reach an agreement as to an increase in the fees and costs charged by the LAW FIRM, the LAW FIRM may terminate this Agreement upon sixty (60) days prior written notice to the VILLAGE.
- (c) Either Party may unilaterally terminate this Agreement, without cause, upon sixty (60) days prior written notice to the other Party.

Section 11: This writing contains the entire Agreement of the parties. No further representations are made other than those expressly set forth herein.

VILLAGE OF WILLOWBROOK

MARQUARDT & BELMONTE, P.C.

By Robert A. Napoli
Robert Napoli, Acting Village President

By: _____
Scott Marquardt, President

Date: August 25, 2008

Date: _____

Attest: Leroy Hansen
Leroy Hansen, Village Clerk

Date: August 25, 2008



**MARQUARDT &
BELMONTE, P.C.**
ATTORNEYS AT LAW

SCOTT R. MARQUARDT
WILLIAM T. BELMONTE
DEMETRIOS N. PANOUSHIS
DANIEL F. HANLON
BARBARA SKURKA

September 11, 2008

Willowbrook Police Department
Mr. Ed Konstanty
Chief of Police
7760 Zuincy St.
Willowbrook, IL 60527

RE: Red-Light Photo Enforcement Program

Dear Chief Konstanty,

Enclosed please find a signed copy of the Agreement for Services between Marquardt & Belmonte, P.C. and the Village of Willowbrook Police Department.

My firm is grateful to you, the Village President and the Board of Trustees for selecting our firm to handle the Red-Light Photo Enforcement Program. We look forward to working with the Village and Police Department this fall.

If you have any questions, please feel free to contact me.

Sincerely,

A handwritten signature in black ink, appearing to read "Scott R. Marquardt", written over a horizontal line.

Scott R. Marquardt
President

08-R-54

VILLAGE OF WILLOWBROOK

BOARD MEETING AGENDA ITEM - HISTORY/COMMENTARY

ITEM TITLE:

A RESOLUTION CONFIRMING THE MAYOR'S APPOINTMENT OF GREGORY T. SMITH OF KLEIN, THORPE & JENKINS, LTD. TO SERVE AS THE VILLAGE'S NEW ETHICS OFFICER EFFECTIVE MARCH 1, 2018, ACCEPTING A PROPOSAL FOR LEGAL SERVICES, AND AUTHORIZING THE VILLAGE ADMINISTRATOR TO EXECUTE THE ASSOCIATED FEE AGREEMENT

AGENDA NO. 10

AGENDA DATE: 2/26/18

STAFF REVIEW: Tim Halik, Village Administrator

SIGNATURE: THALIK

LEGAL REVIEW: Thomas Bastian, Village Attorney

SIGNATURE: THOMAS BASTIAN TH

RECOMMENDED BY: Frank A. Trilla, Mayor

SIGNATURE: Frank Trilla

REVIEWED & APPROVED BY COMMITTEE: YES ☐ NO ☐ N/A ☒

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

Title 1, Chapter 12 of the Village Code of Ordinances is the Code of Ethics. Section 1-12-3.2(H) creates the Office of Ethics Officer. The Ethics Officer is appointed by the Mayor with the advice and consent of the corporate authorities. On May 24, 2010, the Village President at the time (Robert Napoli) appointed Attorney Robert A. Novelle, Jr. to serve as Village Ethics Officer. The appointment was confirmed by the Village Board on that date.

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

At this time, Mayor Trilla hereby appoints Gregory T. Smith of the law firm Klein, Thorpe & Jenkins, Ltd. to serve as the Village's Ethics Officer. Mr. Smith is a Partner at Klein, Thorpe & Jenkins, Ltd. and has previously worked for the Village before completing a special assignment. Mr. Smith's hourly rate to provide legal services in connection with the completion of the Ethics Officer's duties is \$245 per hour. This appointment requires confirmation by the Board of Trustees to be approved.

ACTION PROPOSED:

Adopt the resolution confirming the appointment of Gregory T. Smith to serve as the Village's Ethics Officer, accepting the proposal for legal services, and authorizing the Village Administrator to execute the associated fee agreement.

RESOLUTION NO. 18-R-_____

A RESOLUTION CONFIRMING THE MAYOR'S APPOINTMENT OF GREGORY T. SMITH OF KLEIN, THORPE & JENKINS, LTD. TO SERVE AS THE VILLAGE'S NEW ETHICS OFFICER EFFECTIVE MARCH 1, 2018, ACCEPTING A PROPOSAL FOR LEGAL SERVICES, AND AUTHORIZING THE VILLAGE ADMINISTRATOR TO EXECUTE THE ASSOCIATED FEE AGREEMENT

BE IT RESOLVED by the Mayor and Board of Trustees of the Village of Willowbrook, DuPage County, Illinois, that that the Mayor's appointment of Gregory T. Smith of Klein, Thorpe & Jenkins, Ltd. to serve as the Village Ethics Officer is hereby confirmed.

BE IT FURTHER RESOLVED by the Mayor and Board of Trustees of the Village of Willowbrook, DuPage County, Illinois, that the Proposal for Legal Services, attached hereto as Exhibit "A" which is, by this reference, expressly incorporated herein, is accepted and the Village Administrator is hereby authorized to execute the associated fee agreement.

ADOPTED and APPROVED this 26th day of February 2018.

APPROVED:

Mayor

ATTEST:

Village Clerk

ROLL CALL VOTE:

AYES: _____

NAYS: _____

ABSTENTIONS: _____

ABSENT: _____



20 N. Wacker Drive, Ste 1660
Chicago, Illinois 60606-2903
T 312 984 6400 F 312 984 6444

15010 S. Ravinia Avenue, Ste 10
Orland Park, Illinois 60462-5353
T 708 349 3888 F 708 349 1506

gtsmith@ktjlaw.com
DD 312-984-6436

www.ktjlaw.com

February 12, 2018

VIA E-MAIL

Timothy J. Halik, Village Administrator
Village of Willowbrook
835 Midway Drive
Willowbrook, Illinois 60527



Re: Village of Willowbrook – Ethics Officer – Proposal for Legal Services

Dear Mr. Halik:

On behalf of Klein, Thorpe and Jenkins, Ltd., thank you for the opportunity to submit this engagement letter to provide legal services to the Village of Willowbrook ("Village") as the Village's Ethics Officer. I am honored to be considered for this position and look forward to working with the Village on ethics matters as they arise from time to time.

Our firm will bill you for our professional services based on the time we spend working on these matters in tenth (0.10) of an hour increments. Our rate for special counsel legal work for partners is \$245 per hour, \$220 per hour for senior associates, \$195 per hour for associates, \$165 per hour for paralegals, and \$120 per hour for law clerks. Our rates will be adjusted from time to time, and we will give you notice of such adjustments. We will also bill the Village for the costs associated with our work. We may ask the Village to directly pay any expenses in excess of \$100.

We will render monthly billing statements to you indicating the current status of your account, both for services rendered and for costs incurred on behalf of you. The amount shown as due on these statements, if any, shall be payable no later than thirty (30) days after the date of the statement.

