

A G E N D A

REGULAR MEETING OF THE PRESIDENT AND BOARD OF TRUSTEES OF THE VILLAGE OF WILLOWBROOK TO BE HELD ON MONDAY, MAY 23, 2011, AT 7:00 P.M. AT THE VILLAGE HALL, 7760 QUINCY STREET, IN THE VILLAGE OF WILLOWBROOK, DUPAGE COUNTY, ILLINOIS

1. CALL TO ORDER
2. ROLL CALL
3. PLEDGE OF ALLEGIANCE
4. OMNIBUS VOTE AGENDA
 - a. Waive Reading of Minutes (APPROVE)
 - b. Minutes - Special Board Meeting - May 4, 2011 - (APPROVE)
 - c. Minutes - Regular Board Meeting - May 9, 2011 - (APPROVE)
 - d. Warrants - \$208,972.17 - May 23, 2011 - (APPROVE)
 - e. A Resolution Authorizing the Village President and the Village Clerk to Accept a Proposal From Konica Minolta for the purchase of a Konica Minolta BizHub C652ds Color Copier System - (ADOPT)

NEW BUSINESS

5. VISITOR'S BUSINESS (Public comment is limited to three minutes per person on agenda items only)
6. A RESOLUTION APPOINTING A DELEGATE AND ALTERNATE DELEGATE TO THE INTERGOVERNMENTAL RISK MANAGEMENT AGENCY ("IRMA")
7. AN ORDINANCE AMENDING THE VILLAGE CODE OF THE VILLAGE OF WILLOWBROOK - TITLE 1, CHAPTER 5, SECTION 1-5-2 - MEETINGS OF THE BOARD
8. A RESOLUTION ADOPTING THE VILLAGE OF WILLOWBROOK IDENTITY PROTECTION POLICY EFFECTIVE JUNE 1, 2011

OLD BUSINESS

9. COMMITTEE REPORTS
10. ATTORNEY'S REPORT

11. CLERK'S REPORT
12. ADMINISTRATOR'S REPORT
13. PRESIDENT'S REPORT
14. EXECUTIVE SESSION
 - a. Consideration of the Performance and Discipline of an Occupant of a Village Office Pursuant to 5ILCS 120/2(c) (3)
 - b. To Discuss Collective Negotiating Matters Between the Village and Its Employees and Their Representatives Pursuant to Chapter 5 ILCS 120/1(c) (2)
15. ADJOURNMENT

MINUTES OF THE SPECIAL MEETING OF THE PRESIDENT AND BOARD OF TRUSTEES OF THE VILLAGE OF WILLOWBROOK HELD ON WEDNESDAY, MAY 4, 2011 AT THE VILLAGE HALL, 7760 QUINCY STREET, IN THE VILLAGE OF WILLOWBROOK, DUPAGE COUNTY, ILLINOIS.

1. CALL TO ORDER

The meeting was called to order at the hour of 6:30 p.m. by Village President Robert Napoli.

2. ROLL CALL

Those present at roll call were President Robert Napoli, Clerk Leroy Hansen, Trustees Dennis Baker, Terrence Kelly, Michael Mistele, Umberto Davi and Frank Trilla.

ABSENT: Trustee Paul Schoenbeck

Also present were Village Administrator Timothy Halik, Village Attorney William Hennessy, Chief of Police Mark Shelton, Deputy Chief Paul Oggerino, Management Analyst Garrett Hummel, and Deputy Clerk Deborah Hahn.

A QUORUM WAS DECLARED

3. PLEDGE OF ALLEGIANCE

President Napoli asked Trustee Dennis Baker to lead everyone in saying the Pledge of Allegiance.

NEW BUSINESS

4. OATH OF OFFICE

Clerk Hansen gave the Oath of Office to Trustee Dennis Baker, Trustee Suzanne Berglund, Trustee Umberto Davi, and Trustee Frank Trilla.

5. PROCLAMATION RECOGNIZING MAY 1 THROUGH MAY 7, 2011 AS MUNICIPAL CLERKS WEEK

President Napoli read a Proclamation recognizing the week of May 1 through May 7, 2011 as Municipal Clerks Week in the Village of Willowbrook.

MOTION: Made by Trustee Baker, seconded by Trustee Davi to accept the Proclamation.

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

MOTION DECLARED CARRIED

6. ADJOURNMENT

MOTION: Made by Trustee Baker, seconded by Trustee Mistele to adjourn the meeting at the hour of 6:45 p.m.

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

MOTION DECLARED CARRIED

PRESENTED, READ and APPROVED.

_____, 2011.

Village President

Minutes transcribed by Debbie Hahn.

MINUTES OF THE REGULAR MEETING OF THE PRESIDENT AND BOARD OF TRUSTEES OF THE VILLAGE OF WILLOWBROOK HELD ON MONDAY, MAY 9, 2011 AT THE VILLAGE HALL, 7760 QUINCY STREET, IN THE VILLAGE OF WILLOWBROOK, DUPAGE COUNTY, ILLINOIS.

1. CALL TO ORDER

The meeting was called to order at the hour of 7:00 p.m. by Village President Robert Napoli.

2. ROLL CALL

Those present at roll call were President Robert Napoli, Clerk Leroy Hansen, Trustees Dennis Baker, Terrence Kelly, Michael Mistele, Sue Berglund, Umberto Davi and Frank Trilla.

ABSENT: None

Also present were Village Administrator Timothy Halik, Village Attorney William Hennessy, Chief of Police Mark Shelton, Deputy Chief Paul Oggerino, and Management Analyst Garrett Hummel.

A QUORUM WAS DECLARED

3. PLEDGE OF ALLEGIANCE

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

President Napoli and Administrator Halik advised the Board that through the Village's "Support Our Troops" campaign, over 80 packages were sent to soldiers serving in our Armed Forces in Iraq and Afghanistan. In return, the village has received numerous thank you letters from troops who have received these "care" packages.

4. OMNIBUS VOTE AGENDA

- a. Waive Reading of Minutes (Approve)
- b. Minutes - Regular Board Meeting - April 25, 2011 (Approve)
- c. Warrants - May 9, 2011 - \$110,418.74 (APPROVE)
- d. Monthly Financial Report - April 30, 2011 - \$19,124,587.97 (APPROVE)
- e. A Proclamation Recognizing the Week of May 15-21, 2011, as national Public Works Week in the Village of Willowbrook - (ADOPT)
- f. Motion to Approve - Request for Waiver of Permit Fees - West Suburban Shrine Club - May 13, 14, and 15, 2011 (APPROVE)
- g. A Resolution Approving a Plat of Easement Vacation - 6801/6811 Caitlin Court (ADOPT)

- h. Motion to Approve - Issuance of a Park Permit for Over 200 Attendees: World Financial Group Company Picnic, Sunday, July 23, 2011 - 10:30 AM to 7:30 PM (APPROVE)

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

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

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

MOTION DECLARED CARRIED

NEW BUSINESS

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

No public comments.

