

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, JULY 23, 2012, AT 6:30 P.M. AT THE VILLAGE HALL, 7760 QUINCY STREET, IN THE VILLAGE OF WILLOWBROOK, DUPAGE COUNTY, ILLINOIS

1. CALL TO ORDER
2. ROLL CALL
3. PLEDGE OF ALLEGIANCE
4. VISITOR'S BUSINESS - Public comment is limited to three minutes per person
5. OMNIBUS VOTE AGENDA
 - a. Waive Reading of Minutes (APPROVE)
 - b. Minutes - Regular Board Meeting - July 9, 2012 (APPROVE)
 - c. Minutes - Executive Session Meeting - June 25, 2012 (APPROVE)
 - d. Warrants - \$270,645.88 (APPROVE)
 - e. A Motion to Approve Application for License to Hold a Raffle - Darien Rotary Club (APPROVE)
 - f. Ordinance - An Ordinance Authorizing the Sale of Personal Property Owned by the Village of Willowbrook (PASS)

NEW BUSINESS

6. PROCLAMATION - A PROCLAMATION RECOGNIZING 25 YEARS OF SERVICE - MARK SHELTON
7. PROCLAMATION - A PROCLAMATION RECOGNIZING 25 YEARS OF SERVICE - DAVE GADDIS
8. DELINQUENT WATER BILLS
9. RESOLUTION - A RESOLUTION AUTHORIZING THE MAYOR AND VILLAGE CLERK TO ACCEPT A PROPOSAL TO COMPLETE THE 2012 DUGOUT CANOPY PROJECT - WIESBROOK SHEET METAL, INC.
10. RESOLUTION - A RESOLUTION AUTHORIZING THE MAYOR AND VILLAGE CLERK TO ACCEPT A PROPOSAL FOR THE DEVELOPMENT OF A PARKS AND RECREATION MASTER PLAN - DESIGN PERSPECTIVES, INC.

11. ORDINANCE - AN ORDINANCE AMENDING TITLE 3, SECTION 3-12-5(B) OF THE VILLAGE CODE - LIQUOR CONTROL, CLASS B LICENSE

PRIOR BUSINESS

12. COMMITTEE REPORTS
13. ATTORNEY'S REPORT
14. CLERK'S REPORT
15. ADMINISTRATOR'S REPORT
16. MAYOR'S REPORT
17. EXECUTIVE SESSION:
- a) REVIEW 2012 MINUTES - Pursuant to 5 ILCS 120/2(c)(21) Regarding the Minutes of Executive Session Meetings that were Lawfully Closed Under the Open Meetings Act
 - b) DISCUSSION - Pursuant to 5ILCS 120/2(c)(21) Regarding the Destruction of Audio or Video Recordings of Closed Meetings Under the Open Meetings Act For the Purpose of a Semi-Annual Review of Said Recordings As Mandated by 5ILCS 120/2.06(3)(c)(1)
 - c) DISCUSSION - Pursuant to 5ILCS 120/2(c)(21) Regarding Previously Approved Minutes of Meetings That Were Lawfully Closed Under the Open Meetings Act For the Purpose of a Semi-Annual Review of Said Minutes As Mandated by 5ILCS 120/2.06(d), For Purposes of Possible Release
 - d) Consideration of the Employment of a Specific Employee of the Village Pursuant to Chapter 5 ILCS 120/2 (c)(1)
18. RESOLUTION - A RESOLUTION AUTHORIZING THE DESTRUCTION OF AUDIO OR VIDEO RECORDINGS OF CLOSED MEETINGS
19. RESOLUTION - A RESOLUTION MAKING A DETERMINATION RELATIVE TO THE RELEASE OF EXECUTIVE SESSION MINUTES PURSUANT TO THE ILLINOIS OPEN MEETINGS ACT
20. ADJOURNMENT

MINUTES OF THE REGULAR MEETING OF THE MAYOR AND BOARD OF TRUSTEES OF THE VILLAGE OF WILLOWBROOK HELD ON MONDAY, JULY 9, 2012 AT THE VILLAGE HALL, 7760 QUINCY STREET, IN THE VILLAGE OF WILLOWBROOK, DUPAGE COUNTY, ILLINOIS.

1. CALL TO ORDER

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

2. ROLL CALL

Those present at roll call were Mayor Robert Napoli, Clerk Leroy Hansen, Trustees Terrence Kelly, Michael Mistele, Sue Berglund, and Umberto Davi.

ABSENT: Trustees Dennis Baker and Frank Trilla.

Also present were Village Administrator Timothy Halik, Village Attorney William Hennessy, Deputy Chief Paul Oggerino, Building Inspector Roy Giuntoli, and Deputy Clerk Cindy Stuchl.

A QUORUM WAS DECLARED

3. PLEDGE OF ALLEGIANCE

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

4. VISITORS' BUSINESS

None presented.

5. OMNIBUS VOTE AGENDA

- a. Waive Reading of Minutes (APPROVE)
- b. Minutes - Regular Board Meeting - June 25, 2012 (APPROVE)
- c. Minutes - Executive Session Meeting - June 11, 2012 (APPROVE)
- d. Warrants - \$229,225.18 (APPROVE)
- e. Monthly Financial Report - June 30, 2012 (APPROVE)

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

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

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

MOTION DECLARED CARRIED

NEW BUSINESS

6. RESOLUTION - A RESOLUTION FOR A TRAFFIC AGREEMENT WITH WILLOWBROOK OFFICE PARK

This item was deferred to a future meeting.

7. RESOLUTION - A RESOLUTION APPOINTING DEPUTY CHIEF PAUL OGGERINO AS COORDINATOR OF THE VILLAGE EMERGENCY MANAGEMENT AGENCY AND AUTHORIZING THE MAYOR AND VILLAGE CLERK TO EXECUTE THE DUPAGE COUNTY OFFICE OF HOMELAND SECURITY AND EMERGENCY MANAGEMENT NOTICE OF APPOINTMENT FORM DESIGNATING HIM AS SUCH

Administrator Halik stated that on June 7, 2012, the Village received a request from the DuPage County Office of Emergency Management to designate a local emergency management coordinator. The provisions of Village Code Title 2 Chapter 1 also require the Mayor to appoint a coordinator which is confirmed by the Board of Trustees. This position has been typically filled by a member of the Police Department. Mayor Napoli has appointed Deputy Chief Paul Oggerino to serve as the coordinator for the Village Emergency Management Agency.

MOTION: Made by Trustee Mistele and seconded by Trustee Davi to adopt Resolution No. 12-R-30 as presented.

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

MOTION DECLARED CARRIED

8. ORDINANCE - AN ORDINANCE AMENDING THE VILLAGE CODE OF THE VILLAGE OF WILLOWBROOK TITLE 4 CHAPTER 2 SECTION 4-2-21 - BUILDING CODE ADOPTED, AND TITLE 4 CHAPTER 2 SECTION 4-2-31 - MINIMUM HOUSING REGULATIONS

Administrator Halik stated that on July 11, 2011, the Village Board passed an ordinance to adopt a new building code. After these codes were put into effect and enforced by staff, several omissions were noted. Passage of this new ordinance will provide corrections to the original ordinance. This was reviewed by the Municipal Services Commission prior to tonight's meeting and the Committee recommends passage of this ordinance.

MOTION: Made by Trustee Mistele and seconded by Trustee Kelly to approve Ordinance No. 12-O-15 as presented.

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

MOTION DECLARED CARRIED

9. ORDINANCE - AN ORDINANCE AMENDING THE VILLAGE CODE OF THE VILLAGE OF WILLOWBROOK TITLE 4 CHAPTER 2 SECTION 4-2-29 - DUPAGE COUNTY COUNTYWIDE STORMWATER AND FLOOD PLAIN ORDINANCE

Administrator Halik stated that on April 24, 2012, the DuPage County Board adopted comprehensive revisions to the County Stormwater and Floodplain ordinance. Municipalities within DuPage County are required to adopt the new ordinance by July 25, 2012. The Village's consulting engineer reviewed the changes to the County ordinance and drafted local amendments for our use. The proposals were reviewed by the Municipal Services Commission prior to tonight's meeting. Passage of this ordinance will serve to adopt the new version of the County Stormwater Ordinance with local amendments.

MOTION: Made by Trustee Mistele and seconded by Trustee Berglund to approve Ordinance No. 12-O-16 as presented.

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

MOTION DECLARED CARRIED

10. DISCUSSION - VILLAGE ETHICS ORDINANCE REVISIONS

Attorney Hennessy reviewed the outstanding issue of establishing an Ethics Commission and who that commission will be made up of. Attorney Hennessy's model suggested three current Board members being appointed. The Attorney General's model states that the Commission will be made up of three (3) non-board members.

Attorney Hennessy related that a third option had been discussed at the previous Board meeting about a combination of two Board members and one non-board member to be appointed by the Mayor and approved by the Village Board.

Trustee Mistele and Trustee Berglund agreed with the third option of having two Board members and one non-board member who has related experience depending on what the charges are involved.

Mayor Napoli suggested that since there could be problems getting a resident to volunteer for this commission, a back-up provision should be in the ordinance to opt for a three Board member commission in case the need arises.

Trustee Kelly questioned if there would be any issues in compensating a non-board member for serving as a member of this commission.

Trustee Mistele questioned if IRMA had a pool of experts that could assist if needed.

Mayor Napoli requested Administrator Halik to follow up on these issues.

Attorney Hennessy wanted clarification that the Ethics Commission will be an advisory capacity and the Corporate Authorities will continue to have the final word on findings. The Board had a consensus on this issue.

PRIOR BUSINESS

11. COMMITTEE REPORTS

Trustee Kelly had no report.

Trustee Mistele had no report.

Trustee Berglund had no report.

Trustee Davi had no report.

12. ATTORNEY'S REPORT

Attorney Hennessy had no report.

13. CLERK'S REPORT

Clerk Hansen had no report.

14. ADMINISTRATOR'S REPORT

Administrator Halik had no report.

15. MAYOR'S REPORT

Mayor Napoli reported to the Board that a new restaurant, Luciano's, will be opening up in the former Balducci's location. Building Inspector Giuntoli advised that the restaurant will have a woodfire oven that will be visible from the dining area.

16. EXECUTIVE SESSION

- a. REVIEW 2012 MINUTES - Pursuant to 5 ILCS 120/2(c)(21) Regarding the Minutes of Executive Session Meetings That Were Lawfully Closed Under the Open Meetings Act
- b. Consideration of the Performance of a Specific Employee of the Village Pursuant to Chapter 5 ILCS 120/2(c)(1)

ADJOURN INTO EXECUTIVE SESSION

MOTION: Made by Trustee Mistele and seconded by Trustee Davi to adjourn into Executive Session at the hour of 6:59 p.m.

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

MOTION DECLARED CARRIED

17. ADJOURNMENT

MOTION: Made by Trustee Kelly and seconded by Trustee Berglund, to adjourn the Executive Session at the hour of 7:23 p.m.

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

MOTION DECLARED CARRIED

PRESENTED, READ and APPROVED.

July 23, 2012.

Mayor

Minutes transcribed by Deputy Clerk Cindy Stuchl.

WARRANTS

July 23, 2012

GENERAL CORPORATE FUND	-----	\$94,769.69
WATER FUND	-----	144,572.09
HOTEL/MOTEL TAX FUND	-----	4,340.10
WATER CAPITAL IMPROVEMENTS FUND	-----	26,964.00
 TOTAL WARRANTS	 -----	 \$270,645.88



Tim Halik, Village Administrator

APPROVED:

Robert A. Napoli, Mayor

RUN DATE: 07/18/12

VILLAGE OF WILLOWBROOK
BILLS PAID REPORT FOR JULY, 2012

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GENERAL CORPORATE FUND

CHECKS & DIR. DEBITS

DESCRIPTION	ACCOUNT NUMBER	AMOUNT
AL WARREN OIL CO (2205)	07/24 CK# 80166	\$5,374.59
10729578 GASOLINE INVENTORY 01-190-126	01-190-126	5,374.59
AMERICAN FIRST AID SERVICE INC (77)	07/24 CK# 80167	\$12.35
132608 OPERATING EQUIPMENT 01-451-401	01-30-630-401	12.35
AMG/SOUND MEMORIES (102)	07/24 CK# 80168	\$798.00
BAL DUE 2 NGHTS CHILDRENS SPECIAL EVENTS 01-625-150	01-20-585-150	798.00
AT & T U-VERSE (SM) (2342)	07/24 CK# 80169	\$7.44
105661049JUL12 MAINTENANCE - PW BUILDING	01-35-725-418	7.44
BEACON ATHLETICS (186)	07/24 CK# 80170	\$232.50
420953 PARK LANDSCAPE SUPPLIES 01-610-341	01-20-565-341	232.50
BELLEVILLE SHOE MANUFACTURING CO (2235)	07/24 CK# 80171	\$194.00
20181041 UNIFORMS 01-501-345	01-35-710-345	194.00
BESCH BROS. ROOFING INC (2482)	07/24 CK# 80172	\$6,950.00
COMM PARK MAINTENANCE EQUIPMENT 01-645-694	01-20-595-694	6,950.00
BSN SPORTS (2471)	07/24 CK# 80173	\$129.39
94750468 MAINTENANCE SUPPLIES 01-615-331	01-20-570-331	129.39
MARK CAPOSIENO (292)	07/24 CK# 80174	\$124.00
4 GAMES JUN12 SUMMER PROGRAM MATERIALS & SERVICES	01-20-575-119	124.00
CHRIS MIRANDA (1466)	07/24 CK# 80175	\$300.00
2012 PERMIT 28 PARK PERMIT FEES 01-310-814	01-310-814	300.00
CHRIST OASIS MINISTRIES (1466)	07/24 CK# 80176	\$300.00
2012 PERMIT 19 PARK PERMIT FEES 01-310-814	01-310-814	300.00
CHRISTOPHER B. BURKE (333)	07/24 CK# 80177	\$10,792.66
106823 PLAN REVIEW - PLANNER 01-15-520-257	01-15-520-257	7,039.77
106834 FEES - DRAINAGE ENGINEER 01-555-246	01-40-820-246	660.00
106835 FEES - DRAINAGE ENGINEER 01-555-246	01-40-820-246	660.00
106836 PLAN REVIEW - ENGINEERING 01-15-520-254	01-15-520-254	1,130.00
106837 REIMB.	01-40-820-246	220.00
106838 FEES - ENGINEERING 01-505-245	01-35-720-245	353.89
106840 REIMB.	01-40-820-259	254.50
106841 REIMB.	01-40-820-259	254.50
406839 PLAN REVIEW - DRAINAGE ENGINEER 01-555-259	01-40-820-259	220.00
CLARKE ENVIRONMENTAL (350)	07/24 CK# 80178	\$6,057.84
63407433 MOSQUITO ABATEMENT 01-775-259	01-35-760-259	6,057.84
CLASS ACT (351)	07/24 CK# 80179	\$95.00
12/9/12 DEPOSIT CHILDRENS SPECIAL EVENTS 01-625-150	01-20-585-150	95.00
COMCAST CABLE (365)	07/24 CK# 80180	\$200.90
700 WB CNTJUL12 EQUIPMENT MAINTENANCE 01-503-263	01-35-715-263	81.90
7760 QNCY JUL12 E.D.P. SOFTWARE 01-410-212	01-10-460-212	119.00
COMM ON ACCREDITATION FOR (367)	07/24 CK# 80181	\$130.00
8534 ACCREDITATION 01-451-202	01-30-630-202	130.00
COMMONWEALTH EDISON (370)	07/24 CK# 80182	\$235.29
0423085170JUL12 RED LIGHT - COM ED	01-30-630-248	57.93
0791026027JUL12 RED LIGHT - COM ED	01-30-630-248	50.13
1024813000JUL12 ENERGY - STREET LIGHT 01-530-207	01-35-745-207	1.26
4403140110JUL12 ENERGY - STREET LIGHT 01-530-207	01-35-745-207	60.30
6863089003JUL12 RED LIGHT - COM ED	01-30-630-248	65.67

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VILLAGE OF WILLOWBROOK
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GENERAL CORPORATE FUND

CHECKS & DIR. DEBITS

DESCRIPTION	ACCOUNT NUMBER	AMOUNT
COMPASS PLUMBING LLC (2306)	07/24 CK# 80183	\$660.00
61065 MAINTENANCE - BUILDING 01-405-228	01-10-466-228	325.00
6136 MAINTENANCE SUPPLIES 01-615-331	01-20-570-331	335.00
CREATIVE PRODUCT SOURCE INC (2362)	07/24 CK# 80184	\$622.29
CPI029549 COMMODITIES 01-482-331	01-30-670-331	622.29
DECISION SYSTEMS COMPANY (454)	07/24 CK# 80185	\$121.87
2012199 E.D.P. SOFTWARE 01-410-212	01-10-460-212	121.87
LARY DENZ (2331)	07/24 CK# 80186	\$93.00
3 GAMES JUN12 SUMMER PROGRAM MATERIALS & SERVICES	01-20-575-119	93.00
DUPAGE COUNTY (511)	07/24 CK# 80188	\$500.00
100 CPNS - 7/17 TAXI CAB VOUCHERS - PREPAID 01-190-103	01-190-103	250.00
100 CPNS - 7/17 SENIOR CITIZEN TAXI PROGRAM 01-435-372	01-10-475-372	250.00
DUPAGE COUNTY E.T.S.B. 911 (513)	07/24 CK# 80189	\$468.37
030-12-3 JUN12 PHONE - TELEPHONES 01-451-201	01-30-630-201	468.37
DUPAGE COUNTY RECORDER (518)	07/24 CK# 80190	\$259.00
201206070161 FEES DUES SUBSCRIPTIONS 01-15-510-307	01-15-510-307	31.00
201207100335 FEES DUES SUBSCRIPTIONS 01-420-307	01-10-455-307	228.00
FASTSIGNS (588)	07/24 CK# 80194	\$114.00
65-44805 PRINTING & PUBLISHING 01-601-302	01-20-550-302	114.00
FREDRIKSEN & SONS (638)	07/24 CK# 80195	\$883.30
140273 MAINTENANCE - BUILDING 01-405-228	01-10-466-228	789.40
140380 MAINTENANCE - BUILDING 01-405-228	01-10-466-228	93.90
W.W. GRAINGER (1999)	07/24 CK# 80196	\$10.14
9867065212 BUILDING MAINTENANCE SUPPLIES 01-405-351	01-10-466-351	10.14
DAVE HILBERT (781)	07/24 CK# 80197	\$186.00
6 GAMES JUN12 SUMMER PROGRAM MATERIALS & SERVICES	01-20-575-119	186.00
HOME DEPOT COMMERCIAL (808)	07/24 CK# 80198	\$403.34
2028211 STREET & ROW MAINTENANCE 01-535-328	01-35-750-328	43.84
27494 STREET & ROW MAINTENANCE 01-535-328	01-35-750-328	10.32
59643 PARK LANDSCAPE SUPPLIES 01-610-341	01-20-565-341	164.80
59655 MAINTENANCE SUPPLIES 01-615-331	01-20-570-331	157.44
59663 BUILDING MAINTENANCE SUPPLIES 01-405-351	01-10-466-351	26.94
I.M.R.F. PENSION FUND (917)	07/24 CK# 80199	\$3,806.67
JULY 2012 SLEP PENSION 01-10-455-155	01-30-630-156	3,806.67
ILL ENV PROTECTION AGENCY (911)	07/24 CK# 80200	\$1,000.00
ILR400255-2012 FEES - DRAINAGE ENGINEER 01-555-246	01-40-820-246	1,000.00
ILL STATE TOLL HGHY AUTHORITY (925)	07/24 CK# 80201	\$86.75
#81 124061553 GAS-OIL-WASH-MILEAGE 01-501-303	01-35-710-303	86.75
ILLINOIS DIRECTOR OF (475)	07/24 CK# 80202	\$1,150.91
2ND QUARTER 12 EMPLOYEE BENEFIT - UNEMPLOYMENT INS	01-10-455-144	65.06
2ND QUARTER 12 EMPLOYEE BENEFITS - UNEMPLOYMENT	01-15-510-144	40.60
2ND QUARTER 12 EMPLOYEE BENEFITS - UNEMPLOYMENT 01-601-144	01-20-550-144	267.48
2ND QUARTER 12 EMPLOYEE BENEFIT - UNEMPLOYMENT INS	01-25-610-144	135.47
2ND QUARTER 12 EMPLOYEE BENEFIT - UNEMPLOYMENT INS	01-30-630-144	426.49
2ND QUARTER 12 EMPLOYEE BENEFITS - UNEMPLOYMENT 01-501-144	01-35-710-144	175.21
2ND QUARTER 12 EMPLOYEE BENEFITS - UNEMPLOYMENT 01-551-144	01-40-810-144	40.60
ILLINOIS GIRLS LACROSSE ASSN (2219)	07/24 CK# 80203	\$112.00
394/SUMMER 12 SUMMER PROGRAM MATERIALS & SERVICES	01-20-575-119	112.00

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GENERAL CORPORATE FUND

CHECKS & DIR. DEBITS

DESCRIPTION	ACCOUNT NUMBER	AMOUNT
ISAAC QURESHI (1506)	07/24 CK# 80204	\$50.00
FUN KIT SUMMER RECREATION FEES 01-310-815	01-310-815	50.00
JULIE, INC. (1018)	07/24 CK# 80205	\$620.98
2012-1714 #2 J.U.L.I.E. 01-540-332	01-35-755-332	620.98
KING CAR WASH (1057)	07/24 CK# 80206	\$639.00
60/JUN 12 GAS-OIL-WASH-MILEAGE 01-451-303	01-30-630-303	529.00
60/JUN 12 GAS-OIL-WASH-MILEAGE 01-501-303	01-35-710-303	110.00
KONICA MINOLTA BUSINESS SOLUTIONS (2319)	07/24 CK# 80207	\$320.67
221586244 COPY SERVICE 01-451-315	01-30-630-315	140.09
221611246 COPY SERVICE 01-420-315	01-10-455-315	180.58
DENNIS KOWSKIE (1078)	07/24 CK# 80208	\$93.00
3 GAMES JUN 12 SUMMER PROGRAM MATERIALS & SERVICES	01-20-575-119	93.00
MEL KREJCI (1081)	07/24 CK# 80209	\$94.50
ASSGMENTS JUN12 SUMMER PROGRAM MATERIALS & SERVICES	01-20-575-119	94.50
LASERCRAFT INC (2300)	07/24 CK# 80210	\$23,015.00
9555/JAN 12 RED LIGHT CAMERA FEES 01-30-630-247	01-30-630-247	22,475.00
9621/JAN 12 RED LIGHT - MISC FEE	01-30-630-249	540.00
LESLIE SCHUETZ (1792)	07/24 CK# 80211	\$99.00
REF #112A SUMMER RECREATION FEES 01-310-815	01-310-815	99.00
LEXIS (21)	07/24 CK# 80212	\$297.35
1009686/APR12 FEES-DUES-SUBSCRIPTIONS 01-451-307	01-30-630-307	123.50
1009686/JUN 12 FEES-DUES-SUBSCRIPTIONS 01-451-307	01-30-630-307	94.75
1009686/MAY 12 FEES-DUES-SUBSCRIPTIONS 01-451-307	01-30-630-307	79.10
LOGSDON OFFICE SUPPLY (2452)	07/24 CK# 80213	\$1,238.55
408108 BUILDING IMPROVEMENTS 01-445-602	01-10-485-602	1,110.56
410933 OFFICE SUPPLIES 01-420-301	01-10-455-301	22.96
410933 OFFICE SUPPLIES 01-25-610-301	01-25-610-301	20.13
411115 OFFICE SUPPLIES 01-05-410-301	01-05-410-301	60.94
411115 OFFICE SUPPLIES 01-420-301	01-10-455-301	5.56
411115 OFFICE SUPPLIES 01-501-301	01-35-710-301	43.40
411550 BUILDING IMPROVEMENTS 01-445-602	01-10-485-602	-25.00
MARQUARDT & BELMONTE P.C. (2259)	07/24 CK# 80214	\$465.00
5126/JUN 12 RED LIGHT ADJUDICATOR 01-30-630-246	01-30-630-246	465.00
DAVE MATTHEWS (1214)	07/24 CK# 80215	\$217.00
7 GAMES - JUN12 SUMMER PROGRAM MATERIALS & SERVICES	01-20-575-119	217.00
ILL. NOTARY DISCOUNT BONDING (861)	07/24 CK# 80216	\$44.50
LONG FEES-DUES-SUBSCRIPTIONS 01-451-307	01-30-630-307	44.50
ORKIN EXTERMINATING (1439)	07/24 CK# 80217	\$74.76
D1504360 JUN12 MAINTENANCE - BUILDING 01-405-228	01-10-466-228	74.76
PEGGY CURRAN (1466)	07/24 CK# 80218	\$100.00
FUN KITS 7/13 SUMMER RECREATION FEES 01-310-815	01-310-815	100.00
PEPSI COLA GEN BOT (1479)	07/24 CK# 80219	\$161.64
29115859 COMMISSARY PROVISION 01-420-355	01-10-455-355	161.64
PETTY CASH C/O TIM HALIK (1492)	07/24 CK# 80220	\$120.20
7/17/12 PUBLIC RELATIONS 01-435-365	01-10-475-365	7.50
7/17/12 OPERATING EQUIPMENT 01-451-401	01-30-630-401	8.20
7/17/12 MAINTENANCE - VEHICLES 01-451-409	01-30-630-409	104.50