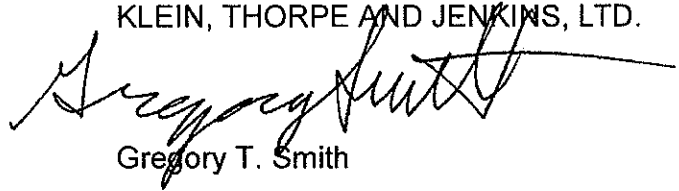
You may terminate our representation and our fiduciary obligation to you under this engagement at any time for any reason or no reason. In the event that you exercise your right to terminate our engagement, we anticipate that you will promptly pay all fees and expenses incurred to the date of such exercise.

Please review the enclosed Fee Agreement and contact me if you have any questions. If it is acceptable, please sign and date the Fee Agreement and return it to me. We appreciate the opportunity to work with the Village on these matters.

If you have any questions, please contact me at (312) 984-6436.

Very truly yours,

KLEIN, THORPE AND JENKINS, LTD.

A handwritten signature in black ink, appearing to read "Gregory T. Smith", with a long horizontal flourish extending to the right.

Gregory T. Smith

Enclosure (Fee Agreement)

Fee Agreement

The undersigned, Village of Willowbrook Administrator Timothy J. Halik, having first been duly authorized to execute and enter into this Fee Agreement by the corporate authorities of the Village of Willowbrook ("Village"), has reviewed the Engagement Letter from the law firm of Klein, Thorpe and Jenkins, Ltd. ("KTJ") dated February 12, 2018, a copy of which is attached hereto and made a part hereof. The undersigned understands the scope of services outlined in the Engagement Letter and agrees that the services set forth therein comprise the legal services KTJ is authorized and directed to undertake on behalf of the Village. The undersigned also has reviewed the proposed hourly fee structure in the Engagement Letter and finds the proposed fees to be fair and reasonable. The undersigned also acknowledges and agrees that the Village shall be responsible for payment all fees and costs incurred within the scope of services as outlined in the Engagement Letter.

Village of Willowbrook

Klein, Thorpe and Jenkins, Ltd.

By: _____
Timothy J. Halik, Village Administrator

By: _____
Gregory T. Smith

Date: _____, 2018

Date: _____, 2018

MINUTES OF THE REGULAR MEETING OF THE FINANCE AND ADMINISTRATION COMMITTEE OF THE VILLAGE OF WILLOWBROOK HELD ON MONDAY, NOVEMBER 13, 2017 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 Chairman Davi at 5:32 p.m.

2. ROLL CALL

Those present at roll call were Chairman Umberto Davi, Trustee Gayle Neal, Director of Finance Carrie Dittman, Assistant to the Village Administrator Garrett Hummel and Deputy Clerk Cindy Stuchl.

3. APPROVAL OF MINUTES

Minutes of the Regular Finance/Administration Committee held on Monday, October 9, 2017 were reviewed.

Motion to approve made by Trustee Neal, seconded by Chairman Davi. Motion carried.

4. DISCUSSION – Business License Fees – Auto Dealers

Director Dittman explained that in fall 2016, Highline Auto Sales, an internet based auto sales business, opened in the Executive Plaza Office Park. Section 3-1A-1(24) of the Village Code sets the annual business license fee for auto dealers at \$4,000. When advised of this, the owner of Highline Auto Sales argued that their internet auto sales were no different than other retail internet sales, and therefore, they should be charged the fee contained within Section 3-1A-1(28), which would calculate to \$500 annually, based on square footage. The Village performed a survey of other jurisdictions and that survey showed our auto dealer business license fee to be high. The Village ultimately agreed that Highline's use is very different from a conventional auto dealership and charged them the lower \$500 fee.

A different, traditional, auto dealer is now requesting that they also be charged a lower fee. The Village planned to modify the fee ordinance to clarify the distinction between traditional dealerships and internet based dealers, but had not planned to lower the fee for the traditional dealers. In light of the fee survey, the Village is examining the fee structure. Four auto dealer businesses in town are currently subject to the fee and would be affected by any changes made. Two are internet based and pay their annual fee based on square footage, and two are traditional dealers and pay \$4,000 annually each. If the auto dealership rates were all based on square footage using the current structure for internet sales businesses, the latter two businesses would pay \$750 and \$200 annually (reduction of \$7,050 in revenues annually).

Staff is looking for direction on how to proceed. One option is to modify the business license fee ordinance to distinguish between a conventional auto dealership and an internet sales-based dealership but maintain the \$4,000 annual fee for the conventional dealerships. Another option would be to modify the ordinance AND change the amount of the annual fee for all auto dealers from \$4,000 to some other amount, whether it is based on square footage, a flat fee or some other methodology. Deputy Clerk Stuchl noted that the traditional auto dealer has inquired of her whether their annual fee will be reduced and if they will receive a rebate of prior fees paid. Deputy Clerk Stuchl has not yet sent out their business license renewal for calendar year 2018 pending the decision of the board on the fee to be charged. The committee discussed this topic further and agreed that whatever the change may be, it should not be retroactive and no rebate of prior fees would be paid. Chairman Davi noted that a future effective date could be put in the ordinance, perhaps January 1, 2018, if the ordinance were passed in 2017. The Committee proposed modifying the ordinance for all auto dealerships to charge a fee based on square footage effective January 1, 2018, with the understanding that no retroactive refunds would be issued; these changes would

need to be discussed and approved by the Village Board. Staff will begin working on an ordinance modification to be brought forth to the full board at the second Village board meeting in November.

Chairman Davi and Trustee Neal approved the request to be brought forth to the Village board.

5. REPORT – Monthly Disbursement Reports – October 2017

The Committee reviewed and accepted the disbursement reports for the month of October and key items are highlighted below:

- Total cash outlay for all Village funds – \$1,001,287. Fiscal Year to Date is \$8,754,670. October includes a handwritten check for \$72,640.50 which is a payment to Clauss Brothers for Willow Pond Park (but not M & A Asphalt, there is a typo in the report).
- Payroll monthly total for active employees including all funds - \$295,025 (2 payrolls). The average payroll for the year was \$154,905, which is a 5.75% increase from the prior fiscal year.
- Average daily outlay of cash for all Village funds for October: \$32,300. Average monthly cash outlay for all Village funds fiscal year to date (YTD): \$1,459,112. Daily average fiscal YTD: \$47,589. October's daily amount dropped due to the end of the three construction projects that were occurring earlier in the fiscal year.
- Average daily expenditures for the General Fund only: \$22,129. Fiscal YTD average is \$30,950 which is a 27.9% increase from the prior year. The increase is due to the General Fund transfers out to the LAFER Fund to cover the police department renovation, now that the bond proceeds have been exhausted.