- 6. MOTION - TO CONCUR WITH THE VILLAGE PRESIDENT'S RECOMMENDATION TO APPOINT MR. RENE SHUURMAN TO THE PARKS & RECREATION COMMISSION

President Napoli recommended that Mr. Rene Shuurman be appointed as a Commissioner of the Parks & Recreation Commission.

MOTION: Made by Trustee Mistele, seconded by Trustee Kelly to approve the Motion as presented.

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

- 7. MOTION - BOARD ADVICE AND CONSENT TO PRESIDENT'S APPOINTMENT OF SUE BERGLUND TO THE OFFICE OF MEMBER OF THE MUNICIPAL SERVICE COMMITTEE

President Napoli has appointed Trustee Sue Berglund to the office of Member of the Municipal Service Committee. This position is a two-year term and will expire in 2013.

MOTION: Made by Trustee Baker, seconded by Trustee Kelly, to concur with the Village President's recommendation for

Trustee Sue Berglund to be appointed to the Municipal Services Committee.

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

MOTION DECLARED CARRIED

9. A RESOLUTION AWARDING THE FISCAL YEAR 2011/12 MOTOR FUEL TAX ROADWAY MAINTENANCE PROGRAM CONTRACT TO JAMES D. FIALA PAVING COMPANY, INC. IN THE AMOUNT OF \$269,317.75

Administrator Halik advised that this year's resurfacing project will include full-depth patching, partial milling, resurfacing, and restriping of approximately 2.03 miles of fifteen (15) roadways. Since the funding for this work will come from the Village Motor Fuel Tax (MFT) Fund, the construction bid documents were required to be submitted to the Illinois Department of Transportation (IDOT) prior to going out for public bid. Once IDOT approved the bid documents, the project was put out for bid. The bid opening was held at the Village Hall on Monday, April 4, 2011 at 11:30 a.m. A total of nine (9) bids were received. The lowest bid was submitted by James D. Fiala Paving Company, Inc., which is an IDOT pre-qualified bidder and has performed work within the Village in the past.

Staff recommends the President and Village Clerk award the contract for the MFT Roadway Maintenance Program to James D. Fiala Paving Company, Inc. in the amount of \$269,317.75. Once approved by the Board, the contract will be sent to IDOT for final approval. Staff anticipates that work would begin in early June.

MOTION: Made by Trustee Davi, seconded by Trustee Kelly to approve Resolution 11-R-18 for the MFT Roadway Maintenance Program to James D. Fiala Paving Company, Inc.

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

MOTION DECLARED CARRIED

9. A RESOLUTION AUTHORIZING THE VILLAGE PRESIDENT AND THE VILLAGE CLERK TO ACCEPT A PROPOSAL FOR THE REPLACEMENT OF THE WATER BILLING COMPUTER SERVER - PCS INTERNATIONAL

Management Analyst Hummel advised the Board that in March 2011, staff began experiencing problems with the water billing server, which runs the Aclara water billing program. This software downloads water meter readings throughout the village so that monthly water bills can be generated. The server has not received a full round of readings since March 2011. Due to its age, it could not run the newest version of the Aclara software properly.

Staff received three proposals from three (3) reputable computer hardware providers for the server replacement. Those proposals came in at approximately \$8,000, which did not include set-up and installation of the billing system. Staff then directed PCS International to work with Aclara directly to determine the exact system requirements needed to run our water billing system in an effort to reduce costs. PCS submitted a revised proposal of \$6,120.93 which includes all labor necessary to install and set-up the billing system. This expenditure will be paid from the Water Capital Fund, given this system is used exclusively to run the water billing system.

MOTION: Made by Trustee Baker, seconded by Trustee Mistele to approve Resolution 11-R-19 for the Village President and Village Clerk to accept a proposal for the replacement of the water billing computer server from PCS, International.

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

MOTION DECLARED CARRIED

10. COMMITTEE REPORTS

Trustee Baker had no report.

Trustee Kelly had no report.

Trustee Mistele advised that the Municipal Service Committee has reviewed proposals for the Salt Bin roofing project and has asked the contractors to make some minor modifications to the proposals on the scope of their work and materials. The Committee will bring their revised proposals to the Board at the next meeting.

Trustee Berglund had no report.

Trustee Davi advised that the Finance/Administrative Committee reviewed and discussed the purchase of a new color copier for the village hall and was amazed at the volume the old copier produced. The Committee agreed that it was time for a new machine and was impressed that the proposed cost came in well below the anticipated \$25,000 projected cost.

Trustee Trilla concurred with Trustee Davi.

11. ATTORNEY'S REPORT

Attorney Hennessy had no report.

12. CLERK'S REPORT

Clerk Hansen had no report.

13. ADMINISTRATOR'S REPORT

Administrator Halik advised that the Illinois Municipal League will host a seminar during the month of June for newly elected officials. If anyone is interested, please let Debbie Hahn know.

14. PRESIDENT'S REPORT

President Napoli advised that with the recent Code of Ethics violation, if anyone has ideas or suggestions on how to better serve the citizens of the village regarding how ethic issues are handled, please speak with Attorney Hennessy or Tim Halik. President Napoli has asked Attorney Hennessy to review the policy and bring back the suggestions or proposed changes for the Board's review.

In addition, President Napoli has asked Attorney Hennessy to set up a meeting/training with the Board regarding conduct and confidentiality issues during Executive Session.

15. EXECUTIVE SESSION

- a. Consideration of the Performance of an Occupant of a Village Office Pursuant to 5ILCS 120/2(c)(3)
- b. Consideration of the Probable Litigation Against the Village Pursuant to 5ILCS 120/2(c)(11)

- c. Consideration of Collective Negotiating Matters Between the Village and Its Employees Representatives Pursuant to 5ILCS 120/2(c)(2)

16. ADJOURNMENT

MOTION: Made by Trustee Mistele, seconded by Trustee Baker to adjourn into Executive Session at the hour of 7:17 p.m.

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

MOTION DECLARED CARRIED

PRESENTED, READ and APPROVED.

_____, 2011.

Village President

Minutes transcribed by Debbie Hahn.

WARRANTS

May 23, 2011

GENERAL CORPORATE FUND	-----	\$137,398.67
WATER FUND	-----	68,332.04
POLICE PENSION FUND	-----	3,241.46
TOTAL WARRANTS	-----	\$208,972.17



Tim Halik, Village Administrator

APPROVED:

Robert A. Napoli, Village President

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VILLAGE OF WILLOWBROOK
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GENERAL CORPORATE FUND