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GENERAL CORPORATE FUND

CHECKS & DIR. DEBITS

DESCRIPTION	ACCOUNT NUMBER	AMOUNT
PUBLIC SAFETY DIRECT INC (2309)	07/24 CK# 80221	\$238.74
23030 MAINTENANCE - VEHICLES 01-451-409	01-30-630-409	95.00
23038 MAINTENANCE - VEHICLES 01-451-409	01-30-630-409	47.50
23047 MAINTENANCE - VEHICLES 01-451-409	01-30-630-409	96.24
RADIO SHACK CORPORATION (1573)	07/24 CK# 80223	\$47.98
016274 OPERATING EQUIPMENT 01-451-401	01-30-630-401	47.98
BRAD SABAN (1673)	07/24 CK# 80224	\$124.00
4 GAMES JUN 12 SUMMER PROGRAM MATERIALS & SERVICES	01-20-575-119	124.00
SCOTT CONTRACTING INC (1682)	07/24 CK# 80225	\$2,230.00
2116 ST & ROW MAINTENANCE OTHER 01-540-328	01-35-755-328	1,250.00
2117 STREET & ROW MAINTENANCE 01-535-328	01-35-750-328	980.00
SERVICE SANITATION INC (1697)	07/24 CK# 80226	\$136.00
6669366 RENT - EQUIPMENT 01-615-234	01-20-570-234	136.00
SHERIDAN PLUMBING & SEVER (2425)	07/24 CK# 80227	\$1,350.00
5670 JET CLEANING CULVERT 01-535-286	01-35-750-286	1,350.00
SIEBERT E D TRUCKING (1715)	07/24 CK# 80228	\$491.63
E1167 STREET & ROW MAINTENANCE 01-535-328	01-35-750-328	491.63
SIKICH LLP (1722)	07/24 CK# 80229	\$8,060.98
145800/HR JUN12 CONSULTING SERVICES 01-410-306	01-10-460-306	1,425.48
146001/JUN 12 FINANCIAL SERVICES 01-25-620-252	01-25-620-252	6,635.50
SWANK MOTION PICTURES INC (1819)	07/24 CK# 80231	\$321.00
1703897 CHILDRENS SPECIAL EVENTS 01-625-150	01-20-585-150	321.00
T.P.I. (1886)	07/24 CK# 80232	\$3,990.00
6281/ JUN 12 REIMB.	01-40-820-258	1,011.00
6281/ JUN 12 PART TIME INSPECTOR 01-565-109	01-40-830-109	2,079.00
6281/ JUN 12 REIMB.	01-40-830-115	900.00
TAMELING GRADING (1836)	07/24 CK# 80233	\$626.00
TG5/JUN 12 LANDSCAPE MAINTENANCE SERVICES 01-610-342	01-20-565-342	360.00
TG5/JUN 12 STREET & ROW MAINTENANCE 01-535-328	01-35-750-328	266.00
TAMELING INDUSTRIES (1844)	07/24 CK# 80234	\$71.60
80672 STREET & ROW MAINTENANCE 01-535-328	01-35-750-328	71.60
TIRE SERVICES COMPANY (2432)	07/24 CK# 80235	\$734.00
016643 MAINTENANCE - VEHICLES 01-520-409	01-35-735-409	734.00
TOM & JERRY'S SHELL SERVICES (1883)	07/24 CK# 80236	\$1,485.53
46311 MAINTENANCE - VEHICLES 01-451-409	01-30-630-409	45.85
46329 MAINTENANCE - VEHICLES 01-451-409	01-30-630-409	25.45
46355 MAINTENANCE - VEHICLES 01-451-409	01-30-630-409	62.66
46371 MAINTENANCE - VEHICLES 01-451-409	01-30-630-409	25.45
46372 MAINTENANCE - VEHICLES 01-451-409	01-30-630-409	30.55
46373 MAINTENANCE - VEHICLES 01-451-409	01-30-630-409	25.45
46381 MAINTENANCE - VEHICLES 01-451-409	01-30-630-409	808.43
46382 MAINTENANCE - VEHICLES 01-451-409	01-30-630-409	25.45
46391 MAINTENANCE - VEHICLES 01-451-409	01-30-630-409	25.45
46418 MAINTENANCE - VEHICLES 01-451-409	01-30-630-409	25.45
46433 MAINTENANCE - VEHICLES 01-451-409	01-30-630-409	25.45
46435 MAINTENANCE - VEHICLES 01-451-409	01-30-630-409	334.44
46470 MAINTENANCE - VEHICLES 01-451-409	01-30-630-409	25.45

RUN DATE: 07/18/12

VILLAGE OF WILLOWBROOK
BILLS PAID REPORT FOR JULY, 2012

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GENERAL CORPORATE FUND

CHECKS & DIR. DEBITS

DESCRIPTION	ACCOUNT NUMBER	AMOUNT
UNIFIRST (1926)	07/24 CK# 80237	\$216.71
0610705677 MAINTENANCE - BUILDING 01-405-228	01-10-466-228	166.95
0610705766 MAINTENANCE - PW BUILDING	01-35-725-418	49.76
UNITED STATE POSTAL SERVICE (1946)	07/24 CK# 80238	\$2,500.00
JULY 12 DEP PREPAID POSTAGE 01-190-102	01-190-102	2,500.00
VEDDER, PRICE, KAUFMAN & KAMMHOLZ PC (1971)	07/24 CK# 80239	\$841.00
437911/JUN 12 FEES - LABOR COUNSEL 01-425-242	01-10-470-242	841.00
KRISTIN VIOLANTE (2399)	07/24 CK# 80240	\$105.71
SMR SUPPLIES SUMMER PROGRAM MATERIALS & SERVICES	01-20-575-119	105.71
WAREHOUSE DIRECT (2002)	07/24 CK# 80241	\$302.56
1604238-0 OFFICE SUPPLIES 01-451-301	01-30-630-301	124.74
1607020-0 OFFICE SUPPLIES 01-451-301	01-30-630-301	28.80
1609392-0 OFFICE SUPPLIES 01-451-301	01-30-630-301	62.25
1609392-1 OFFICE SUPPLIES 01-451-301	01-30-630-301	37.56
1609440-0 OFFICE SUPPLIES 01-451-301	01-30-630-301	86.74
C1604238-0 OFFICE SUPPLIES 01-451-301	01-30-630-301	-37.53
WESTMORE SUPPLY CO (2427)	07/24 CK# 80242	\$633.50
JUN 12 STREET & ROW MAINTENANCE 01-535-328	01-35-750-328	633.50
WILLOWBROOK FORD INC. (2056)	07/24 CK# 80243	\$200.00
8012360/1 MAINTENANCE - VEHICLES 01-451-409	01-30-630-409	200.00
TOTAL GENERAL CORPORATE FUND		\$94,769.69

RUN DATE: 07/18/12

VILLAGE OF WILLOWBROOK
BILLS PAID REPORT FOR JULY, 2012

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WATER FUND

CHECKS & DIR. DEBITS

DESCRIPTION	ACCOUNT NUMBER	AMOUNT
COMMONWEALTH EDISON (370)	07/24 CK# 80182	\$942.31
4651111049JUL12 ENERGY - ELECTRIC PUMP 02-420-206	02-50-420-206	610.97
5071072051JUL12 ENERGY - ELECTRIC PUMP 02-420-206	02-50-420-206	331.34
DECISION SYSTEMS COMPANY (454)	07/24 CK# 80185	\$121.88
2012199 EDP SOFTWARE 02-417-212	02-50-417-212	121.88
DUPAGE WATER COMMISSION (521)	07/24 CK# 80191	\$129,569.26
9664/JUN 12 PURCHASE OF WATER 02-420-575	02-50-420-575	129,569.26
EAST JORDAN IRON WORKS, INC. (540)	07/24 CK# 80192	\$5,875.82
3497669 DISTRIBUTION SYSTEM REPLACEMENT 02-440-694	02-50-440-694	2,881.82
3499207 DISTRIBUTION SYSTEM REPLACEMENT 02-440-694	02-50-440-694	1,720.00
3502589 DISTRIBUTION SYSTEM REPLACEMENT 02-440-694	02-50-440-694	1,274.00
ENVIRO TEST INC (555)	07/24 CK# 80193	\$87.50
12-129066 JUN12 SAMPLING ANALYSIS 02-420-362	02-50-420-362	87.50
ILLINOIS DIRECTOR OF (475)	07/24 CK# 80202	\$175.21
2ND QUARTER 12 EMPLOYEE BENEFITS - UNEMPLOYMENT	02-50-401-144	175.21
RADIO SHACK CORPORATION (1573)	07/24 CK# 80223	\$5.79
024403 EDP OPERATING EQUIPMENT 02-417-401	02-50-417-401	5.79
SUNSET SEWER & WATER (2276)	07/24 CK# 80230	\$2,329.00
2012-124 WATER DISTRIBUTION REPAIR-MAINTENAN	02-50-430-277	1,667.50
2012-125 WATER DISTRIBUTION REPAIR-MAINTENAN	02-50-430-277	661.50
TAMELING GRADING (1836)	07/24 CK# 80233	\$2,142.00
TG5/JUN 12 WATER DISTRIBUTION REPAIR-MAINTENAN	02-50-430-277	2,142.00
ZIEBELL WATER SERVICE PRODUCTS (2118)	07/24 CK# 80244	\$3,323.32
216634 WATER DISTRIBUTION REPAIR-MAINTENAN	02-50-430-277	944.22
216731 WATER DISTRIBUTION REPAIR-MAINTENAN	02-50-430-277	2,379.10
TOTAL WATER FUND		\$144,572.09

VILLAGE OF WILLOWBROOK

RUN DATE: 07/18/12

BILLS PAID REPORT FOR JULY, 2012

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HOTEL/MOTEL TAX FUND

CHECKS & DIR. DEBITS

DESCRIPTION	ACCOUNT NUMBER	AMOUNT
DUPAGE CONVENTION (494)	07/24 CK# 80187	\$4,340.10
910 ADVERTISING 03-435-317	03-53-435-317	2,014.93
APRIL 12 FEES-DUES-SUBSCRIPTIONS 03-401-307	03-53-401-307	1,000.00
BAL FY 11/12 FEES-DUES-SUBSCRIPTIONS 03-401-307	03-53-401-307	1,325.17
TOTAL HOTEL/MOTEL TAX FUND		\$4,340.10

VILLAGE OF WILLOWBROOK

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WATER CAPITAL IMPROVEMENTS FUND

CHECKS & DIR. DEBITS

DESCRIPTION	ACCOUNT NUMBER	AMOUNT
R & M SERVICE SOLUTIONS (2435)	07/24 CK# 80222	\$26,964.00
1036 WATER SYSTEM IMPROVEMENTS 09-440-600	09-65-440-600	26,964.00
TOTAL WATER CAPITAL IMPROVEMENTS FUND		\$26,964.00

VILLAGE OF WILLOWBROOK

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SUMMARY ALL FUNDS

BANK ACCOUNT	DESCRIPTION	AMOUNT	
01-110-105	GENERAL CORPORATE FUND-CHECKING - 0010330283	94,769.69	*
02-110-105	WATER FUND-CHECKING 0010330283	144,572.09	*
03-110-105	HOTEL/MOTEL TAX FUND-CHECKING 0010330283	4,340.10	*
09-110-105	WATER CAPITAL IMPROVEMENTS FUND-CHECKING - 100564-4	26,964.00	*
TOTAL ALL FUNDS		270,645.88	**

VILLAGE OF WILLOWBROOK

BOARD MEETING

AGENDA ITEM - HISTORY/COMMENTARY

ITEM TITLE:

A MOTION TO APPROVE APPLICATION FOR A LICENSE TO HOLD A
RAFFLE – DARIEN ROTARY CLUB

AGENDA NO.

5e

AGENDA DATE: 07/23/12

STAFF REVIEW: Cindy Stuchl

SIGNATURE: _____

Cindy Stuchl

LEGAL REVIEW: N/A

SIGNATURE: _____

N/A

RECOMMENDED BY VILLAGE ADMIN.:

SIGNATURE: _____

T. J. Hall

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

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

The Darien Rotary Club has submitted an application to hold a raffle at their fund raising event. This event will be held on October 20, 2012 at the Ashton Place, 341 W. 75th Street, Willowbrook, Illinois.

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

This is their fourth application for this organization's annual event.

ACTION PROPOSED: Approve Application to Hold a Raffle.



Village of Willowbrook

7760 Quincy Street
Willowbrook, IL 60527-5594

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

LICENSE TO HOLD A RAFFLE

Mayor

Robert A. Napoli

Village Clerk

Leroy R. Hansen

1. The name of the Licensee:
Darien Rotary Club
2. The aggregate retail value of all prizes or merchandise awarded by the licensee in a single raffle.
\$2,000.00
3. The maximum retail value of each prize awarded by the licensee in a single raffle.
\$2,000.00
4. The maximum price which may be charged for each raffle chance issued or sold.
\$25.00
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.
Saturday, October 20, 2012
7. The place at which the drawing is to be held.
Ashton Place
341 - 75th Street, Willowbrook, IL

APPROVED BY THE MAYOR AND BOARD OF TRUSTEES AT THEIR REGULAR MEETING HELD ON THE 23rd DAY OF July, 2012.

Leroy R. Hansen
Village Clerk



"A Place of American History"



The Darien Rotary Club

Darien, Illinois

District 6450 - The Birthplace of Rotary

July 10, 2012

Village of Willowbrook
7760 Quincy Street
Willowbrook, IL 60527
Fax: 630-323-0787

VIA FACSIMILE

To Whom It May Concern:

The following information and sworn statement are provided in support of the Rotary Club of Darien's application for a raffle permit.

Directors of the Club:

Position	Name	Address	Age
President	Robert Smutny	10 S 060 Lorraine Drive, Burr Ridge, IL 60527	75
Past President	Rob Ferrigan	2986 Husking Peg Lane, Geneva, IL 60134	44
Secretary	Chris Gerrib	18w074 16 th St, Villa Park, IL 60181	44

I do hereby swear that the Rotary Club of Darien is a not-for-profit organization and a registered 501(a) exempt group. For additional information, please contact Chris Gerrib at 630-434-5075 or via email at Cgerrib@comcast.net. Please send correspondence to the address below.