6. REPORT – Sales Tax, Business District 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 October 31, 2017 (unaudited):

- Sales tax receipts - \$313,701 down .47% from the prior year. Trending 4.1% over budget.
- Business District sales tax receipts - \$34,773. This is a new report which shows collections of the 1.0% sales tax collected in the Village's new business district. The revenue comes from only the Town Center side as only those businesses are currently open. 41.63% of the annual budget has been collected (and 50% of the fiscal year has been completed).
- Income Tax receipts - \$67,208 down 5.3% compared to the prior year, 11.4% under budget. The state of Illinois is no longer in arrears in payments, however we are now feeling the effects of the recent state legislation which included a 10% reduction in income tax, which is about \$86,254 annually.
- Utility tax receipts - \$76,352 down 4.11% from the prior year, 6.5% under budget, consisting of:
 - Telecomm tax - \$31,009 down 6.47%
 - Northern IL gas - \$5,600 up 7.01%
 - ComEd - \$39,743 down 4.84%
- Places of Eating Tax receipts - \$41,841 down 4.16% compared to the prior year, trending 1.09% under budget.

- Fines - \$12,269 up 17.33% compared with the prior year, 48.04% over budget. Fines come from County distributions and also local fine tickets written by Village police officers.
- Red Light Fines – \$50,230 down 27.72% from the prior year receipts, trending 7.1% under budget. The Rt. 83/63rd St. intersection is still “down”, however, the new cameras are currently being tested.
- Building Permit receipts - \$60,823 down 7.10% from the prior year, 88.94% above budget.
- Water sales receipts - \$257,241 down 11.00% from the prior year, 11.08% below budget. The large decline from Sept 2016 to Sept 2017 is due to a \$181,000 catch up bill issued in Sept 2016 to a shopping center that experienced a huge leak, and that billing is non-recurring. Revenues have generally normalized since the MTU replacement project concluded and we are seeing far fewer “catch-up” bills than in the past year.
- Hotel/Motel Tax receipts - \$27,690 up 5.34% compared with the prior year. The revenue is trending at 9.9% higher than budget. Three of the four hotels are open and active.
- Motor Fuel Tax receipts - \$16,481 up 2.08% compared with the prior year, 0.8% above budget.

Chairman Davi inquired about what the Village’s historical total revenues were year after year and if we tracked that. Director Dittman replied that after the revenues took a hit around 2008 when the economy dropped, we have been slowly growing each year and are nearly back to the pre-recessionary levels. A ten-year historical report of revenues and expenditures is presented in the Village’s Comprehensive Annual Financial Report. In addition, Director Dittman prepares a 5 year look back and 5-year forecast on revenues and expenditures by fund as part of the annual budget document. Director Dittman will include a ten-year historical report on revenues and expenditures in the next committee meeting packet.

Motion to approve the Monthly Disbursement reports and Revenue reports was made by Trustee Neal, seconded by Chairman Davi. Motion carried.

7. VISITOR’S BUSINESS

There were no visitors present at the meeting.

8. COMMUNICATIONS

There were no communications.

9. ADJOURNMENT

Motion to adjourn at 6:08 p.m. was made by Trustee Neal, seconded by Chairman Davi. Motion carried.

(Minutes transcribed by: Carrie Dittman, 11/14/2017)

MINUTES OF THE REGULAR MEETING OF THE FINANCE AND ADMINISTRATION COMMITTEE OF THE VILLAGE OF WILLOWBROOK HELD ON MONDAY, JANUARY 8, 2018 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 Chairwoman Berglund at 5:32 p.m.

2. ROLL CALL

Director Dittman read for the record that effective January 2018, we have two new committee members: Chairwoman Sue Berglund and Trustee Michael Mistele.

Those present at roll call were Chairwoman Sue Berglund, Director of Finance Carrie Dittman, Assistant to the Village Administrator Garrett Hummel and Deputy Clerk Cindy Stuchl. Absent: Trustee Michael Mistele.

3. APPROVAL OF MINUTES

Approval of the minutes of the Regular Finance/Administration Committee held on Monday, November 13, 2017 were deferred until the February joint Committee of the Whole meeting.

4. DISCUSSION – Liquor License Fees – Nail Salons

Deputy Clerk Stuchl discussed a request from Magic Nails to be able to serve alcohol to patrons receiving nail services. This would require a new liquor license classification to be established. Deputy Clerk Stuchl obtained preliminary approval from Mayor Trilla and Liquor Control Commissioner Oggerino to proceed. Our Village attorney has drafted a preliminary ordinance that would establish the new license. The new classification would pertain to hair and nail salons only (no tanning salons, massage parlors, etc.)

Deputy Clerk Stuchl researched what other towns were charging for this classification and \$1,500 was in the middle between Burr Ridge and Hinsdale's fees and was included in the draft ordinance. The potential number of licenses in this category would be 13 as that is the total in-town salons currently. Chairwoman Berglund asked if we could set the number of licenses at 4; Deputy Clerk Stuchl replied that typically when ordinances such as these are passed the number of licenses is set at zero, and as businesses apply for them the ordinance is amended to change the number of licenses. Some items that would need to be clarified in the draft ordinance include hours of operation and adding Sundays. Discussion was held about setting the hours to 7 days a week from noon – 8:00 pm.

Staff is looking for direction on how to proceed. Chairwoman Berglund thinks we should move forward and have the attorney revise the ordinance according to this discussion and then the changes would need to be discussed and approved by the Village Board. Staff will begin working on an ordinance modification to be brought forth to the full board at the next Village board meeting. No letters will go out to the salons until after the Village Board approves the ordinance, if at all.

5. APPROVAL – Personnel Manual Revision: Sexual Harassment Policy

Director Dittman presented a modification to the Village's existing sexual harassment policy that is required by Public Act 100-0554, which was signed into law by Gov. Rauner on November 16, 2017. The changes are noted on the attached document in yellow highlights and include such things as: clarification on how to file a complaint; a prohibition on retaliation, including availability of protection under the Whistleblower Act; consequences for knowingly filing a false complaint; and the addition of textual/electronic means to the definition of harassment. Language was also added to address harassment by non-employees such as vendors, officials, agents and customers.

The revised policy must be adopted by January 15, 2018 according to the new law. The Committee agreed that the modification should be brought forth to the Village Board at tonight's Village board meeting.

6. REPORT – Monthly Disbursement Reports – November & December 2017

The Committee reviewed and accepted the disbursement reports for the months of November and December and key items are highlighted below:

- Total cash outlay for all Village funds – \$1,871,239 & \$1,017,934. Fiscal Year to Date is \$11,643,842. Includes handwritten checks for \$861,150.55 (November) for payments to Clauss Brothers, LJ Morse, MB Financial & UMB Bank (Willow Pond, police dept., and bond payments) and \$170,244 (December) for Fer-Pal Construction.
- Payroll monthly total for active employees including all funds - \$298,513 and \$327,583 (2 payrolls each month). December also includes the safety incentive payout. The average payroll for the year was \$155,286, which is a 6.01% increase from the prior fiscal year. Chairwoman Berglund inquired why the increase was so high. Director Dittman explained that the payrolls contain not only the union and non-union increases of 2.5%, but also retirement payouts of accumulated time as well as overlapping time of police chiefs and sergeants before their retirements.
- Average daily outlay of cash for all Village funds: \$62,375 and \$32,837. Average monthly cash outlay for all Village funds fiscal year to date (YTD): \$1,455,480. Daily average fiscal YTD: \$47,593.
- Average daily expenditures for the General Fund only: \$43,060 & \$21,898. Fiscal YTD average is \$31,332 which is a 29.45% increase from the prior year. The increase is due to the General Fund transfers out to the LAFER Fund to cover the police department renovation, now that the bond proceeds have been exhausted.