CHECKS & DIR. DEBITS

DESCRIPTION	ACCOUNT NUMBER	AMOUNT
ACE STORE NO. 11 (17)	05/24 CK# 77548	\$55.44
410544/4 OPERATING SUPPLIES & EQUIPMENT 01-503-401	01-35-715-401	17.98
410595/4 BUILDING MAINTENANCE SUPPLIES 01-405-351	01-10-466-351	37.46
AFLAC (46)	05/24 CK# 77549	\$2,530.38
MAY 2011 EMP DED PAY - AFLAC/ACCIDENT 01-210-217	01-210-217	597.78
MAY 2011 EMP DED PAY - AFLAC/OTHER INS 01-210-218	01-210-218	1,932.60
DONALD BEUSSE (197)	05/24 CK# 77552	\$65.00
CDL LICENSE FEES DUES SUBSCRIPTIONS 01-501-307	01-35-710-307	65.00
KARYN A BYRNE (267)	05/24 CK# 77553	\$525.00
FEB-APR 11 CODE ENFORCEMENT INSPECTION 01-565-119	01-40-830-119	525.00
CLARKE ENVIRONMENTAL (350)	05/24 CK# 77554	\$6,057.84
6334207 MOSQUITO ABATEMENT 01-775-259	01-35-760-259	6,057.84
COMM ON ACCREDITATION FOR (367)	05/24 CK# 77555	\$4,363.00
3801 ACCREDITATION 01-451-202	01-30-630-202	4,363.00
COMMONWEALTH EDISON (370)	05/24 CK# 77556	\$175.53
0423085170MAY11 RED LIGHT - COM ED	01-30-630-248	52.70
4403140110MAY11 ENERGY - STREET LIGHT 01-530-207	01-35-745-207	63.50
6863089003MAY11 RED LIGHT - COM ED	01-30-630-248	59.33
COMMUNICATIONS DIRECT, INC. (371)	05/24 CK# 77557	\$105.12
108567 MAINTENANCE - RADIO EQUIPMENT 01-451-421	01-30-630-421	105.12
DECISION SYSTEMS COMPANY (454)	05/24 CK# 77559	\$6,669.76
201136 E.D.P. SOFTWARE 01-410-212	01-10-460-212	450.00
201136 E.D.P. SOFTWARE 01-25-615-212	01-25-615-212	5,719.76
201136 EDP-SOFTWARE 01-457-212	01-30-640-212	500.00
DUPAGE COUNTY TREASURER (497)	05/24 CK# 77561	\$250.00
8845/APR 11 EDP-SOFTWARE 01-457-212	01-30-640-212	250.00
DUPAGE COUNTY PUBLIC WORKS (514)	05/24 CK# 77562	\$54.62
1-31-3/31/11 SANITARY USER CHARGE 01-405-385	01-10-466-385	44.25
1-31-3/31/11 SANITARY USER CHARGE	01-35-725-417	10.37
DUPAGE JUV OFCRS ASSN (523)	05/24 CK# 77563	\$175.00
7 OFFICERS FEES-DUES-SUBSCRIPTIONS 01-451-307	01-30-630-307	175.00
FALCO'S LANDSCAPING INC (581)	05/24 CK# 77566	\$850.00
2119 LANDSCAPE - VILLAGE HALL 01-405-293	01-10-466-293	850.00
FIRE & SECURITY SYSTEMS INC. (601)	05/24 CK# 77567	\$423.00
107522 MAINTENANCE - BUILDING 01-405-228	01-10-466-228	303.00
107523 MAINTENANCE - PW BUILDING	01-35-725-418	120.00
W.W. GRAINGER (1999)	05/24 CK# 77568	\$96.30
9528942684 BUILDING MAINTENANCE SUPPLIES 01-405-351	01-10-466-351	20.58
9532178994 BUILDING MAINTENANCE SUPPLIES 01-405-351	01-10-466-351	75.72
HOME DEPOT COMMERCIAL (808)	05/24 CK# 77570	\$384.51
6020734 BUILDING MAINTENANCE SUPPLIES 01-405-351	01-10-466-351	242.94
8020373 BUILDING MAINTENANCE SUPPLIES 01-405-351	01-10-466-351	7.38
9020355 BUILDING MAINTENANCE SUPPLIES 01-405-351	01-10-466-351	90.21
9036731 BUILDING MAINTENANCE SUPPLIES 01-405-351	01-10-466-351	43.98
I.M.R.F. PENSION FUND (917)	05/24 CK# 77571	\$2,627.33
MAY 2011 SLEP PENSION 01-420-155	01-10-455-155	2,627.33

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GENERAL CORPORATE FUND

CHECKS & DIR. DEBITS

DESCRIPTION	ACCOUNT NUMBER	AMOUNT
I.R.M.A. (966)	05/24 CK# 77573	\$1,614.65
APRIL 2011 SELF INS - DEDUCTIBLE 01-460-273	01-30-645-273	1,614.65
ILL. MUNICIPAL LEAGUE (895)	05/24 CK# 77574	\$936.00
11/12 DUES FEES DUES SUBSCRIPTIONS 01-05-410-307	01-05-410-307	786.00
DAVI/BERGLUND SCHOOLS-CONFERENCE TRAVEL 01-05-410-304	01-05-410-304	100.00
KELLY 6/11 SCHOOLS-CONFERENCE TRAVEL 01-05-410-304	01-05-410-304	50.00
ILLINOIS LAW ENFORCEMENT ALARMS SYS (889)	05/24 CK# 77575	\$50.00
2011 DUES FEES-DUES-SUBSCRIPTIONS 01-451-307	01-30-630-307	50.00
ILLINOIS FIRE INSPECTORS ASSOC (2379)	05/24 CK# 77576	\$20.00
GIUNTOLI 6/3SMR SCHOOLS CONFERENCE TRAVEL 01-551-304	01-40-810-304	20.00
IND. ELEC. SUPPLY OF HINSDALE (929)	05/24 CK# 77577	\$162.50
197123 BUILDING MAINTENANCE SUPPLIES 01-405-351	01-10-466-351	162.50
INTERGOVERNMENTAL PERSONNEL (934)	05/24 CK# 77578	\$40,551.84
MAY 2011 EMP DED PAY-INS 01-210-204	01-210-204	6,826.63
MAY 2011 EMPLOYEE BENEFIT - MEDICAL INSURANC	01-10-455-141	489.03
MAY 2011 EMPLOYEE BENEFITS - MEDICAL 01-15-510-141	01-15-510-141	624.12
MAY 2011 EMPLOYEE BENEFIT - MEDICAL INS 01-25-610-141	01-25-610-141	1,270.83
MAY 2011 EMPLOYEE BENEFIT - MEDICAL INSURANC	01-30-630-141	27,469.10
MAY 2011 EMPLOYEE BENEFITS - MEDICAL 01-501-141	01-35-710-141	1,492.75
MAY 2011 EMPLOYEE BENEFITS - MEDICAL 01-551-141	01-40-810-141	1,890.35
MAY 2011 - 2 EMP DED PAY-INS 01-210-204	01-210-204	489.03
JAMES HEYER (1792)	05/24 CK# 77579	\$56.00
KETTBALL SUMMER RECREATION FEES 01-310-815	01-310-815	56.00
JENNIFER PAJAK (1792)	05/24 CK# 77580	\$40.00
WLKNG CLUB SUMMER RECREATION FEES 01-310-815	01-310-815	40.00
KIDNEY & HYPERTENSION ASSOC (2380)	05/24 CK# 77581	\$6,000.00
308 60TH CT COMM. DEV. BOND & DEPOSITS PAYABLE 01-210-109	01-210-109	6,000.00
KING CAR WASH (1057)	05/24 CK# 77582	\$445.50
60/APR 2011 GAS-OIL-WASH-MILEAGE 01-451-303	01-30-630-303	445.50
LASERCRAFT INC (2300)	05/24 CK# 77583	\$21,443.60
271/APR 11 RED LIGHT CAMERA FEES 01-30-630-247	01-30-630-247	21,443.60
MIDCO (1268)	05/24 CK# 77584	\$2,337.00
246856 PHONE - TELEPHONES 01-420-201	01-10-455-201	1,168.50
246856 PHONE - TELEPHONES 01-451-201	01-30-630-201	1,168.50
NATURES WAY BRICK PAVING & ENGRAVING (2381)	05/24 CK# 77585	\$355.00
10016 VILLAGE ANNIVERSARY CELEBRATION 01-05-420-368	01-05-420-368	355.00
ILL. NOTARY DISCOUNT BONDING (861)	05/24 CK# 77586	\$42.90
RINELLA FEES-DUES-SUBSCRIPTIONS 01-451-307	01-30-630-307	42.90
ORKIN EXTERMINATING (1439)	05/24 CK# 77587	\$66.54
MAY 2011 MAINTENANCE - BUILDING 01-405-228	01-10-466-228	66.54
PCS INTERNATIONAL (2201)	05/24 CK# 77588	\$180.00
126345 E.D.P. SOFTWARE 01-25-615-212	01-25-615-212	180.00
PETTY CASH C/O TIM HALIK (1492)	05/24 CK# 77589	\$278.95
11-2776D CONFIDENTIAL FUNDS 01-470-339	01-30-655-339	50.00
11-2776E CONFIDENTIAL FUNDS 01-470-339	01-30-655-339	50.00
5/18/11 SCHOOLS-CONFERENCE TRAVEL 01-420-304	01-10-455-304	20.00
5/18/11 PUBLIC RELATIONS 01-435-365	01-10-475-365	57.55
5/18/11 ACCREDITATION 01-451-202	01-30-630-202	27.98