Sincerely,



Robert Smutny
President



Chris Gerrib
Secretary

Darien Rotary Club
P. O. Box 423
Westmont, IL 60559

The Village of WILLOWBROOK

7760 Quincy Street • Willowbrook, Illinois 60527-5594 • Phone: (630) 323-8215 • Fax: (630) 323-0787

Village President

Robert A. Napoli

APPLICATION FOR LICENSE TO HOLD A RAFFLE

Village Clerk

Leroy R. Hansen

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.

Village Trustees

Dennis Baker

Terrence Kelly

Timothy McMahon

Michael Mistele

Sandra O'Connor

Paul Schoenbeck

Name Rotary Club of Downer Address See Attached Age
P.O. Box 423
Westmont 12 60559

Date of incorporation, if corporation: 1974

Date of formation of organization: 1974

Object for which organization or corporation was formed: Community Service

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.

Ashton Place Hangouts

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

OCT 20, 2012
OCT 10, 2012

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

Ashton Place

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: NO

If yes, explain: _____

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

\$1,000

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

\$1,000

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

\$15

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: _____

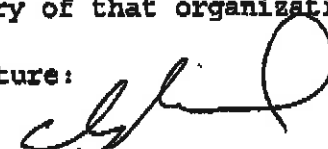
10. Affirm that the applicant will not violate any of the laws of the State or of the United States or any ordinances of this Village in the conduct of raffles.

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

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:



Date

7/18/12

VILLAGE OF WILLOWBROOK

BOARD MEETING

AGENDA ITEM - HISTORY/COMMENTARY

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

AGENDA NO. 5f

AGENDA DATE: 0723/2012

STAFF REVIEW: MARK SHELTON

SIGNATURE: [Signature]

LEGAL REVIEW: N/A

SIGNATURE: H/A

RECOMMENDED BY VILLAGE ADMIN.:

SIGNATURE: T. J. Held

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

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

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

Staff has compiled a list of Village owned vehicles deemed surplus ready for disposal. Staff will use the services of Insurance Auto Auctions:

VIN	Year	Make	Model
2B3KA43G96H433697	2006	DODGE	CHARGER

Staff recommends the Mayor and Board of Trustees pass the ordinance authorizing the sale of the vehicle listed above.

ACTION PROPOSED:

PASSAGE OF THE ORDINANCE

ORDINANCE NO. 12-O-

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

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

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

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

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

SECTION TWO: Pursuant to 65 ILCS 5/11-76-4, the Village Administrator is hereby authorized and directed to dispose of the property set forth on Exhibit "A" now owned by the Village of Willowbrook in any manner he deems appropriate, with or without advertisement.

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

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

PASSED and APPROVED this _____ day of _____, 2012.

APPROVED:

Mayor

ATTEST:

Village Clerk

ROLL CALL VOTE: AYES: _____
 NAYS: _____
 ABSTENTIONS: _____
 ABSENT: _____

EXHIBIT "A"

VIN	Year	Make	Model
2B3KA43G96H433697	2006	DODGE	CHARGER

Village of Willowbrook

Proclamation

WHEREAS, on July 13, 1987, the Village of Willowbrook first employed Mark T. Shelton in the capacity of Patrol Officer and was appointed to the position of Chief of Police on April 12th, 2010.

WHEREAS, Mark T. Shelton has received numerous letters of commendation for his assistance to residents, citizens and various outside agencies during the performance of his duties within the Willowbrook community, and

WHEREAS, Chief Shelton has proven to be active participant with the Senior Willowbrook Adults Connected (S.W.A.C.) which was formed to allow seniors to discuss issues that are important in their lives. Informative presentations are given on topics by the Downers Grove Township Office, Tri State Fire Protection District, and AARP, to list a few. The topics range from home inspections and injury prevention to legal services.

WHEREAS, Chief Shelton has overseen the Commission on Accreditation for Law Enforcement Agencies (CALEA) process for the police department. As a result the department was re-accredited for the sixth time at the March 2012 Commission meeting in Mobile, Alabama, in which the Department received Advance status with Excellence. The Department is re-accredited until November 2015 and will continue to remain in compliance with the applicable accreditation standards.

WHEREAS, Chief Shelton is an active member of the DuPage County Chiefs of Police Association which serves city and county police departments, as well as federal and state law enforcement agencies, college and university police, as well as private business and security firms. The DuPage County Chiefs of Police Association has members representing every region of the county. The Association was originally organized to promote legislation that would enhance public security by providing superior police protection for the residents of DuPage County and its many visitors. Today, with the same ultimate goal, its role has expanded to provide better communication, education, and training not only for the county's various police and security agencies but sponsored and opened several events to agencies statewide.

WHEREAS, Chief Shelton is an active member with the Felony Investigative Assistance Team (FIAT). F.I.A.T. is a multi-jurisdictional Police taskforce based in DuPage County, Illinois. The four taskforce teams are Accident Reconstruction, Canine Response Unit, Major Crimes and S.W.A.T.

NOW, THEREFORE, BE IT RESOLVED by the Mayor and Board of Trustees of the Village of Willowbrook, DuPage County, Illinois that we hereby recognize and commend Mark T. Shelton in this his 25th year of service to the Village of Willowbrook. On behalf of the citizens of the Village of Willowbrook, we wish to thank Mark T. Shelton for his unselfish commitment in making the community of Willowbrook a nicer place to live and work.

Proclaimed this 23rd day of July 2012

Robert A. Napoli
Robert A. Napoli, Mayor



Leroy R. Hansen
Leroy R. Hansen, Village Clerk

Village of Willowbrook

Proclamation

WHEREAS, on July 13, 1987, the Village of Willowbrook first employed David A. Gaddis in the capacity of Patrol Officer. David A. Gaddis currently serves as the canine officer for the police department; and

WHEREAS, David A. Gaddis has received numerous letters of commendation for his assistance to residents, citizens and various outside agencies during the performance of his duties within the Willowbrook community; and

WHEREAS, On August 29, 2009 at approximately 0236 hours, Officer Gaddis was on routine patrol in the area of 75th Street and Clarendon Hills Rd. when he observed two suspicious vehicles parked in the rear of the Willow Commons parking lot behind the Dairy Queen. Officer Gaddis was aware that there had been several burglaries in the area and approached the vehicles to investigate the actions of their occupants. While speaking with the occupants of the vehicle, Officer Gaddis detected a strong odor of Cannabis emitting from the vehicles. As a result of the investigation, Officer Gaddis recovered 42 grams of Cannabis and \$248.00 USC. Subsequently, three individuals were placed under arrest for Possession of Cannabis with intent to Deliver, Possession of Cannabis under 30 grams and Curfew.

WHEREAS, On November 14th, 2010 Officer Gaddis assisted with a traffic stop on a 2005 Dodge Dakota Pick-up truck occupied by Matthew and Michelle Novak. The driver appeared nervous and had a prior arrest for narcotics. Officer Gaddis and K9 Icha investigated the vehicle. K9 Icha exhibited positive behavior changes on the door seams that were indicative of there being some type of a narcotic presence in the vehicle. Officer Gaddis advised Matthew Novak of the behavior changes of K9 Icha and Matthew advised Officer Gaddis that the vehicle contained cannabis and drug paraphernalia. Officer Gaddis had K9 Icha conduct a search of the interior of the vehicle resulting in the discovery of a purse containing over four hundred pills later identified as Hydrocodone by the DuPage County Crime Lab.

WHEREAS, On February 8th, 2011 Officer Gaddis and K9 Icha assisted the Illinois State Police NARCINT (Narcotics and Currency Interdiction Team) with a search of a storage locker located at 755 Plainfield Road. Upon entry to the storage unit Officer Gaddis observed numerous boxes stacked along the back wall of the unit. The search resulted in the seizure of 49 pounds of cannabis and \$14,000 U.S. Currency.

NOW, THEREFORE, BE IT RESOLVED by the Mayor and Board of Trustees of the Village of Willowbrook, DuPage County, Illinois that we hereby recognize and commend David A. Gaddis in this his 25th year of service to the Village of Willowbrook. On behalf of the citizens of the Village of Willowbrook, we wish to thank David A. Gaddis for his unselfish commitment in making the community of Willowbrook a nicer place to live and work.

Proclaimed this 23rd day of July 2012

Robert A. Napoli
Robert A. Napoli, Mayor



Ray Hansen
Ray Hansen, Village Clerk



Village of Willowbrook

7760 Quincy Street
Willowbrook, IL 60527-5594

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

June 28, 2012

Mayor

Robert A. Napoli

Village Clerk

Leroy R. Hansen

Mr. & Mrs. Allan Cameron
6415 Bentwood Ln
Willowbrook IL 60527

Re: Account No. 251045
Delinquent Water Bill

Dear Mr. & Mrs. Cameron:

Please be advised that your water bill is now delinquent in the amount of \$150.54. 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 July 23, 2012, will result in the immediate termination of your water service.

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

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

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

Sincerely,

Timothy J. Halik
Director of Municipal Services

TJH:pkp



"A Place of American History"



Village of Willowbrook

7760 Quincy Street
Willowbrook, IL 60527-5594

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

June 28, 2012

Mayor

Robert A. Napoli

Village Clerk

Leroy R. Hansen

Mr. & Mrs. Brian J. Harris
6330 Tremont Rd
Willowbrook IL 60527

Re: Account No. 252690
Delinquent Water Bill

Dear Mr. & Mrs. Harris:

Please be advised that your water bill is now delinquent in the amount of \$164.90. 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 July 23, 2012, will result in the immediate termination of your water service.

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

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

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

Sincerely,

Timothy J. Halik
Director of Municipal Services

TJH:pkp



"A Place of American History"



Village of Willowbrook

7760 Quincy Street
Willowbrook, IL 60527-5594

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

June 28, 2012

Mayor

Robert A. Napoli

Village Clerk

Leroy R. Hansen

Ms. Laura Romeo
541 - 68th St
Willowbrook IL 60527

Re: Account No.213535.002
Delinquent Water Bill

Dear Ms. Romeo:

Please be advised that your water bill is now delinquent in the amount of \$83.50. 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 July 23, 2012, will result in the immediate termination of your water service.

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

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

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

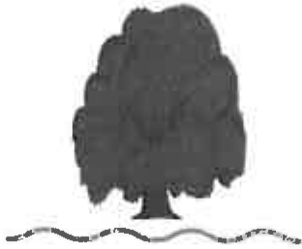
Sincerely,

Timothy J. Halik
Director of Municipal Services

TJH:pkp



"A Place of American History"



Village of Willowbrook

7760 Quincy Street
Willowbrook, IL 60527-5594

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

June 28, 2012

Mayor

Robert A. Napoli

Village Clerk

Leroy R. Hansen

Sholeh Sahebi
605 63rd St
Willowbrook IL 60527

Re: Account No. 253465.002
Delinquent Water Bill

Dear Sholeh Sahebi:

Please be advised that your water bill is now delinquent in the amount of \$78.76. This amount now includes a \$25.00 fee pursuant to Section 6-8-5 of the Village of Willowbrook Code. This \$25.00 is added to all accounts delinquent 45 or more days after the billing date. This amount also includes all other penalties pursuant to Section 6-8-5 of the Village Code. Your failure to satisfy the total amount of this delinquency on or before July 23, 2012, will result in the immediate termination of your water service.

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

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

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

Sincerely,

Timothy J. Halik
Director of Municipal Services

TJH:pkp



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Village of Willowbrook

7760 Quincy Street
Willowbrook, IL 60527-5594

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June 28, 2012

Mayor

Robert A. Napoli

Village Clerk

Leroy R. Hansen

Mr. George Schwertfeger
6306 Martin Dr
Willowbrook IL 60527

Re: Account No. 250075
Delinquent Water Bill

Dear Mr. Schwertfeger:

Please be advised that your water bill is now delinquent in the amount of \$79.19. This amount now includes a \$25.00 fee pursuant to Section 6-8-5 of the Village of Willowbrook Code. This \$25.00 is added to all accounts delinquent 45 or more days after the billing date. This amount also includes all other penalties pursuant to Section 6-8-5 of the Village Code. Your failure to satisfy the total amount of this delinquency on or before July 23, 2012, will result in the immediate termination of your water service.

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

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

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

Sincerely,

Timothy J. Halik
Director of Municipal Services

TJH:pkp



"A Place of American History"



Village of Willowbrook

7760 Quincy Street
Willowbrook, IL 60527-5594

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

June 28, 2012

Mayor

Robert A. Napoli

Village Clerk

Leroy R. Hansen

Mr. & Mrs. Richard Zenner
125 Waterford Dr
Willowbrook IL 60527

Re: Account No.250850.001
Delinquent Water Bill

Dear Mr. & Mrs. Zenner:

Please be advised that your water bill is now delinquent in the amount of \$141.17. 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 July 23, 2012, will result in the immediate termination of your water service.

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

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

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

Sincerely,

Timothy J. Halik
Director of Municipal Services

TJH:pkp



"A Place of American History"

Village of Willowbrook

BOARD MEETING AGENDA ITEM - HISTORY/COMMENTARY

ITEM TITLE:

A RESOLUTION AUTHORIZING THE MAYOR AND VILLAGE CLERK TO
ACCEPT A PROPOSAL TO COMPLETE THE 2012 DUGOUT CANOPY
PROJECT – WIESBROOK SHEET METAL, INC.