7. REPORT – Sales Tax, Business District 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 December 31, 2017 (unaudited):

- Sales tax receipts - \$361,826 (Nov) and \$334,582 (Dec) up 1.85% from the prior year. Trending 6.5% over budget.
- Business District sales tax receipts - \$40,727 (Nov) and \$36,779 (Dec). This is a new report which shows collections of the 1.0% sales tax collected in the Village's new business district. The revenue comes from only the Town Center side as only those businesses are currently open. 56.57% of the annual budget has been collected (and 66.67% of the fiscal year has been completed).
- Income Tax receipts - \$50,580 (Nov) and \$44,530 (Dec) down 4.41% compared to the prior year, 10.5% under budget. The state of Illinois is no longer in arrears in payments, however we are now feeling the effects of the recent state legislation which included a 10% reduction in income tax, which is about \$86,254 annually.
- Utility tax receipts - \$69,376 (Nov) and \$73,501 (Dec) down 3.97% from the prior year, 6.3% under budget, consisting of:
 - Telecomm tax - down 7.09%
 - Northern IL gas - up 5.16%

- ComEd - down 3.84%
- Places of Eating Tax receipts - \$40,921 (Nov) and \$40,544 (Dec) down 3.08% compared to the prior year, trending 0.02% over budget.
- Fines - \$9,357 (Nov) and \$10,790 (Dec) up 6.86% compared with the prior year, 34.84% over budget. Fines come from County distributions and also local fine tickets written by Village police officers.
- Red Light Fines – \$51,165 (Nov) and \$50,575 (Dec) down 22.47% from the prior year receipts, trending 0.4% under budget. The Rt. 83/63rd St. intersection went live on 9/26/17.
- Building Permit receipts - \$43,295 (Nov) and \$11,428 (Dec) down 12.44% from the prior year, 78.09% above budget.
- Water sales receipts - \$320,151 (Nov) and \$329,836 (Dec) down 7.58% from the prior year, 7.66% below budget. The large decline from Sept 2016 to Sept 2017 is due to a \$181,000 catch up bill issued in Sept 2016 to a shopping center that experienced a huge leak, and that billing is non-recurring. Revenues have generally normalized since the MTU replacement project concluded and we are seeing far fewer “catch-up” bills than in the past year.
- Hotel/Motel Tax receipts - \$21,655 (Nov) and \$17,117 (Dec) up 2.19% compared with the prior year. The revenue is trending at 6.6% higher than budget. Three of the four hotels are open and active.
- Motor Fuel Tax receipts - \$18,870 (Nov) and \$19,231 (Dec) up 1.41% compared with the prior year, 0.2% above budget.

Motion to approve the Monthly Disbursement reports and Revenue reports was made by Chairwoman Berglund. Motion carried.

8. VISITOR’S BUSINESS

There were no visitors present at the meeting.

9. COMMUNICATIONS

There were no communications.

10. ADJOURNMENT

Motion to adjourn at 6:13 p.m. was made by Chairwoman Berglund. Motion carried.

(Minutes transcribed by: Carrie Dittman, 1/17/2018)

MINUTES OF THE REGULAR MEETING OF THE MUNICIPAL SERVICES
COMMITTEE OF THE VILLAGE OF WILLOWBROOK HELD ON MONDAY,
NOVEMBER 13, 2017 AT THE VILLAGE HALL, 835 MIDWAY DRIVE, IN
THE VILLAGE OF WILLOWBROOK, DUPAGE COUNTY, ILLINOIS

1. CALL TO ORDER

Chairman Michael Mistele called the meeting to order at 5:30 PM.

2. ROLL CALL

Those present at roll call were Chairman Michael Mistele, Trustee Paul Oggerino, and Village Administrator Tim Halik. Absent: None.

3. APPROVAL OF MINUTES

- a) After review of the draft minutes from the September 11, 2017 regular meeting of the Municipal Services Committee, Chairman Michael Mistele made a motion to approve the minutes as presented. Trustee Paul Oggerino seconded the motion. Motion Carried

4. REPORT – 75th Street Water Main Lining Project: Status Update

Administrator Halik shared technical information relating to the water main lining process received from the contractor, and also provided an update on the project. Halik advised that the work is progressing utilizing two contractors; Sunset Sewer & Water will excavate the lining pits, and also each hydrant tap location. Fer-Pal will then complete the lining process. Halik advised that given the proximity of the project to Hinsdale South High School and increased foot traffic from students, all excavated pits will be covered with steel plates at the end of each work day to ensure no hazard exists. Halik also shared that P.W. crews are monitoring the projected overnight low temperatures, since the temporary bypass water services to the affected homes are merely run on the ground and will be susceptible to freezing if temps drop too low. Staff has recommended to residents that they leave a water fixture slightly open in their lowest level to guard against freezing lines, since the temporary bypass water is unmetered, so they will not receive a bill for the used water. Halik hopes the project could be completed within 2 to 3 weeks, depending on weather and other delays.

5. REPORT – Kingery & 63rd Street STP Lighting Project: Status Update

Administrator Halik reminded the Committee that the Village previously applied for and was awarded grant funding through the Federal Surface Transportation Program to install both intersection and approach lighting at the Illinois Route 83 and 63rd Street intersection. Halik advised that Kingery Highway is a state road, and the intersection does not currently meet warrant requirements for lighting. Therefore, our requests over the years for IDOT to install lighting have been denied. Ultimately, it was decided that available grant opportunities to install the improvement would be considered. The total estimated cost of this project was \$521,730. The grant award will cover 70% of the eligible costs of the project not to exceed \$365,211, with the Village's local share amount being \$156,519. Halik advised that the project was included on IDOT's March 3, 2017 bid letting. The low

bidder at that time was H&H Electric Company in the amount of \$345,048.10. Project bids came in significantly lower than expected. The contract was awarded on April 14, 2017 and the contract signed on April 27, 2017. A preconstruction meeting was held on May 16, 2017. It was expected that the project would commence in June of 2017 and be substantially completed by September of 2017. However, at the pre-con meeting, H&H Electric submitted a request for a 120-day time extension for delay of start, which is permissible under IDOT regulations. Therefore, the start of construction on this project was delayed until October 2017, with a new expected completion date of Spring 2018. However, work did not commence in October. As a result, working days are being charged to the project as of October 10, 2017 (there are 90 work days included for this project). On November 1, 2017, staff received notification from H&H that they will try to begin the project the week of November 13th.