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GENERAL CORPORATE FUND

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DESCRIPTION	ACCOUNT NUMBER	AMOUNT
5/18/11 SCHOOLS-CONFERENCE TRAVEL 01-451-304	01-30-630-304	73.42
THE PILATES BODY INC (2297)	05/24 CK# 77590	\$150.00
16196 WINTER PROGRAM MATERIALS & SERVICES	01-20-585-121	150.00
PRO-TEK LOCK AND SAFE (1547)	05/24 CK# 77591	\$557.40
77249 MAINTENANCE - BUILDING 01-405-228	01-10-466-228	512.90
77291 MAINTENANCE - BUILDING 01-405-228	01-10-466-228	24.00
77293 BUILDING MAINTENANCE SUPPLIES 01-405-351	01-10-466-351	20.50
PROVENCAL CONSTRUCTIONS COMPANY (2382)	05/24 CK# 77592	\$1,500.00
308 60TH CT COMM. DEV. BOND & DEPOSITS PAYABLE 01-210-109	01-210-109	1,500.00
RUTLEDGE PRINTING CO. (1648)	05/24 CK# 77593	\$62.53
108660 OFFICE SUPPLIES 01-601-301	01-20-550-301	62.53
SAM SCHWARTZ ENGINEERING PLLC (2383)	05/24 CK# 77594	\$2,456.50
55915 PLAN REVIEW - TRAFFIC CONSULTANT	01-15-520-258	2,456.50
SCOTT CONTRACTING INC (1682)	05/24 CK# 77595	\$3,380.13
2022 ST & ROW MAINTENANCE OTHER 01-540-328	01-35-755-328	3,380.13
SIGNS NOW (1717)	05/24 CK# 77597	\$37.70
40378 OFFICE SUPPLIES 01-420-301	01-10-455-301	18.85
40378 OFFICE SUPPLIES 01-601-301	01-20-550-301	18.85
SIKICH LLP (1722)	05/24 CK# 77598	\$4,163.00
4/11-5/2/11 CONSULTING FEES	01-10-471-253	3,208.50
4/11-5/2/11 FINANCIAL SERVICES 01-25-620-252	01-25-620-252	954.50
SOUTHWEST CENTRAL DISPATCH (1751)	05/24 CK# 77599	\$20,992.12
MAY 2011 RADIO DISPATCHING 01-483-235	01-30-675-235	20,992.12
TAMELING INDUSTRIES (1844)	05/24 CK# 77600	\$250.24
71641 PARK LANDSCAPE SUPPLIES 01-610-341	01-20-565-341	250.24
TOM & JERRY'S SHELL SERVICES (1883)	05/24 CK# 77601	\$1,502.69
144138 MAINTENANCE - VEHICLES 01-451-409	01-30-630-409	45.85
44094 MAINTENANCE - VEHICLES 01-451-409	01-30-630-409	228.92
44105 MAINTENANCE - VEHICLES 01-451-409	01-30-630-409	25.45
44117 MAINTENANCE - VEHICLES 01-451-409	01-30-630-409	76.74
44124 MAINTENANCE - VEHICLES 01-451-409	01-30-630-409	25.45
44135 MAINTENANCE - VEHICLES 01-451-409	01-30-630-409	160.00
44136 MAINTENANCE - VEHICLES 01-451-409	01-30-630-409	29.95
44142 MAINTENANCE - VEHICLES 01-451-409	01-30-630-409	304.23
44152 MAINTENANCE - VEHICLES 01-451-409	01-30-630-409	25.45
44158 MAINTENANCE - VEHICLES 01-451-409	01-30-630-409	25.45
44169 MAINTENANCE - VEHICLES 01-451-409	01-30-630-409	45.85
44171 MAINTENANCE - VEHICLES 01-451-409	01-30-630-409	66.25
44193 MAINTENANCE - VEHICLES 01-451-409	01-30-630-409	107.05
44214 MAINTENANCE - VEHICLES 01-451-409	01-30-630-409	25.45
44225 MAINTENANCE - VEHICLES 01-451-409	01-30-630-409	310.60
TOOLDISOUNTER.COM (1884)	05/24 CK# 77602	\$114.95
AA126709 OPERATING EQUIPMENT 01-451-401	01-30-630-401	114.95
UNIFIRST (1926)	05/24 CK# 77603	\$153.55
0610592187 MAINTENANCE - BUILDING 01-405-228	01-10-466-228	153.55
WAREHOUSE DIRECT (2002)	05/24 CK# 77604	\$822.11
1123423-0 OFFICE SUPPLIES 01-451-301	01-30-630-301	369.01
1129956-0 OFFICE SUPPLIES 01-05-410-301	01-05-410-301	47.07

RUN DATE: 05/18/11

VILLAGE OF WILLOWBROOK
BILLS PAID REPORT FOR MAY, 2011

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GENERAL CORPORATE FUND

CHECKS & DIR. DEBITS

DESCRIPTION	ACCOUNT NUMBER	AMOUNT
WAREHOUSE DIRECT (2002) CONTINUED ...		
1129956-0 OFFICE SUPPLIES 01-420-301	01-10-455-301	266.19
1130255-0 OFFICE SUPPLIES 01-451-301	01-30-630-301	139.84
WESTFIELD FORD (2028)	05/24 CK# 77605	\$217.44
307464 MAINTENANCE - VEHICLES 01-520-409	01-35-735-409	189.09
307490 MAINTENANCE - VEHICLES 01-520-409	01-35-735-409	28.35
WILD GOOSE CHASE INC (2047)	05/24 CK# 77606	\$1,050.00
15253 LANDSCAPE MAINTENANCE SERVICES 01-610-342	01-20-565-342	1,050.00
TOTAL GENERAL CORPORATE FUND		\$137,398.67