AGENDA NO.**9****AGENDA DATE:** 07/23/12

STAFF REVIEW: Kristin L. Violante
Superintendent of Parks
& Recreation

SIGNATURE:

LEGAL REVIEW: William Hennessy
Village Attorney

SIGNATURE:

RECOMMENDED BY: Timothy Halik
Village Administrator

SIGNATURE:**REVIEWED & APPROVED BY COMMITTEE:**YES ☒ on 7/10/12NO ☐N/A ☐**ITEM HISTORY (ACTIONS RELATED TO THIS ITEM, OTHER PERTINENT HISTORY, ETC.)**

The Village received a \$46,000 grant from the Illinois Department of Commerce and Economic Opportunity to replace the three backstops at Borse Park as well as install permanent dugout canopies. To date, \$33,890 in grant funds have been used to replace the old arched backstops with newly designed, 16 foot backstops. During the 2012/2013 Budget Workshops there was discussion about the dugout canopy portion of this project. There is currently \$12,100 in grant funds remaining. An additional \$14,000 was budgeted in the current capital budget to complete the dugouts.

Staff inspected the current state and structure of the existing canopies and it is recommended to remove the existing framework and install new uniformed solid framework with the new canopies. The Parks and Recreation Department has received a quote from 3 separate companies. Due to the nature of this project and its constant exposure to weather, it is recommended to avoid using wood within this project. The design proposal submitted by Wiesbrook Sheet Metal is preferred.

Proposal #1 – Custom Built Commercial Fence Corp. – Total: \$22,500 (wood frame)

Proposal #2 – Wiesbrook Sheet Metal, Inc. – Total: \$19,826 (all steel structure, new framing)

Proposal #3 – Chesterfield Awning Co.- Total: \$18,512 (metal roof)

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

It is the recommendation of the Parks and Recreation Commission and staff to accept the proposal from Wiesbrook Sheet Metal, Inc. in the amount of \$19,826 for all steel canopy covers. \$7,626 in Village funds would be needed to complete this project, which is well under the budgeted amount.

ACTION PROPOSED: Adopt resolution.

RESOLUTION NO. 12-R-_____

A RESOLUTION AUTHORIZING THE MAYOR AND VILLAGE CLERK
TO ACCEPT A PROPOSAL TO COMPLETE THE 2012 DUGOUT
CANOPY PROJECT – WIESBROOK SHEET METAL, 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 Wiesbrook Sheet Metal Inc. to complete the 2012 dugout canopy project in an amount set forth in the proposal attached hereto as Exhibit "A" which is, by this reference, expressly incorporated herein.

ADOPTED and APPROVED this 23rd day of July, 2012.

APPROVED:

Mayor

ATTEST:

Village Clerk

ROLL CALL VOTE:

AYES: _____

NAYS: _____

ABSTENTIONS: _____

ABSENT: _____

Proposal #2

**WIESBROOK SHEET METAL, INC.**

Metal Roofs/Wall Panels~Heating~Air Conditioning~Bay Windows~Customized Sheet Metal Work

Proposal for Six Dugout Covers

May 31, 2012

Job Name:Borse Community Park
Midway Drive
Willowbrook, Illinois

Remove and dispose of existing awning framing and cover material. Supply and install 20 galvanized zee and hat channels subframing with 24 gauge prefinished steel metal roof panels. Metal roof panels to be an inch and three quarter high standing seam by eighteen inches wide with no exposed fasteners. Also included is fascia on all four sides to cover up the ends of the framing. Fascia to be same material and color as metal roof panels. We exclude any and all things not specifically mentioned. All material to have a Kynar 500 finish, manufacturers standard colors with a twenty year paint warranty.

Total Price: \$19,826.00**Exclusions**

Excludes any and all work not specifically mentioned.

General Conditions

- ~ All prefinished metal to have a Kynar 500 finish out of manufacturers' standard colors.
- ~ Pricing good for 30 days.
- ~ Payment terms are 50% at placement of order and balance due upon completion.

By _____

By _____

Printed Name _____

Name Kenneth J. Wiesbrook, V.P.

Title _____

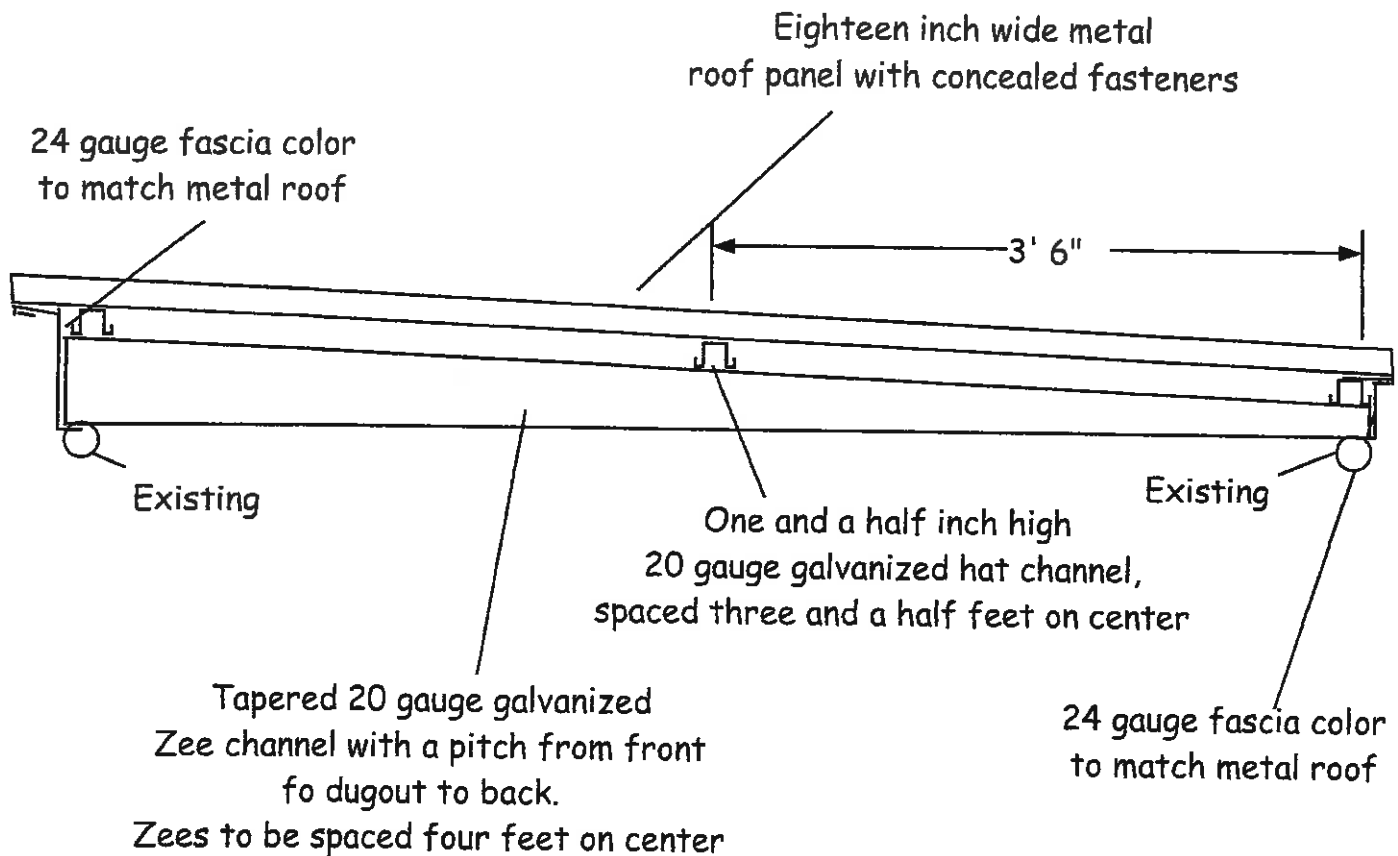
Title Vice-President

Date _____

Date _____

25502 WEST RUFF STREET, PLAINFIELD, ILLINOIS 60585 • 630-922-9050 • FAX 630-922-9055

Borse Community Park Dugout Roofs



Cut View of Framing and Roof Panels

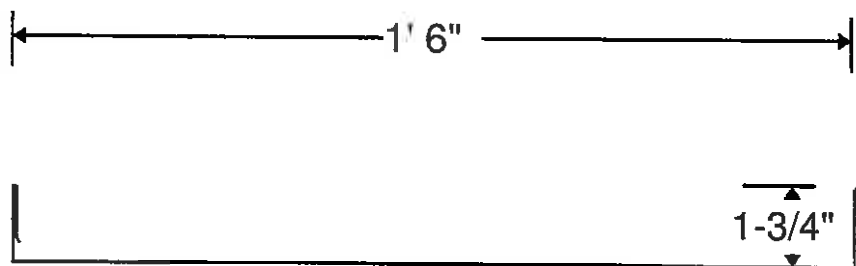
Wiesbrook Sheet Metal
25502 West Ruff Street
Plainfield, IL 60585

Scale 1"=1'0"
Date 6-1-12
Drawn by KJW

Accepted by

2

Borse Community Park Dugout Roofs



Typical Roof Panel

Wiesbrook Sheet Metal
25502 West Ruff Street
Plainfield, IL 60585

Scale 3"=1'0"
Date 6-1-12
Drawn by KJW

Accepted by

4

Village of Willowbrook

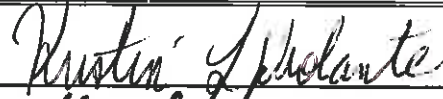
BOARD MEETING AGENDA ITEM - HISTORY/COMMENTARY

ITEM TITLE:

A RESOLUTION AUTHORIZING THE MAYOR AND VILLAGE CLERK TO
ACCEPT A PROPOSAL FOR THE DEVELOPMENT OF A PARKS AND
RECREATION MASTER PLAN – DESIGN PERSPECTIVES, INC.

AGENDA NO.**10****AGENDA DATE:** 07/23/12

STAFF REVIEW: Kristin L. Violante
Superintendent of Parks
& Recreation

SIGNATURE:

LEGAL REVIEW: William Hennessy
Village Attorney

SIGNATURE:

RECOMMENDED BY: Timothy Halik
Village Administrator

SIGNATURE:

REVIEWED & APPROVED BY COMMITTEE: YES ☒ on 7/10/12 NO ☐ N/A ☐

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

There was discussion at the FY 12/13 Budget Workshop about the background and importance of this project. Staff met with area Park Directors about OSLAD grants and found out a majority have contracted with park and recreation based consulting firms to assist them in either the entire or portions of the OLSAD grant process. Meetings were held with representatives from two such firms to learn about the overall grant process. Through these discussions, it was determined that an updated, comprehensive Parks and Recreation master plan is essential in not only determining specific projects in which to pursue grants, but it also plays a crucial role in determining who receives OSLAD grant money. At this time, there is no current, detailed master plan for the Parks & Recreation Department.

Staff recommends that a thorough evaluation of the Village's park system be performed to determine what direction the Parks & Recreation Commission and Board of Trustees would like to take it. New trends are emerging which would be exciting for the Department to be a part of. A master plan would be an invaluable resource to help give the direction we need and to provide numerous gains in the future. \$19,850 was budgeted in capital expenditures for the development of a Parks and Recreation comprehensive master plan.

Staff received proposals from two companies:

Proposal #1 – Design Perspectives Inc., Tod Stanton- Total \$19,400 (includes 1 OSLAD grant application @ \$1,600)

Proposal #2 – Landtech Design, Ltd., John Vann- Total \$23,600 (addt'l \$4,500-\$5,250 for 1 OSLAD grant application)

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

The Parks and Recreation Commission met with each representative about this project. It is the recommendation of the Parks and Recreation Commission and staff to accept the proposal from Design Perspectives in the amount of \$19,400 for the completion of a comprehensive Parks and Recreation master plan. The proposal amount includes the completion of one OSLAD grant application at a cost of \$1,600.

ACTION PROPOSED: Adopt resolution.

RESOLUTION NO. 12-R-_____

A RESOLUTION AUTHORIZING THE MAYOR AND VILLAGE CLERK
TO ACCEPT A PROPOSAL FOR THE DEVELOPMENT OF A PARKS
AND RECREATION MASTER PLAN – DESIGN PERSPECTIVES, 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 Design Perspectives Inc. to complete the development of a Parks and Recreation master plan and one OSLAD grant application in an amount set forth in the proposal attached hereto as Exhibit "A" which is, by this reference, expressly incorporated herein.

ADOPTED and APPROVED this 23rd day of July, 2012.

APPROVED:

Mayor

ATTEST:

Village Clerk

ROLL CALL VOTE:

AYES: _____

NAYS: _____

ABSTENTIONS: _____

ABSENT: _____



May 28, 2012

Ms. Kristin Violante
Superintendent of Parks & Recreation
Village of Willowbrook
7760 Quincy Street
Willowbrook, IL 60527

RE: Professional Services for Planning Services for
Comprehensive Parks & Recreation Master Plan & OSLAD Grant
Writing Services

DP Proposal: 12-9874

Dear Kristin,

Design Perspectives is pleased to submit this proposal response for professional services for a variety of targeted projects that we discussed in-depth last week. The real beauty of bundling these tasks into one agreement is it will save you both time and money from a streamlined schedule and the elimination of redundant meetings and tasks. **It is important to consider the value of a fresh, recently adopted comprehensive parks and recreation master plan to strengthen your anticipated upcoming OSLAD grant submittal. Our goal would have a completed and approved master plan by spring 2013. Furthermore, we are proposing to include an OSLAD grant in this proposal to be submitted by July 1, 2013. We are pleased to have provided a 15% discounted fee for the combined scope of work.**

As part of the planning process, our professional services will include conducting a recreational needs assessment of the Willowbrook community. The assessment process will include a village wide mail and telephone survey, Delphi committee, public hearings and focus groups. The Delphi committee should be limited to nine members representing key special interest groups that will have influence on this plan for the agency. This usually includes the school district, other city government departments, chamber of commerce, key business

1754 N. Washington St.
Suite 120
Naperville, Illinois 60563

Phone: 630-577-9445



leaders, sports organizations or leagues, and vocal residents of your community.