6. REPORTS – Municipal Services Department

- a. Administrator Halik reviewed the monthly permit activity reports for both the month of September and October 2017. Halik advised that the Village received about \$47,000 in permit revenue for the month of September, and about \$60,000 in October. Halik advised that for the first six months of the 2017/18 fiscal year, the department has brought in a total of 122.79% of the budgeted revenue.
- b. Administrator Halik shared the water system pumpage report for August and September 2017. The report indicates that the Village pumped 33,061,000 gallons of water in the month of August, and 33,220,000 in the month of September. The total amount of water pumped so far in the 2017/18 fiscal year is about .68% below the amount of water pumped in the same time period of the previous year. However, we are still on track to meet the 350,000,000 pumpage projection for the year.
- c. Administrator Halik shared the September 2017 scavenger report, and advised that the report was for informational purposes only.
- d. Administrator Halik shared the September 2017 Clarke Mosquito Abatement Program Report, and advised that the report was for informational purposes only.

7. VISITOR'S BUSINESS

(None)

8. COMMUNICATIONS

Administrator Halik shared a Tribune Investigation Report recently published, entitled, "The Water Drain. Same Lake, Unequal Rates." The Committee discussed some of the reasons why water rates between jurisdictions differ.

9. ADJOURNMENT

Motion to adjourn was made by Chairman Mistele and seconded by Trustee Oggerino. The meeting was adjourned at 6:16 PM.

(Minutes transcribed by: Tim Halik, 1/3/18)

MINUTES OF THE REGULAR MEETING OF THE MUNICIPAL SERVICES
COMMITTEE OF THE VILLAGE OF WILLOWBROOK HELD ON MONDAY,
JANUARY 8, 2018 AT THE VILLAGE HALL, 835 MIDWAY DRIVE, IN THE
VILLAGE OF WILLOWBROOK, DUPAGE COUNTY, ILLINOIS

1. CALL TO ORDER

Trustee Terrence Kelly called the meeting to order at 5:30 PM.

2. ROLL CALL

Those present at roll call were Trustee Terrence Kelly, and Village Administrator Tim Halik.
Absent: Chairman Paul Oggerino.

3. APPROVAL OF MINUTES

- a) It was decided that since the previously assigned members of the Municipal Services Committee, specifically Trustees Mistele and Oggerino, were not in attendance at tonight's meeting, no current member of the Municipal Services Committee could attest to the accuracy of the draft minutes. Therefore, it was agreed that the draft meeting minutes of the November 13, 2017 regular meeting of the Municipal Services Committee will be reviewed and approved at the scheduled joint committee meeting to review the proposed FY 2018/19 Budget which will take place on February 19, 2018. No vote taken on the draft minutes.

4. REPORT – Kingery & 63rd Street STP Lighting Project: Status Update

Administrator Halik advised that this item is intended to provide an update on the project. Halik shared that the Village previously applied for and was awarded grant funding through the Federal Surface Transportation Program to install both intersection and approach lighting at the Illinois Route 83 and 63rd Street intersection. Kingery Highway is a state road, and the intersection does not currently meet warrant requirements for lighting. Therefore, our requests over the years for IDOT to install lighting have been denied. Ultimately, it was decided that available grant opportunities to install the improvement would be our best chance of getting the work completed. Halik advised that the engineer's total estimated cost of this project was \$521,730. Therefore, the grant will cover 70% of the eligible costs of the project not to exceed \$365,211, with the Village's local share amount being \$156,519. The project was included on IDOT's March 3, 2017 bid letting. The low bidder at that time was H&H Electric Company in the amount of \$345,048.10. Project bids came in significantly lower than expected. The contract was awarded on April 14, 2017 and the contract signed on April 27, 2017. A preconstruction meeting was held on May 16, 2017. It was expected that the project would commence in June of 2017 and be substantially completed by September of 2017. However, at the pre-con meeting, H&H Electric submitted a request for a 120-day time extension for delay of start, which is permissible under IDOT regulations. Therefore, the start of construction on this project was delayed until October 2017, with a new expected completion date of Spring 2018. Unfortunately, work did not commence in October. As a result, working days are being charged to the project as of October 10, 2017. On November 1, 2017, we received notification from H&H that they will try to begin the project the week of November 13th.

The contract for this project includes a total of ninety work days. Thirty-one work days have been charged so far. However, IDOT specifications preclude charging work days from December 1 until May 1 during the winter shutdown period. The project officially began on November 30th, and H&H has made some good progress prior to the onset of the extreme cold. They completed the light pole foundation installations at the northwest and southwest corners of the project. They have also installed the underground wiring in those areas as well. They are currently working on the southeast corner of the project. We anticipate that the new poles would be energized perhaps early March at the current rate of progress. Halik advised that copies of the Weekly Progress Report No.'s 1 through 11 are included in the packet. Trustee Kelly thanked Halik for the update and advised that he reviewed each weekly progress report.

5. REPORTS – Municipal Services Department

- a. Administrator Halik reviewed the monthly permit activity reports for both the month of November and December 2017. Halik advised that the Village received about \$43,000 in permit revenue for the month of November, and about \$12,000 in December. Halik advised that for the first eight months of the 2017/18 fiscal year, the department has brought in a total of 145% of the budgeted revenue.
- b. Administrator Halik shared the water system pumpage reports for October and November 2017. The reports indicate that the Village pumped 27,807,000 gallons of water in the month of October, and 25,066,000 in the month of November. The total amount of water pumped so far in the 2017/18 fiscal year is about .81% below the amount of water pumped in the same time period of the previous fiscal year. However, we are still on track to meet the 350,000,000 pumpage projection for the year.
- c. Administrator Halik shared the October and November 2017 scavenger reports, and advised that the reports were for informational purposes only.

6. VISITOR'S BUSINESS

(None)

7. COMMUNICATIONS

(None)

9. ADJOURNMENT

Motion to adjourn was made by Trustee Kelly. The meeting was adjourned at 6:01 PM.

(Minutes transcribed by: Tim Halik, 2/6/18)

MINUTES OF THE REGULAR MEETING OF THE PARKS AND RECREATION COMMISSION
HELD ON TUESDAY, DECEMBER 5, 2017, AT THE VILLAGE HALL, 835 MIDWAY DRIVE,
WILLOWBROOK, DUPAGE COUNTY, ILLINOIS

1. CALL TO ORDER

Chairman Richard Cobb called the meeting to order at the hour of 7:03 p.m.

2. ROLL CALL

Those present at roll call were Chairman Richard Cobb, Commissioners Lorraine Grimsby, Catherine Kaczmarek, Ronald Kanaverskis, Laurie Landsman, and Doug Stetina.

ABSENT: Commissioner Robert Pionke and at time of Roll Call: Commissioner Carol Lazarski.

Also present were Village Trustee Sue Berglund and Temporary Interim Superintendent of Parks and Recreation John Fenske.

A QUORUM WAS DECLARED

***NOTE: Commissioner Lazarski arrived at 7:05 p.m.

3. APPROVAL OF MINUTES – NOVEMBER 7, 2017

The Commission reviewed the November 7, 2017 minutes.

MOTION: A Motion was made by Commissioner Landsman and seconded by Commissioner Grimsby approve the November 7, 2017 minutes as presented.