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WATER FUND

CHECKS & DIR. DEBITS

DESCRIPTION	ACCOUNT NUMBER	AMOUNT
ALARM DETECTION SYSTEMS INC (61)	05/24 CK# 77550	\$493.65
92825/JUN/AUG11 REPAIR, MAINTENANCE-STANDPIPE, PUMP	02-50-425-485	151.26
94593/JUN/AUG11 REPAIR, MAINTENANCE-STANDPIPE, PUMP	02-50-425-485	151.26
94594/JUN/AUG11 REPAIR, MAINTENANCE-STANDPIPE, PUMP	02-50-425-485	191.13
AMERICAN WATER WORKS ASSN (149)	05/24 CK# 77551	\$325.00
7000329953 FEES DUES SUBSCRIPTIONS 02-401-307	02-50-401-307	325.00
COMMONWEALTH EDISON (370)	05/24 CK# 77556	\$1,540.81
4651111049MAY11 ENERGY - ELECTRIC PUMP 02-420-206	02-50-420-206	730.23
5071072051MAY11 ENERGY - ELECTRIC PUMP 02-420-206	02-50-420-206	810.58
CORRPRO COMPANIES, INC (393)	05/24 CK# 77558	\$1,180.00
SIO95093 W H R&M - L.H.V. 02-425-473	02-50-425-473	590.00
SIO95093 W H R&M - WILLOWBROOK EXECUTIVE PLA	02-50-425-474	590.00
DECISION SYSTEMS COMPANY (454)	05/24 CK# 77559	\$5,532.50
201136 EDP SOFTWARE 02-417-212	02-50-417-212	5,532.50
DUPAGE WATER COMMISSION (521)	05/24 CK# 77564	\$57,287.91
9155/APR 2011 PURCHASE OF WATER 02-420-575	02-50-420-575	57,287.91
ENVIRO TEST INC (555)	05/24 CK# 77565	\$87.50
11-128364/APR11 SAMPLING ANALYSIS 02-420-362	02-50-420-362	87.50
W.W. GRAINGER (1999)	05/24 CK# 77568	\$42.50
9527497557 W H R&M - L.H.V. 02-425-473	02-50-425-473	42.50
HINSDALE NURSERIES, INC. (793)	05/24 CK# 77569	\$63.00
640774 LANDSCAPE - OTHER 02-430-299	02-50-430-299	63.00
INTERGOVERNMENTAL PERSONNEL (934)	05/24 CK# 77578	\$1,539.44
MAY 2011 EMPLOYEE BENEFITS - MEDICAL	02-50-401-141	1,539.44
SIEBERT E D TRUCKING (1715)	05/24 CK# 77596	\$239.73
E8941 WATER DISTRIBUTION REPAIR-MAINTENAN	02-50-430-277	239.73
TOTAL WATER FUND		\$68,332.04

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BILLS PAID REPORT FOR MAY, 2011

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POLICE PENSION FUND

CHECKS & DIR. DEBITS

DESCRIPTION	ACCOUNT NUMBER	AMOUNT
DIVISION OF INSURANCE (476)	05/24 CK# 77560	\$2,491.46
F36964 FILING FEE STATE 07-401-531	07-62-401-531	2,491.46
I.P.P.F.A. (963)	05/24 CK# 77572	\$750.00
PEC TRUSTEE PRG MEETINGS, TRAVEL, CONFERENCES 07-401-304	07-62-401-304	750.00
TOTAL POLICE PENSION FUND		\$3,241.46

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VILLAGE OF WILLOWBROOK
BILLS PAID REPORT FOR MAY, 2011

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SUMMARY ALL FUNDS

BANK ACCOUNT	DESCRIPTION	AMOUNT
01-110-105	GENERAL CORPORATE FUND-CHECKING - 0010330283	137,398.67 *
02-110-105	WATER FUND-CHECKING 0010330283	68,332.04 *
07-110-105	POLICE PENSION FUND-CHECKING 0010330283	3,241.46 *
	TOTAL ALL FUNDS	208,972.17 **

VILLAGE OF WILLOWBROOK

BOARD MEETING

AGENDA ITEM - HISTORY/COMMENTARY

ITEM TITLE:

A RESOLUTION AUTHORIZING THE VILLAGE PRESIDENT AND VILLAGE CLERK TO ACCEPT A PROPOSAL FROM KONICA MINOLTA FOR THE PURCHASE OF A KONICA MINOLTA BIZHUB C652ds COPIER SYSTEM

AGENDA NO.

4e

AGENDA DATE: 05/23/11

STAFF REVIEW: Deborah Hahn

SIGNATURE:

RECOMMENDED BY VILLAGE ADMIN.:

SIGNATURE:

REVIEWED & APPROVED BY COMMITTEE: YES ☒ - 5/9/11

NO ☐ N/A ☐

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

In 2002, the Village purchased a Canon ImageRunner 8500 digital copy machine for use by the Administration personnel. At the present time, this machine has produced in excess of 2,500,000 copies. Due to the wear on the machine, frequent downtime, and need for a color copier, the Staff requested approval to purchase a new copy machine. At the regular meeting of April 25, 2011, the President and Board of Trustees approved the Fiscal Year 2011-12 Administration Budget, which included \$25,000.00 for the purchase of a new copy machine. After researching a number of copy machines, it was determined that a digital color copy machine with the capability to sort, duplex, staple, hole punch, USB scan and print was the most suitable machine. Additionally, Staff sought a machine with the capability to fold in a "C" or "Z" mode to better utilize Staff's time with mailings. Over the last several months, the Village Staff has demonstrated the following models of digital copy machines with the previously mentioned options:

Xerox – Color Qube 9201-3
Canon ImageRunner C7065

Konica Minolta Bizhub C652ds
Toshiba e5520c

Although Staff really liked the Toshiba copy machine, it did not include some of the features that were needed for the administrative staff (ie – "C" & "Z" fold). After evaluating each of these machines, it was determined that the Konica Minolta Bizhub C652ds machine best met the needs of the office. Three (3) authorized Konica vendors were solicited to submit proposals for the purchase of a Konica Minolta Bizhub C652ds. Attached is a spreadsheet of those vendors for option comparison. The following is a cost comparison of prices from these vendors:

<u>Company</u>	<u>Purchase Price</u>	<u>Approx. Monthly Maint. Agreement</u>
Konica Minolta	\$19,127.00	\$370.00
ImageTec	\$17,885.30	\$355.00
Impact Networking	\$19,345.07	\$386.00

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

The Village Staff recommends the Board adopt the attached Resolution accepting the proposal from Konica Minolta.

ACTION PROPOSED:

Adopt Resolution.