Our goal is to provide specific recommendations about how to meet your park district's recreational needs that will be identified through this planning process. Along with recommendations, the plan will provide a cost and resource assessment, schematic park master plans and a timeline for implementing the specific recommendations.

Our approach will be custom tailored to your agency and will be action driven with an emphasis on implementation to achieve success. We have given numerous education sessions at the state and regional level about the different components of comprehensive park and recreation plans and how our innovation methods has led to better decision making by administrators and elected officials alike.

Please do not hesitate to contact us with any questions. In the meantime, thank you for allowing us to submit this proposal.

Warmest regards,

A handwritten signature in black ink, appearing to read 'Tod J. Stanton', with a stylized flourish at the end.

Tod J. Stanton, ASLA
President



**Village of Willowbrook
Comprehensive Parks & Recreation Master Plan &
OSLAD Grant**

Table of Contents

Section One: Consultant Firm Background & Statement of Staff Expertise

Section Two: Scope of Services & Project Schedule

Section Three: Project Examples

Section Four: References

Section Five: Fees

Section One: Consultant Firm Backgrounds & Statement of Staff Expertise

I. Firm Background:

Design Perspectives is pleased to submit this proposal for services. Public Research Group will be a sub-consultant for this project handling the survey scope of work. We provide a broad range of planning and design services to park and recreation agencies that seek a clear vision in their projects and the skills to implement that vision.

Design Perspectives is a collaborative consultant with a process that listens to agency staff and elected officials and blends their opinions with the needs of the public.

Our distinct style combined with advanced management degrees in the park and recreation field will provide a new way of thinking to arrive at a solution to your planning needs.

Design Perspectives has a superior reputation for quality. It has earned distinction among its competitors. Our team's leadership has over forty five years experience in the parks and recreation field in the Midwest, having developed several comprehensive plans, one of which won the Gold Medal Award for Excellence in Parks and Recreation Management from the National Recreation and Park Association in 2003.

Our team has conducted numerous comprehensive park and recreation master plans, community needs assessment surveys, developed comprehensive land use plans for municipalities, provided fiscal and economic impact analysis, and done research in estimated occupancy in new housing units.

The following is a summary of the vital information of each company, followed by firm profiles.

Design Perspectives, Inc.
1754 N. Washington Street
Suite 120
Naperville, IL 60563
630-577-9445 (office)
630-577-9447 (fax)
tstanton@design-perspectives.net
Tod J. Stanton, ASLA, RLA
President

Public Research Group, LLC
1754 N. Washington Street
Suite 120
Naperville, IL 60563
630-606-0776 (office)
630-577-9447 (fax)
demanuelson@comcast.net
David N. Emanuelson, Ph.D.
Partner
todstanton@publicresearchgroup.com
Tod J. Stanton,
Partner

II. Firm Profile:

Considering the lead company for this project, Design Perspectives Inc. was founded by Tod J. Stanton to bring creative, timely and common sense solutions to designing and planning parks and recreation services.

Design Perspectives is an S-Corporation owned 100% by Tod J. Stanton.

It is a Professional Corporation, chartered in the State of Illinois.

Design Perspectives has the following professional affiliations:

Member of the Council of Landscape Architectural Registration Board (CLARB)
Member of the American Society of Landscape Architects
Member and Sponsor of the Illinois Park & Recreation Association
Member of the South Suburban Park & Recreation Professional Association
Member of the Friends of Illinois Parks

III. Insurance Information:

Design Perspectives, Inc. carries both general business liability and professional liability policies. Our carrier is Travelers, which is a global leader for A/E insurance. The following are our limits:

- a. General Liability: \$1,000,000
- b. Professional Liability: \$2,000,000 per occurrence

IV. Responses to general questions associated with this scope of work:

Q1. What is the size of your firm?

R1. Our firm is small by choice to offer personal service to our select clients. The principal individual that will be assigned to this project is Tod J. Stanton, President. We current employ two full time degreed landscape architects and one part time administrative assistant.

For this project, Tod will personally handle all aspects of project tasks and will be the point of contact for the entire life of the project. You have hired the A-team and that's what you get, unlike so many other companies, where you get lower level staff that lacks experience and confidence to provide strong leadership and decision-making.

This is a great asset and should not be overlooked. Because the company president will be managing the project, there will be no staff turnover on this project.

The same is true with Public Research Group. It was founded as a research and consulting firm and is chartered in the State of Illinois. You

will be working with the firm leadership every step of the way. As a result, there will be no delays. Good decisions will be made and done quickly, in an effort to meet the time lines for this project on schedule.

- Q2. How many years has your firm been practicing?
R2. We have been in business for 9 years. Tod has been a practicing landscape architect devoted to park & recreation projects for 18 years, and David has been a parks and recreation administrator for over 30 years. In terms of total experience in planning, both company presidents have over 45 years of combined experience.
- Q3. How many similar type of projects have you completed?
R3. Design Perspectives and Public Research Group have worked on a wide variety of park and recreation projects. We have worked for Park Districts, Park and Recreation Agencies, Special Recreation Associations, Forest Preserve Districts and Village Governments ranging from 15,000 residents to nearly 500,000. We have included more information in Section 3 of this proposal.
- Q4. What is the timeline to complete this type of project?
R4. We have developed a successful approach to the time necessary to accomplish each step in the process. Ordinarily this takes approximately 6 months to complete.
- Q5. What is your experience in dealing with resident input?
R5. We believe that resident input is a major key to a successful project and should not be overlooked. We also believe it is one of our greatest assets.

Aside from our 45 years of experience holding public hearings and managing focus groups, Public Research Group has the highest level of expertise in data analysis, which is key to interpreting findings.

David is a published researcher, with several articles in print, including winning article of the year at the IPRA/IAPD Conference.

Tod is an expert facilitator, accomplished guest lecturer at state and regional conferences, with many hours of public hearings and focus group leadership to his credit.

Beginning on the following pages is additional information regarding our team.

SERVICES OFFERED:

As a full-service consulting firm, we offer a number of additional services that our clients frequently request. From facilitating meetings between local community leaders and their constituencies, to gathering information through public surveys, we lead our clients confidently through the maze of decision making. The end result is to equip our clients with the necessary information or insights needed to achieve excellent results. We are pleased to offer the following services:

- Site Selection Analysis & Building Feasibility Studies
- Market Position & Revenue Analysis
- Comprehensive Planning Studies
- Park & Recreation Planning & Design
- Grant Writing
- Site Master Planning
- Streetscape & Urban Design
- Green Roof Planning
- Conservation Stormwater Design

LANDSCAPE ARCHITECTURE:

The art and science of Landscape Architecture is at the heart of every design project we undertake. Designing the places and spaces in which we live, work and play. Design Perspectives' broad spectrum of built work has allowed us to establish a reputation for a creative approach that produces a clean, finished design with lasting value to our clients.

PARK AND RECREATION:

The end result of park and recreational planning ideally yields a place of fun, beauty, safety, and convenience. Make certain the journey goes smoothly, from start to finish, with the expertise and experience of Design Perspectives. Our professional staff can provide:

- Comprehensive Park & Recreation Master Plans
- Site Park Master Planning
- Playground Design
- Grant Writing
- Athletic Field Design & Engineering
- Community Needs Assessment
- Capital Improvement Planning

We understand the relationships between the public, elected officials, and administration. This allows us to craft a unique and successful approach that satisfies even the savviest community residents.

ENVIRONMENTAL DESIGN:

"Going Green" can be a vital element that brings lasting value to the overall success of a site plan. Some key components for consideration and integration into a project include open space protection, water conservation, energy efficiency, and using materials which are beneficial to the environment.

Public Research Group was formed to bring innovative research methods to the planning market. The partners of the firm have been working collectively to offer these services for the past five years. They have committed their time and talents into Public Research Group to perform the research associated with the many different types of projects.

We firmly believe that the best plans are generated by listening first and then taking action. We employ the following techniques on many of our assignments to provide a high degree of comfort in the decision-making process.

The Public Research Group Difference

Our approach to gathering public feedback through survey development and follow up polling is cutting edge. We perform a common Mail Survey, Telephone Survey and E-mail Survey to gather independent data sets through a random sample, and then blend the data together through a technique developed by us named Data Layering. This technique will generate a clear picture of the survey outcomes by removing the inherent biases associated with each survey type. This allows for a higher degree of confidence than relying on one survey type. The application of GIS to assist in the sample development allows for an extremely accurate mapping ability to track sample returns and boost response rates. The recent development of our unique e-mail address sample library allows for the use of current technology to target new demographics not easily sampled in the past. This allows for a higher degree of confidence than relying on one survey type. The benefit by using our technique is the findings paint a clearer picture of the issues yielding better decision making.

Another technique that enhances the planning process is the gathering of data from community leaders, called the Delphi method. Community leader opinion is important because it is understood that community leaders shape public opinion in general. Community leaders are more informed than the general public about public policy, the availability of financial resources, and the potential for intergovernmental cooperation that can conserve financial resources. The public knows this to be true and is often guided by leaders' opinions.

How Can the Public Research Group Help You?

The Public Research Group provides qualitative and quantitative research for government and business.

Quantitative research services include the administration of:

- mail surveys
- telephone surveys
- telephone polling
- web based surveys
- customer satisfaction surveys
- market analysis

Qualitative research services include:

- archival analysis
- personal interviews
- focus group facilitation and analysis
- Delphi analysis
- public hearing facilitation
- observational data collection

PRG utilizes state of the art statistical software packages that analyze these samples and forecast characteristics in order that managers and board members can make more informed decisions. PRG also provides fiscal and economic impact studies to governmental units regarding the effects any type of development will have on local government.

PRG works with governments and other non-profits to identify their market share and customer satisfaction levels, as well as businesses to identify potential markets, analyze the competition, and determine their strengths, weaknesses, opportunities and threats.

PRG recognizes that quality research is essential for management to make quality decisions. If an organization needs information, PRG is the research group to call.

TOD J. STANTON, ASLA
PRESIDENT

Landscape Architecture | Park + Recreation | Environmental Design

Selected Career Highlights and Experience

Tod is a licensed landscape architect with eighteen years of experience in planning, design and project management. He founded Design Perspectives, Inc. in 2003 to provide creative solutions for complex design challenges. He provides a team based common sense approach to the issues surrounding the project. He has been involved in projects throughout the United States as well as abroad. He has extensive knowledge of both public and private sector project types and has oversaw over 80 million dollars worth of public construction projects.

Eighteen years of professional consulting experience

Design Perspectives, Inc., President
Naperville Park District, Senior Landscape Architect
EDAW, Inc., Associate and Project Manager

Education

Master of Science in Park & Recreation Administration, Aurora University
Bachelor of Landscape Architecture, University of Georgia

Licensure

Licensed Landscape Architect, Illinois #157001070
Licensed Landscape Architect, Indiana #LA20700120
Licensed Landscape Architect, Wisconsin #560-014
Licensed Landscape Architect, Georgia #1223
CLARB Certified Landscape Architect #1758
Certified Playground Safety Inspector # 7604-0609

MICHELLE WILSON, RLA
SENIOR PROJECT MANAGER

Selected Career Highlights and Experience

Michelle is a registered landscape architect with eighteen years of public and private experience. Her work has been based on community visioning and solid site design and detailing. She has worked on public park projects that require a consensus building approach in the Midwest as well as the metro Boston area. Michelle's primary role is to provide direct assistance for the design, planning and project management for projects in the office.

Eighteen years of professional consulting experience

Design Perspectives, Inc., Senior Project Manager
BSC Group, Senior Landscape Architect
Daylor Consulting Group, Senior Landscape Architect
Brown, Richardson and Row, Project Manager/Landscape Architect
Paul C. K. Lu and Associates, Landscape Designer
R.J. Priest Associates, Landscape Designer

Education

Bachelor of Science in Landscape Architecture, Ohio State University

Licensure

Licensed Landscape Architect, Massachusetts # 1203
Licensed Landscape Architect, Ohio #876
CLARB Certified Landscape Architect # 2652

ROBERT J. MARTIN, ASSOCIATE ASLA
LANDSCAPE DESIGNER

Selected Career Highlights and Experience

Robert has a keen interest on projects with an emphasis on sustainable design and presentation graphics. His primary role is to provide support in design as well as providing needed graphic exhibits for the design and planning projects in the office.

Three years of professional consulting experience

Design Perspectives, Inc., Landscape Designer

Education

Bachelor of Landscape Architecture, Iowa State University

Experience Profile

Tod Stanton is a founding partner of Public Research Group and is recognized throughout the Midwest for his work introducing innovative research methods in the government market. He has over eighteen years of consulting experience and has been responsible for designing and creating public input processes that get results.

His skills as a researcher and facilitator are applied to the public input process to achieve a higher degree of confidence in social science research methods. He is often a speaker on the topics of comprehensive master planning and survey methods.