ROLL CALL VOTE: AYES: Chairman Cobb, Commissioners Grimsby, Kaczmarek, Kanaverskis, Landsman, Lazarski, and Stetina. NAYS: None. ABSENT: Commissioner Pionke.

MOTION DECLARED CARRIED

4. REPORTS

a. Master Plan Update

Interim Superintendent Fenske related that Design Perspectives turned in all paperwork that will need to be submitted for reimbursement under the OSLAD grant. The reimbursement money should be received by March of 2018.

b. Sponsorship Policy

Interim Superintendent Fenske reviewed the memo sent by Village Administrator Tim Halik reference the Village Board's position on the policy. He advised that the policy will not affect sponsorships that are received for the 5K race and various functions held throughout the year. Sponsorships of park amenities will be handled on a case by case basis.

Chairman Cobb asked what the Village Board's opinion of the sponsorships was. Trustee Berglund advised that the Board was not in favor of the sponsorships of park amenities but was in favor of either memorial bricks or a board at the new parks building.

Commissioner Kanaverskis recommended starting a foundation to place any donations for future use.

c. Park Maintenance Update

Interim Superintendent Fenske advised that all of the parks have been winterized, picnic tables have been removed. The fountain at Prairie Trail Park has been removed by the fountain vendor, who will be storing it for the winter and reinstalling in the spring.

The power has been turned on at Willow Pond Park and the splash pad was tested and winterized.

5. DISCUSSION

a. Little Library at Lake Hinsdale Park

Interim Superintendent Fenske reviewed information pertaining to free libraries. Chairman Cobb advised that this amenity should be looked at again in the future for one of the other parks in town.

b. Survey Results – Dog in Parks

Commissioner Kanaverskis advised that he is opposed to dogs being allowed in the parks because of safety and health issues. There are responsible pet owners and there are non-responsible pet owners. Even if signs are posted to pick up after your dogs, there are people that do not follow the rules.

Commissioner Lazarski also opposes dogs in the parks for the same reasons. Commissioner Lazarski added that when this issue had been discussed in the past, there was a resident who spoke and was upset about letting dogs in the parks.

Commissioner Stetina related that several communities surrounding Willowbrook allow dogs in the parks and do not have any problems. Commissioner Stetina is in favor of allowing leashed dogs in the parks.

Commissioner Landsman is also in favor of allowing leashed dogs in the parks. Commissioner Landsman indicated that the park survey is showing that residents are also in favor of it. Commissioner Lazarski

advised that the survey is showing 50/50. Interim Superintendent Fenske advised that the 50/50 rating was in the general Willowbrook Citizen Survey, not the Parks Master Plan survey.

Commissioner Landsman stated that most pet owners are responsible. Commissioner Kanaverskis questioned then how do you handle the irresponsible ones.

Commissioner Grimsby stated that she has witnessed numerous people walking their dogs and do not pick up after them.

Commissioner Kaczmarek advised that she has also witnessed “responsible” dog owners that do not pick up after their pets. Commissioner Kaczmarek stated that she has seen people with dogs in Borse Park watching a softball game and acknowledges that it is hard to enforce. Commissioner Kaczmarek related that the people wanting dogs allowed in the parks are the ones that need to be in the park to watch a game. Commissioner Kaczmarek stated that she is in the middle on this topic.

Interim Superintendent Fenske stated that in the Parks Master Plan survey, 8.4% of the respondents are in favor of a dog park. There are random comments related to allowing leashed dogs in the parks. There are also random comments against it. Interim Superintendent Fenske advised that he notifies the softball leagues that dogs are not allowed in the parks. People still bring the dogs with. Interim Superintendent Fenske related that if the dogs are under control and are picked up after, he is ok with them in the parks. He advised that people will still bring dogs in the park whether they are allowed or not.

Commissioner Landsman related that the freedom to bring the family dog to a family event at the park is important. Commissioners Kanaverskis and Lazarski stated that there will also be families that will not take their kids to the park because there are too many dogs.

Chairman Cobb suggested that one park that has the least number of children who use the park be designated as a dog-friendly park on a trial basis. Commissioner Lazarski stated that what will work for one park might not work in another park. Chairman Cobb related that he does not want to see dogs ever allowed into Borse Park.

Chairman Cobb related that there is no consensus of the Parks Commissioners for or against allowing dogs in the parks.

Trustee Berglund stated that she has also witnessed pet owners not picking up after their dogs in Prairie Trail Park, even though there are waste bags available near by.

Interim Superintendent Fenske stated that the citizen survey has been sent to residents and there is a question reference leashed dogs in the parks. Chairman Cobb advised that he would like to see the results of the survey before making any decisions.

c. Holiday Party – December 17, 2017

Interim Superintendent Fenske advised that as of today, there are 108 kids signed up. Commissioners Stetina and Landsman picked up the Santa gifts. Banners were placed in the parks on November 27th.

Chairman Cobb requested that a photo display be placed at the party to advertise the 5K Race and to highlight the renovations done at Willow Pond and the upcoming grand reopening.

d. Spring Fling 5K – May 6, 2018

Commissioner Kaczmarek reached out to Hinsdale Magazine for advertisement since the magazine is sent to Willowbrook residents. The cost for a ¼ page ad is \$600. Commissioner Kaczmarek also made a recommendation of hiring a band instead of a DJ. Commissioner Kaczmarek requested a budget for the race in order to begin planning.

e. Willow Pond Grand Opening

Chairman Cobb requested a budget for the grand opening in order to begin planning.

6. VISITORS' BUSINESS

None presented.

7. COMMUNICATIONS

None presented.

8. ADJOURNMENT

MOTION: Made by Commissioner Stetina, seconded by Commissioner Lazarski to adjourn the meeting at the hour of 8:36 p.m.

ROLL CALL VOTE: AYES: Chairman Cobb, Commissioners Grimsby, Kaczmarek, Kanaverskis, Landsman, Lazarski, and Stetina. NAYS: None. ABSENT: Commissioner Pionke.

MOTION DECLARED CARRIED

PRESENTED, READ and APPROVED,

February 6, 2018

Chairman

Minutes transcribed by Executive Secretary Cindy Stuchl.

MINUTES OF THE REGULAR MEETING OF THE PARKS AND RECREATION COMMISSION
HELD ON TUESDAY, JANUARY 9, 2018, AT THE VILLAGE HALL, 835 MIDWAY DRIVE,
WILLOWBROOK, DUPAGE COUNTY, ILLINOIS

1. CALL TO ORDER

Chairman Richard Cobb called the meeting to order at the hour of 7:00 p.m.

2. ROLL CALL

Those present at roll call were Chairman Richard Cobb, Commissioners Lorraine Grimsby, Catherine Kaczmarek, Ronald Kanaverskis, Laurie Landsman, Carol Lazarski, Robert Pionke, and Doug Stetina.

ABSENT: None.

Also present was Temporary Interim Superintendent of Parks and Recreation John Fenske.