RESOLUTION NO. 11-R-_____

A RESOLUTION AUTHORIZING THE VILLAGE
PRESIDENT AND VILLAGE CLERK TO ACCEPT A
PROPOSAL FROM KONICA MINOLTA FOR THE
PURCHASE OF A KONICA MINOLTA BIZHUB C652ds
SYSTEM

BE IT RESOLVED by the President and Board of Trustees
of the Village of Willowbrook, DuPage County, Illinois, that the
Village President and Village Clerk are hereby authorized to
accept and execute a proposal from Konica Minolta Company, Inc.,
for the purchase of a Konica Minolta Bizhub C652ds Color Copier
System, including Networking, a booklet making finisher, hole
punch kit, and z-fold unit, in an amount not to exceed
\$19,127.00 and to provide full service maintenance at a cost per
copy of \$.0065 for black and white copies and a cost per copy of
\$.052 for color copies, a copy of which is attached hereto as
Exhibit "A" which is, by this reference, expressly incorporated
herein.

ADOPTED and APPROVED this 23rd day of May, 2011.

APPROVED:

Village President

ATTEST:

Village Clerk

ROLL CALL VOTE: AYES: _____

NAYS: _____

ABSTENTIONS: _____

ABSENT: _____

Konica Minolta Bizhub C652DS	Konica Minolta	Impact Networking	ImageTec
65 CPM B/W Digital Copier & Network Printer	x	x	x
50 CPM Color Digital Copier & Network Printer	x	x	x
2 GB Main Memory & 2mb Backup Memory	x	x	x
156 OPM Color Scanning (Email, PC/MAC, Network, Hard drive	x	x	x
Enhanced Resolution - 8-bit Color w/Simitri HD	x	x	x
Scan to Hard Drive - 250 GB	x	x	x
USB Scan & Print	x	x	x
100 sheet high volume document feeder	x	x	x
Unlimited trayless duplexing	x	x	x
High volume sorting, grouping & Multi-Position Stapling Finisher	x	x	x
Five Paper Sources	x	x	x
* 500-sheet (up to 12x18)	x	x	x
* 500 -sheet (up to 12x18)	x	x	x
* 1,500 (8.5x11)	x	x	x
* 1,000 (8.5x11)	x	x	x
* 150 sheet bypass tray (up to 12x18)	x	x	x
Power Filter (surge protector)	x		
Stapler finisher	x	x	x
Tri/half fold, saddle staple, booklet making finisher	x		
z-fold Unit	x		x
Staples included in Maint. Agreement	x		
Scanning costs	free		\$0.0025 ea
Banner tray			
PURCHASE PRICE	\$19,127.00	\$19,345.07	\$17,885.30
Cost per page for B/W	0.0065	0.008	0.0067
Cost per page for Color	0.052	0.05	0.0483
Based on 17,000 b/w copies per month =	\$110.00	\$136.00	\$113.50
Based on 5,000 color copies per month =	\$260.00	\$250.00	\$241.00
Total Monthly Maintenance costs/yr	\$370 mo. / \$4,440 yr	\$386 mo. / \$4,632 yr	\$355 mo. / \$4,260 yr

New Konica Minolta Color & B/W Bizhub C652DS

(Proposed for Village of Willowbrook; Quoted 3.9.2011)

- 65 CPM B/W DIGITAL COPIER & NETWORK PRINTER
- 50 CPM COLOR DIGITAL COPIER & NETWORK PRINTER
- 2 GB MAIN MEMORY & 2 MB BACKUP MEMORY
- 156 OPM COLOR SCANNING (E-MAIL, PC/MAC, NETWORK, HARD DRIVE)
- ENHANCED RESOLUTION; 8-BIT COLOR w/SIMITRI HD!
- SCAN TO HARD DRIVE, 250GB (Secure Print/Form Storage/User Box)
- USB SCAN & PRINT
- 100-SHEET HIGH VOLUME DOCUMENT FEEDER
- UNLIMITED TRAYLESS DUPLEXING (same speeds in duplex mode!)
- HIGH VOLUME SORTING, GROUPING, MULTI-POSITION STAPLING, TRI/HALF FOLDING, SADDLE-STITCH, BOOKLET-MAKING, Z-FOLD, 2 & 3 HOLE PUNCH FINISHING
- 120V20 AMP POWER FILTER
- FIVE PAPER SOURCES
 - 500-SHEET (UP TO 12"x18") UP TO 140 LB INDEX PAPER!
 - 500-SHEET (UP TO 12"x18") UP TO 140 LB INDEX PAPER!
 - 1,500-SHEET (8.5"x11") LARGE CAPACITY DRAWER
 - 1,000-SHEET (8.5"x11") LARGE CAPACITY DRAWER
 - 150-SHEET BYPASS TRAY (UP TO 12"x18") UP TO 140 LB INDEX!

Lease Price – 60 months (priced as fully configured above): \$923.60/month

Government Account Discount: <\$468.12>

Current Municipal Fleet Discount: <\$ 50.00>

Approved Pricing for Village of Willowbrook: \$405.48/month

*Purchase price, after discounts, \$19,127.00 (retail price as configured; \$41,982.00)

*Current Canon IR8500 can be picked up, or continue to be serviced by Konica Minolta.

Konica Minolta *All-Inclusive* Maintenance Program for the New Konica Minolta Bizhub C652DS

- *Includes delivery and installation (a \$550.00 value)!
- *Includes network installation (a \$150.00/hr. value)!
- *Includes ongoing, onsite training on all features (a \$150.00/visit value)!
- *Includes the set-up and administering of MyKMBS.com your full on-line account management resource (a \$750.00/value)!
- *Includes the set-up of Bizhub vCare your remote diagnostics and automatic meter read solution (no additional cost)!
- Includes all parts, labor, cleanings and supplies (except paper)!

•**All Toner (Cyan, Magenta, Yellow and Black) and Staples included!**

•**All Imaging Units (Cyan, Magenta, Yellow and Black) are included!**

•**All black & white copies/prints will cost only \$.0065/each!**

**Based on 20,000 bw/month (240,000 bw/year) the annual bw
maintenance cost will only be \$1,560.00**

•**All color copies/prints will cost only \$.052/each!**

•**No charge on any scanning!**

•**No additional flat monthly maintenance fees!**

PERFORMANCE WARRANTY

At Konica Minolta Business Solutions U.S.A., Inc. (KMBS), customer satisfaction comes first. Accordingly, we are committed to providing the highest standard of product quality, customer service and technical support in the office equipment industry. Consistent with our Success through Excellence philosophy, we offer the Customer Performance Guarantee. **This is yours for working direct with the manufacturer!**

VILLAGE OF WILLOWBROOK

BOARD MEETING AGENDA ITEM - HISTORY/COMMENTARY

ITEM TITLE:

A RESOLUTION APPOINTING A DELEGATE AND ALTERNATE DELEGATE
TO THE INTERGOVERNMENTAL RISK MANAGEMENT AGENCY ("IRMA")

AGENDA NO. 6

AGENDA DATE: 5/23/11

STAFF REVIEW: Tim Halik,
Village Administrator

SIGNATURE: Tim Halik

LEGAL REVIEW: N/A

SIGNATURE: N/A

RECOMMENDED BY: Tim Halik,
Village Administrator

SIGNATURE: Tim Halik

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

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

The Village of Willowbrook is represented on the Intergovernmental Risk Management Agency ("IRMA") Board of Directors thru an appointed delegate and alternate delegate. The IRMA Board meets on a quarterly basis to review and discuss relevant risk management related matters affecting municipalities. The alternate delegate would attend meetings in the event that the primary delegate could not. The appointment to serve on the IRMA Board of Directors is made by Resolution adopted by the Village Board.