Professional Experience

Founder & Partner, Public Research Group, LLC
Founder & President, Design Perspectives, Inc.
Senior Landscape Architect, Naperville Park District
Associate, EDAW, Inc.

Education

Master of Science in Park & Recreation Administration, Aurora University
Bachelor of Landscape Architecture, University of Georgia

Workshops Serving as Presenter:

- How Polling and Surveying Will Help Your Political Challenges - session presenter at the Missouri Park & Recreation Association, St. Louis, MO, March 2011.
- How to Know What Is Going On Out There - session co-presenter at the Illinois Association of Park Districts/Illinois Park and Recreation Association Conference, Chicago, Illinois, January 2011.
- Utilizing Technology to Maximize Public Feedback - session presenter at the Missouri Park & Recreation Association, Lake Ozark, MO, March 2010.
- Project Management Pitfalls for Small Capital Projects- session at the at the Missouri Park & Recreation Association, Lake Ozark, MO, March 2010.
- Utilizing Technology to Maximize Public Feedback- session co-presenter at the Illinois Association of Park Districts/Illinois Park and Recreation Association Conference, Chicago, Illinois, January 2009.
- Selecting the Right Planning Approach to Get the Job Done- session co-presenter at the Illinois Association of Park Districts/Illinois Park and Recreation Association Conference, Chicago, Illinois, January 2009.

- Blending Telephone and Mail Surveys to Maximize Public Feedback- session co-presenter at the Illinois Association of Park Districts/Illinois Park and Recreation Association Conference, Chicago, Illinois, January 2008.
- Measuring the Community Pulse of Park & Recreation Projects- session presenter at the APA Illinois Chapter State Conference, Peoria, Illinois, October 2007.
- Comprehensive Planning- session co-presenter at the Ohio Park and Recreation Association Conference, Cleveland, Ohio, February 2007.
- The Art of Public Feedback and Facilitation in Comprehensive Planning- session co-presenter at the Illinois Association of Park Districts/Illinois Park and Recreation Association Conference, Chicago, Illinois, January 2007.
- Community Feedback & The Political Pulse of Parks & Recreation - session co-presenter at the Indiana Park and Recreation Association Conference, Indianapolis, Indiana, January 2007.
- Basic Project Management- co-presenter at a workshop sponsored by George Williams College of Aurora University, Williams Bay, Wisconsin, November 2006.
- How to Become Your Own Comprehensive Planner- co-presenter at a session in the National Recreation and Park Association Mid-States Conference, Dickinson, North Dakota, April 2006.
- Common Sense Capital Planning- co-presenter at a session in the National Recreation and Park Association Mid-States Conference, Dickinson, North Dakota, April 2006.
- Comprehensive Planning- co-presenter at a session at the Illinois Association of Park Districts/Illinois Park and Recreation Association Conference, Chicago, Illinois, January 2006.
- How to Be Your Own Comprehensive Planner- co-presenter at the pre-conference workshop for the Wisconsin Parks and Recreation Conference, Lake Geneva, Wisconsin, November 2005.

Selected Career Highlights and Experience

David Emanuelson is a founding partner of Public Research Group, a company that provides a variety of consulting services for municipal governments, businesses, special districts, and townships. David is an assistant professor at Northern Illinois University, Aurora University and Elmhurst College where he teaches in the areas of Recreation, Political Science and State and Local government. Being a published and award winning consultant, David helps clients design and implement a proactive strategy to achieve objectives effectively.

Consultant Focus

Market Analysis
Telephone Survey Collection and Analysis
Fiscal and Economic Impact Analysis
Goal and Objective Development
Financial Management

Focus Group Facilitation and Analysis
Mail Survey Collection and Analysis
Population Studies
Comprehensive Plan Development
Community Needs Assessment

Thirty-five years of professional experience in the public sector

Public Research Group, LLC, Founder & Partner
Impact Planning, LLC, Founder & President
DeKalb Park District, Executive Director
Highland, IN Parks and Recreation, Superintendent
Rantoul Playground and Recreation Department, Director

Education

PhD. In Political Science, Northern Illinois University
Master of Public Administration, Northern Illinois University
Master of Science in Business Administration, Indiana University
Bachelor of Science in Recreation, University of Illinois

Awards

2003 Gold Medal Award for Excellence in Parks and Recreation Management with the DeKalb Park District

Nine Consecutive Certificates of Achievement from Excellence in Financial Reporting from the Government Accounting Standards Board

Two time Administration and Finance Literary Awards

Workshops Serving as Presenter:

Utilizing Technology to Maximize Public Feedback - session presenter at the Missouri Park & Recreation Association, Lake Ozark, MO, March 2010.

Selecting the Right Planning Approach to Get the Job Done - session presenter at the Illinois Association of Park Districts/Illinois Park and Recreation Association Conference, Chicago, Illinois, January 2009.

Utilizing Technology to Maximize Public Feedback - session presenter at the Illinois Association of Park Districts/Illinois Park and Recreation Association Conference, Chicago, Illinois, January 2009.

Budgeting and Politics - session presenter at the Great Lakes Academy for Leadership Advancement, Williams Bay, WI, January 2009.

Community Need Assessment- session presenter at the Wisconsin Park and Recreation Association State Conference, LaCrosse, Wisconsin, November 2008.

Blending Telephone and Mail Surveys to Maximize Public Feedback- session co-presenter at the Illinois Association of Park Districts/Illinois Park and Recreation Association Conference, Chicago, Illinois, January 2008.

Measuring the Community Pulse of Park & Recreation Projects- session presenter at the APA Illinois Chapter State Conference, Peoria, Illinois, October 2007.

Comprehensive Planning- session presenter at the Ohio Park and Recreation Association Conference, Cleveland, Ohio, February 2007.

The Art of Public Feedback and Facilitation in Comprehensive Planning- session presenter at the Illinois Association of Park Districts/Illinois Park and Recreation Association Conference, Chicago, Illinois, January 2007.

Community Feedback & The Political Pulse of Parks & Recreation - session presenter at the Indiana Park and Recreation Association Conference, Indianapolis, Indiana, January 2007.

Section Two: Scope of Services

The project consists of a series of planning projects including developing a comprehensive park & recreation master plan and an OSLAD grant application in 2013.

The needs assessment component will be determined by using the following information:

- Results from a statistically valid community survey
- Community input through workshops and public meetings
- Input from relevant organizations

The Design Perspectives, Inc. team has broken the following items above into a series of steps to be included as professional services in our base fee for the project.

BASE SCOPE OF SERVICE:

PROJECT COMPONENT A: COMPREHENSIVE PARK & RECREATION MASTER PLAN

A. Project Start Up & Goals & Objectives Formulation

The project team will meet with Village staff to fully define the work plan, including initial goals & objectives, as it relates specifically to the task, along with finalizing the schedule. The purpose of this start up meeting is to establish project and meeting schedules as well as request documentation. After working with Village staff to identify stakeholder groups, we will recommend an appropriate involvement opportunity, which is generally a Delphi Committee. We will also define how we will communicate and the process of the upcoming public meetings.

Why this is Important to the Planning Process: This is the first time to sit down as a project team and develop a dialogue on the process, discussion of goals and objectives and set up the project schedule. This meeting allows everyone to get off on the right foot.

Total number of meetings for this step: 1

B. Community Wide Recreation Based Survey

Public Research Group will perform a community based parks and recreation attitude and interest needs survey will be taken and the results will be shared with the community via your website and a staff meeting. We believe a survey is a valuable tool to provide validity to any decision that could impact the community. By using this tool, staff and elected officials can feel confident about making decisions based on real, relevant data. A sample size of 400 total household returns will be sufficient for the size of your agency for a 95% confidence level and +/-5% confidence interval. We will utilize a mail survey of up to 20 questions in length to gather data from the questionnaire. The breakdown includes;

- Mail survey: 1,000 sample, target return rate is 200 responses
- Telephone survey: 1,000 sample, target return rate is 100 responses
- Text & E-mail survey: 2,000 sample, target return rate is 100 responses

We will then layer the data between the survey results to formalize a stronger confidence in the survey findings.

Specific tasks include;

- Develop a custom database random sample of Village residents households broken down by geographic regions
- Further explore the breakdown by political sub-regions such as districts/precincts
- Finalize the sample with geo-coding and survey methodology including methods for successful response rates
- Develop the survey instrument
- Pre-test the survey
- Administer the mail survey including all printing and postage
- Administer the telephone survey
- Administer the text and e-mail survey
- Track response rates and administer back-up sample in areas not performing to hit target
- Complete sample requirements
- Enter data into SPSS
- Perform data analysis on raw survey results
- Generate preliminary findings
- Compare current findings against previous surveys when possible for trend analysis

Why this is important to the Planning Process: The approach we take in merging the data sets together provides a much clearer picture of what the results are and how you can use this data to take action with confidence. This is usually the last time we sample the public to gathering public feedback.

Total number of meetings for this step: Up to 2

C. Site Inventory & Recreation Demand Analysis

Design Perspectives, Inc. will review the existing conditions of the Parks & Recreational facilities and programs. We will collect available material in terms of physical, social and environmental importance. We will evaluate the actual and projected recreational trends, population growth, and expected levels of service for the community. Once complete, a short graphic presentation will be presented to the staff that illustrates the data found and our preliminary conclusions.

Why this is important to the Planning Process: We must get familiar with the park sites first hand. We will also prepare a recreational demand analysis to compare your agency with others to gauge how you measure up. Recreation demand will

impact the overall plan and we need to understand your programming compared against others to draw out these issues early.

Total number of meetings for this step: Up to 2

D. Overview of Recreation Programming

Design Perspectives will perform an analysis of program registration numbers, revenues, occupancy rates, success rate of classes, and inventory of programs offered compared to community need. The analysis will delineate between the agency's core and non-core programs and will analyze program trends and the market area.

Why this is important to the Planning Process: We will need to develop an understanding of the current state of programming and the opportunities for the future.

E. Park Staff Visioning Meeting

Public Research Group will facilitate a meeting between the key staff members of the agency to discuss the current state of the parks and the potential for improvements for the future. Specific goals and objectives will be generated from the meeting.

Why this is important to the Planning Process: We need to understand the issues of the agency through the eyes of its employees. This research usually points out key items to focus on early on in the process.

Total number of meetings for this step: 1

F. Park & Recreation Commission Visioning Meeting

Public Research Group will facilitate a meeting between the Superintendent and the Commission members to discuss the current state and the future vision of the parks & recreation department. Specific goals and objectives will be generated from the meeting.

Why this is important to the Planning Process: In general terms most commissioners are made up of different types of people. Each person brings the potential for unique visions for what they feel is important and what is not. This meeting will allow for all commissioners to express true feelings both good and bad in an organized and constructive format. We have used this technique with previous clients and it has lead to dynamic dialogue between commission members of all experience levels.

Total number of meetings for this step: 1

G. Community Special Interest Groups Meeting

Public Research Group will bring key representatives of several different special interest groups together to identify and prioritize issues, needs, partnership

Comprehensive Parks & Recreation Master Plan & OSLAD Grant Application

opportunities and funding alternatives. This often helps them see the big picture and how their group fits into the future vision of the agency.

Why this is important to the Planning Process: It has been our experience that these groups need to have a voice to be heard to address their specific concerns. By meeting with them to get their issues on the table and exploring their ideas for the future of the agency, they become an ally to the process and the plan, not a negative influence that derails process. Many times the groups that attend this meeting are organized sports leagues, school districts, senior citizens groups, affiliate organizations that affect recreation, etc. The expected benefit will be to bring them into the planning process early on and have them become a champion for the action items within the plan. If they are not heard and their issues discussed in a constructive fashion, then they will most certainly mobilize against the ideas of the plan. They will lobby the political body to be heard and dismiss the findings and ideas for the future citing that they were not part of the process. Issues such as partnering and funding assistance are discussed at this meeting to find out where the common ground is for mutual benefit. It is a powerful political tool to use and will dividends in the end.

Total number of meetings for this step: Up to 2

H. Community Wide Meetings

Public Research Group will host two town hall format public meetings to gather information and display work to date for village residents. Village staff would be encouraged to attend. One of these meetings will be for the OSLAD grant.

Why this is important to the Planning Process: This will allow the public to view work in progress in a relaxed setting and talk with village staff and consultants about the project.

Total number of meetings for this step: Up to 2

I. Community & Public Visioning Workshop Sessions

The project team will host a series of public visioning workshop meetings that will be held to gather ideas and listen to concerns. We will hold two workshops within the Village of Willowbrook.

Why this is Important to the Planning Process: We believe this combined with the survey are key steps to have done correctly. This is where we start to hear the issues from the public's perspective about parks & recreation within the Village. We can isolate themes from these meetings and match them against the survey data. The first public workshop is about listening to public's concerns. This will help us to define the survey document as well. The second public workshop is to review the survey data and give the public a taste of the preliminary findings that have been discovered. These meeting are careful crafted to generate discussion and our expertise at facilitation provides the framework for control. If

meaningful opportunities do not exist for community listening and input, then the plan is limited to its effectiveness to achieve success.

Total number of meetings for this step: Up to 2

J. Conceptual Park Planning

Design Perspectives, Inc. will prepare a conceptual park site plan for capital improvements for each park site. The renovation plans will be conceptual in nature and provide only enough information to determine its best and highest use. We will also prepare a cost estimate for each park. We will then meet with staff to discuss the park site plans.