A QUORUM WAS DECLARED

3. APPROVAL OF MINUTES – DECEMBER 5, 2017

The Commission reviewed the December 5, 2017 minutes. Commissioner Lazarski requested that wording be removed under Discussion Item 5a – Little Library at Lake Hinsdale Park.

Chairman Cobb related that minutes be redone concerning Discussion Item 5b – Survey Results – Dog in Parks and include more comments that were said by the commission members.

Approval of this item is tabled until the February 6, 2018 Parks and Recreation Commission meeting.

4. REPORTS

a. 2017 Children's Holiday Party

Interim Superintendent Fenske related that overall, this year's party was a big success. There were approximately 160 children in attendance. Overall, approximately 350 people including adults. Interim Superintendent Fenske made a suggestion to limit the number of kids in the future. Chairman Cobb advised that he is against that concept.

Commissioner Landsman stated that new procedures need to be used when lining the children up to get their gifts. Suggestion was made to remove some of the tables while the entertainment is going on to clear the area.

Since the party has become larger with more attendance, a suggestion was also made to adjust the timing of the event and entertainment. Interim Superintendent Fenske advised that there is access to the cafeteria from 12:00 p.m. – 5:00 p.m.

Commissioner Landsman requested that additional funds be placed in the budget for gifts because of the increased number of participants.

260 pounds of donated food was delivered to HCS Family Services. Extra gifts were also brought to HCS and to Walgreens Toys for Tots.

5. MOTION TO APPROVE – 2018-2022 Comprehensive Parks and Recreation Master Plan

Commissioner Kanaverskis advised that all suggestions that were recommended by the commissioners during discussions with Design Perspectives was incorporated into the final plan. Interim Superintendent Fenske advised that after this plan is approved as is, any changes can be made as necessary in the future.

Commissioner Stetina stated that park equipment geared towards seniors needs to be addressed.

Interim Superintendent Fenske related that the Master Plan will be presented to the Village Board on January 22, 2018 for their approval.

MOTION: A Motion was made by Commissioner Grimsby and seconded by Commissioner Kanaverskis to approve the 2018-2022 Comprehensive Parks and Recreation Master Plan as presented and forward to the Village Board for adoption.

ROLL CALL VOTE: AYES: Chairman Cobb, Commissioners Grimsby, Kaczmarek, Kanaverskis, Landsman, Lazarski, Pionke, and Stetina. NAYS: None. ABSENT: None.

MOTION DECLARED CARRIED

6. DISCUSSION

a. Spring Fling 5K – Sunday, May 6, 2018

Interim Superintendent Fenske related that it had been commented that the petting zoo did go over very well last year. Suggestions included a zip line or climbing wall.

The Event Brite website is up and running. Tickets are not available yet because a benefactor needs to be decided. Commissioner Pionke advised that the race has not made a profit and Mayor Trilla had mentioned that money should not be given away from Village funds for the charities.

Suggestions were made to have awards or prizes for different age groups. Interim Superintendent Fenske advised that gift certificates were donated last year and were given to the male and female winners of the 5K and Kids 1-mile fun run.

Commissioner Kaczmarek suggested placing an ad in the Hinsdale Magazine. The cost for a ¼ page ad is \$649 for one issue.

Commissioner Pionke also stated that Facebook needs to also be relooked at.

Commissioner Kaczmarek advised that she has contacted Red Bull. They will have an ambassador at the race to pass out samples. Commissioner Kaczmarek also stated that she spoke to a sparkling water company, Spindrift, they will also have a tent and provide samples.

Interim Superintendent Fenske advised that he will be mailing the sponsorship letters to businesses in the next week.

b. Willow Pond Grand Opening – Saturday, June 9, 2018

Commissioner Pionke suggested that when the sponsor letters go out for the 5K Race, combine it with donation requests for the grand opening. Chairman Cobb, Commissioner Grimsby, and Commissioner Stetina have volunteered to be on the Grand Opening Committee.

Interim Superintendent Fenske advised that he will be checking with the building owners next to Giordano's for use of the parking lots. He will be working with the Willowbrook Police Cadets on traffic control for Plainfield Road. Interim Superintendent Fenske stated that there will be a fishing tournament incorporated into the event.

Chairman Cobb stated that food will need to be included in the planning. Suggestions for grilling hot dogs, or having Chick-fil-A and/or Jimmy Johns providing food.

Commissioner Kanaverskis suggested that a DJ also be hired.

c. Easter Egg Hunt – Saturday, March 31, 2018

Interim Superintendent Fenske advised that he will be ordering the eggs in the middle of February. It was recommended to have people register through the Event Brite website.

Commissioner Pionke suggested having a computer tablet available at the event for walk ups.

7. VISITORS' BUSINESS

None presented.

8. COMMUNICATIONS

Interim Superintendent Fenske provided a copy of a letter received from HCS Family Services thanking the Commission for the donated food and toys.

Interim Superintendent Fenske advised that all the paperwork has been completed for the reimbursement of the OSLAD Grant and will be submitted within the next couple weeks.

Interim Superintendent Fenske stated that the Public Works Department has begun work on gutting the interior of the Community Resource Center.

9. ADJOURNMENT

MOTION: Made by Commissioner Stetina, seconded by Commissioner Lazarski to adjourn the meeting at the hour of 8:28 p.m.

ROLL CALL VOTE: AYES: Chairman Cobb, Commissioners Grimsby, Kaczmarek, Kanaverskis, Landsman, Lazarski, Pionke, and Stetina. NAYS: None. ABSENT: None.

MOTION DECLARED CARRIED

PRESENTED, READ and APPROVED,

February 6, 2018

Chairman

Minutes transcribed by Executive Secretary Cindy Stuchl.

VILLAGE OF WILLOWBROOK, IL
PUBLIC SAFETY COMMITTEE
MINUTES
DECEMBER 18, 2017

MINUTES OF THE SPECIAL MEETING OF THE PUBLIC SAFETY COMMITTEE OF THE VILLAGE OF WILLOWBROOK HELD ON DECEMBER 18TH, 2017 AT 5:30 P.M. AT THE WILLOWBROOK POLICE DEPARTMENT, 7760 QUINCY STREET, IN THE VILLAGE OF WILLOWBROOK, DU PAGE COUNTY, ILLINOIS.

CALL TO ORDER

Chairman Terrence Kelly called the meeting to order at 5:30 p.m.

ROLL CALL

In attendance at this meeting were: Chairman Terrence Kelly, Village Trustee Sue Berglund, Police Chief Robert Pavelchik, Deputy Police Chief Robert Schaller, Assistant to the Village Administrator Garrett Hummel.