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

With the creation of the new Management Analyst position within the Administration Department, one of the duties assigned to the position is that of risk management. Therefore, it is necessary to appoint Garrett Hummel as the new delegate to IRMA. Deputy Chief Paul Oggerino will serve as the appointed alternate delegate, in times when Garrett may be unavailable to attend meetings.

ACTION PROPOSED:

Adopt the attached resolution.

RESOLUTION NO. 11-R-_____

A RESOLUTION APPOINTING A DELEGATE AND ALTERNATE DELEGATE TO THE
INTERGOVERNMENTAL RISK MANAGEMENT AGENCY ("IRMA")

WHEREAS, the Village of Willowbrook adopted the Contract and By-Laws of the Intergovernmental Risk Management Agency by Ordinance and thereby became a member of said cooperative; and,

WHEREAS, said contract provides that member units of local government shall by majority vote of its corporate authorities select one (1) individual to represent that body on the Board of Directors of said Intergovernmental Agency ; and,

NOW, THEREFORE, BE IT RESOLVED by the President and Board of Trustees of the Village of Willowbrook, Du Page County, Illinois, as follows:

SECTION ONE: That Garrett Hummel, Management Analyst, Village of Willowbrook, is hereby appointed to represent the Village of Willowbrook as the delegate on the Board of Directors of said Intergovernmental Risk Management Agency.

SECTION TWO: That Paul Oggerino, Deputy Chief of Police, Village of Willowbrook, is hereby selected as the alternative representative to serve if Garrett Hummel is unable to carry out his aforesaid duties as the representative of the Village of Willowbrook to said Intergovernmental Agency.

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

ADOPTED and APPROVED this 23rd day of May, 2011.

APPROVED:

Village President

ATTEST:

Village Clerk

ROLL CALL VOTE:

AYES: _____

NAYS: _____

ABSTENTIONS: _____

ABSENT: _____

VILLAGE OF WILLOWBROOK

BOARD MEETING AGENDA ITEM - HISTORY/COMMENTARY

ITEM TITLE:

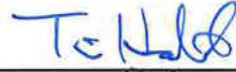
AN ORDINANCE AMENDING THE VILLAGE CODE OF THE VILLAGE OF WILLOWBROOK TITLE 1 CHAPTER 5 SECTION 1-5-2 – MEETINGS OF BOARD

AGENDA NO. 7

AGENDA DATE: 5/23/11

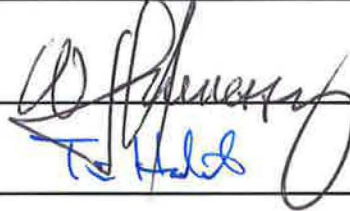
STAFF REVIEW: Tim Halik,
Village Administrator

SIGNATURE: _____



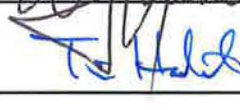
LEGAL REVIEW: William Hennessy,
Village Attorney

SIGNATURE: _____



RECOMMENDED BY: Tim Halik,
Village Administrator

SIGNATURE: _____



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

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

At the May 9, 2011 Village Board meeting, the Board members in attendance discussed and agreed to changing the start time for regular meetings of the Board from 7:00 PM to 6:30 PM.

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

Passage of the attached ordinance will serve to amend the Village Code to include a 6:30 PM start time for all regular Village Board meetings. The language of the proposed ordinance amendment was reviewed and approved by the Village Attorney.

ACTION PROPOSED:

Pass the ordinance.

ORDINANCE NO. 11-O-____

AN ORDINANCE AMENDING THE VILLAGE CODE OF
THE VILLAGE OF WILLOWBROOK
TITLE 1 CHAPTER 5 SECTION 1-5-2 – MEETINGS OF BOARD

BE IT ORDAINED by the President and Board of Trustees of the Village of Willowbrook, DuPage County, Illinois, that the Village Code of the Village of Willowbrook be amended as follows:

SECTION ONE: That Title 1, Chapter 5, Section 1-5-2 (A) of the Village Code of the Village of Willowbrook entitled “Regular Meetings” is hereby deleted in its entirety and, in lieu thereof, the following language shall be substituted:

“(A) Regular Meetings: The regular meetings of the board of trustees shall be held on the second and fourth Mondays of each month of the year at six-thirty o’clock (6:30) PM in the village.”

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

SECTION THREE: That this Ordinance shall be in full force and effect ten (10) days from and after its passage, approval, and publication in pamphlet form as provided by law.

PASSED and APPROVED this 23rd day of May, 2011.

APPROVED:

Village President

ATTEST:

Village Clerk

ROLL CALL VOTE:

AYES: _____

NAYS: _____

ABSTENTIONS: _____

ABSENT: _____

VILLAGE OF WILLOWBROOK

BOARD MEETING AGENDA ITEM - HISTORY/COMMENTARY

ITEM TITLE:

A RESOLUTION ADOPTING THE VILLAGE OF WILLOWBROOK IDENTITY
PROTECTION POLICY EFFECTIVE JUNE 1, 2011

AGENDA NO. 8

AGENDA DATE: 5/23/11

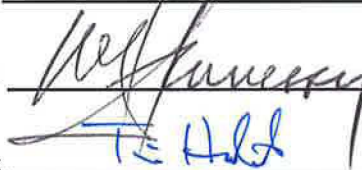
STAFF REVIEW: Tim Halik,
Village Administrator

SIGNATURE:



LEGAL REVIEW: William Hennessy,
Village Attorney

SIGNATURE:



RECOMMENDED BY: Tim Halik,
Village Administrator

SIGNATURE:



REVIEWED & APPROVED BY COMMITTEE:

YES ☐

NO ☒

N/A ☐

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

The FTC's Fair and Accurate Credit Transactions (FACT) Act is a set of regulations commonly known as the "Red Flag Rules" that were put into effect on May 1, 2009. Under the rules, financial institutions and creditors must guard against potential identity theft. In the Act, the federal definition of "creditor" would include the Village in the distribution of water bills.

The State of Illinois approved the Illinois Identity Protection Act (Public Act 096-0874) effective June 1, 2010. The Act requires local government agencies to draft and approve an Identity Protection Policy by June 1, 2011. The policy must then be implemented within 12 months of the date of Board approval, but not later than June 1, 2012.

In general, the Act restricts the use of social security numbers (SSN) by; prohibiting a person, state, or local government agency from publicly posting or displaying the SSN, printing the SSN on cards required for access to products or services, requiring an individual to transmit his or her SSN over the internet without secure connection or encryption of the SSN, or printing the SSN on mailed material. All employees who have access to SSNs must be trained to protect the confidentiality of the SSNs. Only employees who are required to use or handle documents or information containing SSNs will be allowed access. The SSN must be easily redacted from documents requested by individuals.