1. REVIEW NOVEMBER 10TH, 2017 PUBLIC SAFETY COMMITTEE MEETING MINUTES.
A motion was made by Trustee Berglund, seconded by Chairman Kelly, to approve the Public Safety Committee minutes of the November 10, 2017 meeting. There were no additions, deletions or corrections to the minutes; the motion was unanimously approved by voice vote.
2. REVIEW PROPOSAL TO CONTRACT WITH ADVANCED WIRING SOLUTIONS.
Deputy Chief Schaller presented information to the Committee on the need for an audio monitoring system in the lockup area of the Willowbrook Police station. He explained that prior to the station remodel such a system existed but that it was antiquated and it was removed during the remodel. This system is required for the safe monitoring of persons in custody. Two proposals were presented with the lower proposal being Advanced Wiring Solutions. Trustee Kelly questioned the warrantee clause in section 4 of the contract and indicated that he would double check with the Village Attorney before tonight's Village Board meeting. The Committee forwards this proposal to the full Board for approval.
3. DISCUSSION – PANIC ALARMS.
Garrett Hummel presented information to the Committee on a proposal to install safety alarm systems in both the Village Hall and Police station. He explained that prior to the construction of the new Village Hall there was a "panic alarm" button in the old Village Hall front office that could alert police officers in case of an emergency in the Village Hall. This proposal would install an alarm system in both buildings that will go directly to our dispatch facility DUCOMM in case of emergency. Trustee Kelly asked if perhaps a couple of extra alarm fobs could be utilized for employees leaving either facility late/after dark; Garrett will look into the cost. The Committee forwards this proposal to the full Board for approval.
4. REVIEW WEEKLY PRESS RELEASES – INFORMATION.
The Committee members reviewed the weekly press releases for the November 6 to December 10, 2017, period, noting the counterfeit currency arrests of November 26 and the burglary to motor vehicles at Midtown Athletic Club on November 16.

5. REVIEW OVERTIME REPORT FOR 11/06/2017–12/03/2017 - INFORMATION.
The Committee members reviewed the overtime summary for the periods listed; Trustee Kelly took note of the holiday pay number (Thanksgiving 2-day holiday).
6. REVIEW MONTHLY EXPENDITURE REPORT FOR NOVEMBER 2017 – INFORMATION.
The Committee members reviewed the monthly expense report and budget summary for the Fiscal Year 2017-18 through November 30, 2017. The budget is 58% executed with no major anomalies observed to date. Trustee Kelly asked about the Accreditation line item; Chief Pavelchik explained that D/C Schaller and Officer Lauren Kaspar attended the CALEA conference for the training and that our re-accreditation is approaching.
7. REVIEW MONTHLY OFFENSE SUMMARY REPORT FOR NOVEMBER 2017 - INFORMATION.
The Committee members reviewed the November 2017 offense summary with no comments or questions.
8. REVIEW LETTER(S) OF RECOGNITION AND APPRECIATION – INFORMATION.
 - Officer Jose Lopez *Officer Lopez received a hand written thank you note from a citizen, thanking him for his “quick, kind and calming service”.*
 - Officer Dave Gaddis
 - Officer Dylan Trainor
 - Officer Christine Robles
Officers Gaddis, Trainor and Robles were presented a Departmental Recognition for their actions of November 20, 2017 on a high-risk gun threat call and arrest.
9. DISCUSSION ITEMS
 - Chief Pavelchik MOU. *Chief Pavelchik explained that the police union took a full year to sign off on a memorandum of understanding on travel reimbursement but it was finally signed last week so no action by this Committee is necessary.*
 - Request for Approval – Local Adjudicator. *The Committee continued a discussion from the November meeting on whether or not to solicit proposals for a new local adjudicator for the red-light camera hearings. Chief Pavelchik asked the Committee what criteria for experience might be needed for the proposal and how the Committee would like to handle the vetting process. Chairman Kelly asked how the current adjudicator is working out? Chief Pavelchik and D/C Schaller both explained that the current vendor works well in our system, our staff is very happy with his work, he is nice to the people who come to hearings; basically, the process is running well and under budget. Trustee Kelly offered that if it isn't broken, why fix it? The Chief, D/C Schaller and Trustee Berland concurred so the Committee recommends no change to the local adjudication vendor.*
 - Stop Arm Violation Cameras on School Buses. *Chief Pavelchik explained to the Committee that he is in discussions with Gower School District 62 Superintendent Victor Simon regarding installing camera systems on the Gower busses to record stop-arm violations. He explained that Illinois law allows for camera enforcement of these violations, similar to the red-light camera violations. The Village's red-light vendor has systems available so a discussion will continue on this topic.*
 - Liquor Enforcement. *Chief Pavelchik informed the Committee that PD staff is conducting an enforcement detail at licensed liquor establishments tonight. D/C Schaller told the Committee that this evening two liquor establishments have sold to a minor.*

10. * VISITOR'S BUSINESS (Public comment is limited to three minutes per person).
There were no visitor's present to comment.
11. ADJOURNMENT
*A motion was made by Trustee Berglund, seconded by Chairman Kelly, to adjourn the meeting.
Meeting adjourned at 6:10 p.m.*

NEXT MEETING SCHEDULED JANUARY 8TH, 2018 AT 5:30 P.M.

VILLAGE OF WILLOWBROOK
PUBLIC SAFETY COMMITTEE
MINUTES
JANUARY 8, 2018

MINUTES OF THE PUBLIC SAFETY COMMITTEE OF THE VILLAGE OF WILLOWBROOK HELD ON JANUARY 8TH, 2018 AT 5:30 P.M. AT THE WILLOWBROOK POLICE DEPARTMENT, 7760 QUINCY STREET, IN THE VILLAGE OF WILLOWBROOK, DU PAGE COUNTY, ILLINOIS.

CALL TO ORDER

Chairperson Gayle Neal called the meeting to order at 5:33 p.m.

ROLL CALL

In attendance at this meeting were: Chairperson Gayle Neal, Police Chief Robert Pavelchik and Deputy Chief of Police Robert Schaller.

1. REVIEW DECEMBER 18TH, 2017 PUBLIC SAFETY COMMITTEE MEETING MINUTES.
The minutes of the December 18, 2007, Public Safety Committee were not reviewed or approved as that action will occur at a February 2018 Village budget meeting when the Trustees who attended the December meeting will be present.
2. REVIEW WEEKLY PRESS RELEASES – INFORMATION.
Chairperson Neal noted that no press-worthy items were included.
3. REVIEW OVERTIME REPORT FOR 12/04/2017–12/31/2017 - INFORMATION.
Chairperson Neal reviewed the monthly overtime report.
4. REVIEW MONTHLY EXPENDITURE REPORT FOR DECEMBER 2017 – INFORMATION.
Chairperson Neal reviewed the monthly expenditures and budget summary.
5. REVIEW MONTHLY OFFENSE SUMMARY REPORT FOR DECEMBER 2017 - INFORMATION.
Chairperson Neal discussed the offense summary with the Chief and Deputy Chief.
6. DISCUSSION ITEMS
 - Resolution recognizing Officer John Handzik for 25 years of service.
Officer Handzik's service resolution will be on tonight's Village Board agenda.
7. * VISITOR'S BUSINESS (Public comment is limited to three minutes per person).
There were no visitors to this meeting.

8. ADJOURNMENT

Chairperson Neal adjourned the meeting at 5:52 pm.

THE NEXT PUBLIC SAFETY COMMITTEE MEETING IS SCHEDULED FOR MONDAY,
FEBRUARY 12TH, 2018 AT 5:30 P.M.