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

Staff has drafted the attached Identity Protection Policy based on versions that other municipalities have considered and adopted. The policy meets the requirements of the Act. Staff would recommend that the Board adopt the attached resolution, which will serve to adopt the policy. The policy will then be provided to all Village employees and will be made available to the public upon request as required under the Act.

ACTION PROPOSED:

Adopt the attached resolution.

RESOLUTION NO. 11-R-_____

A RESOLUTION ADOPTING THE VILLAGE OF WILLOWBROOK
IDENTITY PROTECTION POLICY EFFECTIVE JUNE 1, 2011

Whereas, the State of Illinois created the Social Security Number Protection Task Force in 2004, whose purpose was to address the risk that an individual's identity may be stolen through unauthorized disclosure of their Social Security Number (SSN); and

Whereas, that State acknowledged that it used SSNs for various purposes among state agencies, thus creating a potential for identity theft; and

Whereas, the Task Force sought to explore changes which would replace the use of SSNs by state and local government agencies; and

Whereas, the State of Illinois passed the Illinois Identity Protection Act, 5 ILCS 179/1 *et. seq.*, effective June 1, 2010, requiring all local governments and state agencies to adopt policies governing the collection, use, and dissemination of social security numbers; and

Whereas, the Identity Protection Act essentially restricts the use of SSNs by: prohibiting a person, state or local government agency from public posting or displaying the SSN; printing the SSN on cards required for access to products or services, requiring an individual to transmit his or her SSN over the internet without a secure connection or encryption of the SSN, or printing a SSN on mailed materials; and

Whereas, the Identity Protection Act requires all Identity Protection Policies to be approved within twelve months after the effective date of the Act, or by June 1, 2011; and

Whereas, the Village of Willowbrook has developed an Identity Protection Policy, attached hereto as Exhibit A, and will implement all components of the Identity Protection Act, including employee training, within 12 months as required.

Now therefore, be it resolved by the President and Board of Trustees of the Village of Willowbrook, DuPage County, Illinois, as follows:

SECTION ONE: The recitals set forth hereinabove shall be and are hereby incorporated as if said recitals were fully set forth within this Section One.

SECTION TWO: The Village hereby adopts an Identity Protection Policy.

SECTION THREE: A copy of this policy will be provided to Village Management Staff and all employees and will also be made available to the public upon request.

SECTION FOUR: Any policy or resolution of the Village that conflicts with the provisions of this resolution shall be and is hereby repealed to the extent of such conflict.

SECTION FIVE: That this Resolution shall be in full force and effect from and after its adoption and approval as provided by law.

ADOPTED and APPROVED this 23rd day of May, 2011.

APPROVED:

Village President

ATTEST:

Village Clerk

ROLL CALL VOTE: AYES: _____

NAYS: _____

ABSTENTIONS: _____

ABSENT: _____

VILLAGE OF WILLOWBROOK**IDENTITY PROTECTION POLICY****Policy**

Social Security numbers are confidential and protected by State and federal law, including the Privacy Act of 1974 (5 USC §552a) and the Illinois Identity Protection Act. In the course of providing services to the public, the Social Security number will be collected by the Village of Willowbrook only when allowed by law. Except when allowed by law, individuals will not be asked to provide their social security number, verbally or in writing, at any point of service. However, individuals may volunteer their social security number if they wish as an alternate means of locating a record. The social security number will not be disclosed to individuals or agencies outside the Village, except as allowed or required by state or federal law, rules or regulations, or with permission from the individual.

Employee Social Security Numbers

The Social Security number will be requested from all employees in order to comply with the requirement of the Internal Revenue Service to supply them with the name, address, and social security of every employee. The Village is required to report income along with social security numbers for all employees to whom compensation is paid. Therefore, each employee, with specific exceptions as required by law, will be required to supply the Village with a social security number for payroll, reporting and benefit purposes.

Affiliates, Vendors, Customers

Individuals who are affiliates or vendors will be required to provide a Social Security number or Tax Identification Number for mandated tax reporting purposes. Social Security numbers will be requested from water customers of the Village at the time service is established in order to assist in the collection of delinquent debts. The water customer may decline to provide the Social Security number. Water customers of the Village shall not be required to provide Social Security numbers to receive water service. All customers will be assigned an account number and the social security number will not be used as an identifier on the account.

Purpose of Collecting Social Security Number

If the collection of Social Security numbers is required, a statement must first be provided to the individual explaining the purpose or purposes for which the Village is collecting and using the Social Security number.

Confidentiality of Social Security Numbers

All records containing Social Security numbers, whether on-or off-line, in electronic or physical format, are considered confidential information and will be maintained appropriately. Any documents containing Social Security numbers must be redacted if required to be released as part of a public records request. Therefore, any Social Security numbers requested from an individual should be placed on the document in a manner that makes it easily redacted. If and when these records are no longer needed, disposal of the records must be handled in a secure fashion and follow the Village's Record Retention Policy.

Only Village employees required to use or handle information or documents containing Social Security numbers in the course of their job duties will have access to such information or documents. Those employees will be trained on the proper procedures for handling information containing Social Security numbers from the time of collection through the destruction of the information, in order to protect the confidentiality of Social Security numbers.

Restrictions on Use

Pursuant to State law, Social Security numbers MAY NOT:

- Be publicly posted or displayed in any manner.
- Be used as the employee ID or process or record key in any Village systems.
- Be printed on any card required for the individual to access products or services provided by the Village.
- Be required to be transmitted over the Internet, unless the connection is secure or the Social Security number is encrypted.
- Be printed on any materials that are mailed, e-mailed, or otherwise delivered to the individual, unless State or federal law requires the Social Security number to be on the document. EXCEPTION: Social Security numbers may be included in applications and forms sent by mail, including, but not limited to, any material mailed in connection with documents sent as part of an application or enrollment process or to establish, amend, or terminate an account, contract, or policy or to confirm the accuracy of the Social Security number. However, no Social Security number may be printed on a postcard or other mailer that does not require an envelope or is visible on an envelope without the envelope having been opened.
- Be used for any purpose other than the purpose for which it was collected.
- Be required for an individual to access any Village Internet or Intranet website.

Proper Use of Social Security Numbers

This policy does not preclude Village employees from using a Social Security number as needed to perform their duties and responsibilities or for internal verification or administrative purposes. The Village may collect the social security number from applicants for employment in order to complete a pre-employment background check and to establish eligibility for employment.

Failure to Follow Policy

An employee who has substantially breached the confidentiality of Social Security numbers may be subject to disciplinary action up to and including discharge or termination of employment in accordance with Village policies and procedures.

IDENTITY PROTECTION POLICY
Employee Receipt Form

EMPLOYEE NAME: _____

POSITION: _____ DEPARTMENT: _____

I have received a copy of the Village of Willowbrook's Identity Protection Policy,
and I agree to comply with the policy requirements.

Employee Signature

Date