Our team utilizes a different methodology in calculating level of service. We have developed QOS Analysis to best determine actions when gaps in service areas are identified. QOS stands for Quality of Service and is a mixture of three indicators; quantity, quality and cost. Cost is the key ingredient to the matrix. The return on investment versus the cost is what many decision makers grapple with when facing many priorities with limited finances. Our analysis allows the agency leadership to prioritize level of service with return on investment. This is a powerful combination when based on community involvement.

Why this is important to the Planning Process: There is a need to generate ideas on how to improve the existing park holdings, facilities and identify opportunities to purchase and expand the existing inventory of spaces. This will lay the ground work for the QOS model and Capital Improvement Plan.

Total number of meetings for this step: Up to 2

K. Capital Improvement Plan Development

Design Perspectives will develop a set of criteria to prepare a five year CIP Plan to be included in the plan.

Why this is important to the Planning Process: The C.I.P. will help define the both capital costs but also the needed maintenance budget to keep the improvements in an appropriate and working manner.

Total number of meetings for this step: 1

L. Financial & Operations Budget Development

The project team will review current budget structure and provide recommendations to improve financial reporting methods and explore future capital and operational budgets to meet the goals and objectives of the comprehensive plan.

Why this is important to the Planning Process: Understanding and improving in this area will lead to a better agency and provide the building blocks to improve it across the board.

Total number of meetings for this step: 1

M. Analysis of Findings & Plan Recommendations

The project team will compile all relevant data from the focus group, community visioning sessions and survey data into a comprehensive findings report. We will also prepare a realistic capital improvement plan for a five year period. This information will be assembled for public view. We will also present this information to your Commission at a regular scheduled meeting. This will be a key component for community wide buy-in and successful adoption.

Why this is important to the Planning Process: After all the steps take above, we know have a clear picture to make solid recommendations based on facts and the pulse of the public. It is important to spend quality time developing the findings and action plan because it should serve as your road map for several years to come.

Total number of meetings for this step: Up to 2

PROJECT COMPONENT B: OSLAD GRANT APPLICATION (For Grant Application in July 2013)

N. OSLAD Grant Preparation

This document will include the preparation of a grant submittal for OSLAD funds administered by the Illinois Department of Natural Resources.

1. Prepare a preliminary park master plan.
2. Finalize the OSLAD site plan design as well as the graphic and written grant documentation with agency staff.
3. Prepare the draft grant submittal.
4. Prepare final grant submittal for on-line application.

Proposed Work Schedule

The following schedule for this project is listed below. The project is anticipated to commence starting June 2012 and the schedule is tentative.

Item	Date
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BASE SCOPE:

PROJECT COMPONENT A: COMPREHENSIVE PARK & RECREATION MASTER PLAN

A. Project Start Up & Goals & Objectives Formulation	June 2012
B. Community Wide Recreation Based Survey	Aug-Sept. 2012
C. Site Inventory & Recreation Demand Analysis	July 2012

Village of Willowbrook

Comprehensive Parks & Recreation Master Plan & OSLAD Grant Application

D.	Overview of Recreation Programming	July 2012
E.	Park Staff Visioning Meeting	August 2012
F.	Commission Visioning Meeting	August 2012
G.	Community Special Interest Groups Meeting	September 2012
H.	Community Wide Meetings	Mtg. 1 - Nov 2012 Mtg. 2 – April 2013*
I.	Community & Public Visioning Workshop Sessions	Sept-October 2012
J.	Park Conceptual Planning	October 2012
K.	Capital Improvement Plan	November 2012
L.	Financial & Operations Budget Development	December 2012
M.	Analysis of Findings & Plan Recommendations	January 2013

PROJECT COMPONENT B: OSLAD GRANT APPLICATION (For Grant Application in July 2013)

N.	OSLAD Grant Preparation	March-June 2013
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* OSLAD Meeting

Section Three: Project Examples

The projects highlighted in this section represent a select body of combined work that Design Perspectives in conjunction with Public Research Group have enjoyed successful adoption and in many cases, implementation. The two firms have worked together on these types of projects for several years.

Project Examples

Park & Recreation Master Plans

Design Perspectives has become a recognized consultant in the local market providing comprehensive park and recreational planning services. Our primary focus is to develop a plan based on layers of feedback and a realistic implementation approach.

Project	Client	Year	Survey	Recreation Program Evaluation	Park Planning/Level of Service	Conceptual Design	Capital Plan Development	Goals & Objectives	Action Plan
Comprehensive Plan	Sycamore Park District	2007	✓	✓	✓	✓	✓	✓	✓
Feasibility Study-Recreation Center	Batavia Park District	2007	✓	✓		✓	✓	✓	✓
Comprehensive Plan	Midlothian Park District	2008	✓	✓	✓	✓	✓	✓	✓
Comprehensive Plan	Flagg Rochelle Township Park District	2008	✓	✓	✓	✓	✓	✓	✓
Comprehensive Plan	Rock County, WI	2008	✓	✓	✓	✓	✓	✓	✓
Comprehensive Plan	Hodgkins Park District	2009	✓	✓	✓	✓	✓	✓	✓
Comprehensive Plan	Crystal Lake Park District	2009	✓	✓	✓	✓	✓	✓	✓
Comprehensive Plan	Genoa Township Park District	2010	✓	✓	✓	✓	✓	✓	✓
Comprehensive Plan	Park District of La Grange	2010	✓	✓	✓	✓	✓	✓	✓
Feasibility Study-Recreation Center	Hodgkins Park District	2010	✓	✓		✓	✓	✓	✓
Feasibility Study-Aquatics	Village of Antioch	2010	✓	✓		✓	✓	✓	✓
Feasibility Study-Recreation Center	Burbank Park District	2010	✓	✓		✓	✓	✓	✓
Recreation Master Plan	Village of Pleasant Prairie, WI	2011	✓	✓				✓	✓
Parks Master Plan	Village of Pleasant Prairie, WI	2011	✓		✓	✓	✓	✓	✓
Comprehensive Plan	City of Beloit, WI	2011	✓	✓	✓	✓	✓	✓	✓
Comprehensive Plan	Oak Brook Terrace Park District	2011	✓	✓	✓	✓	✓	✓	✓
Comprehensive Plan	Midlothian Park District	2012 (In-Progress)	✓	✓	✓	✓	✓	✓	✓
Comprehensive Plan	Geneseo Park District	2012 (In-Progress)	✓	✓	✓	✓	✓	✓	✓

SAMPLE WORK:

Local Project Examples



2012-2017 Parks, Outdoor Recreation and Open Space Master Plan Landscape Architecture | Park + Recreation | Environmental Design



Client: City of Beloit

Community Size: 37,000

Status: Complete

Project Description: The Comprehensive Master Plan included conducting a recreational needs assessment of the Beloit community. The assessment process included a community wide survey, Delphi committee, public hearings, focus groups and recommendations. The primary focus of the planning effort was to craft a realistic 5 year capital plan that had been lacking in the previous planning efforts.



SAMPLE WORK:

Comprehensive Planning & Research



2010-2014 Comprehensive Parks & Recreation Master Plan

Crystal Lake, Illinois | April 14, 2010 | 100% Complete

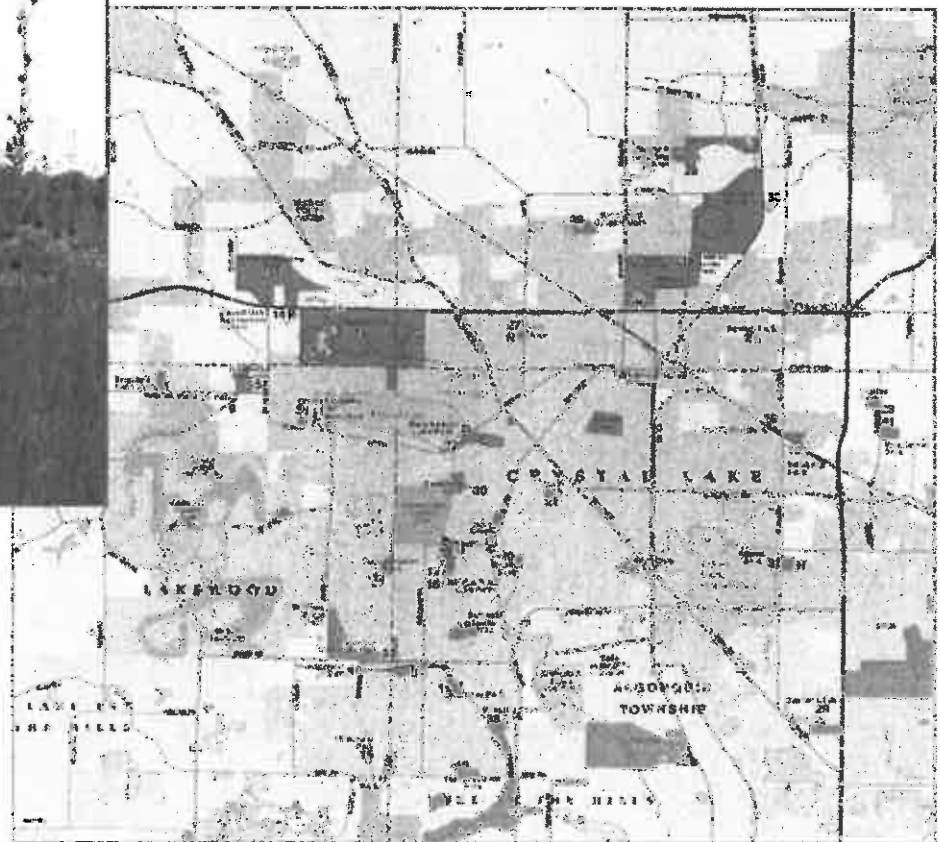


Client: Crystal Lake Park District

Community Size: 41, 630

Status: Complete

Project Description: The Comprehensive Master Plan includes conducting a recreational needs assessment of the Crystal Lake community. The assessment process will include a community wide mail survey, Delphi committee, public hearings, focus groups and recommendations. The plan update will provide a cost and resource assessment, and a timeline for implementing the specific recommendations.



SAMPLE WORK:

Comprehensive Planning & Research

Design Perspectives Inc.
Grounded in Creativity

2008 Don Preston Recreation Center Feasibility Study

Project | Location | Client | Status

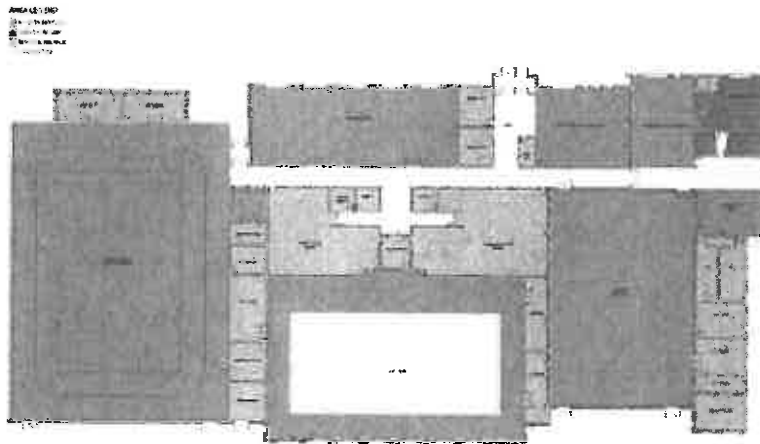


Client: Midlothian Park District

Community Size: 13,821

Status: Complete

Project Description: The Midlothian Park District has struggled to define the exact specifics with the identified need of a new community center. Our approach is to blend new community survey data for recreational needs with a solid financial prospectus to develop an implementation strategy to move this project from planning to design and then construction.



Conceptual Perspectives of the Exterior Building

COMPREHENSIVE PLANNING & RESEARCH

Feasibility Studies & Planning Assistance

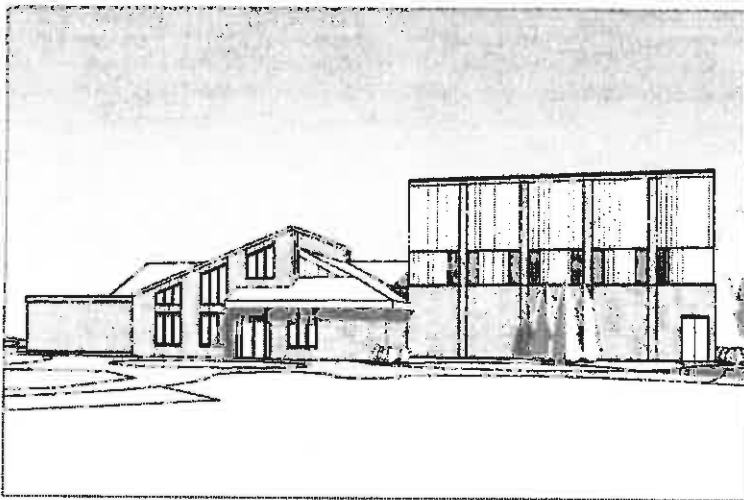


Client: Batavia Park District

Community Size: 27,401

Status: Complete

Project Description: Public Research Group in conjunction with Design Perspectives and Impact Planning assisted the Batavia Park District in identifying community support and visioning for a new community center. The scope of work included a random sample community survey, public input, visioning sessions with elected officials, site planning, program development, operations and financial performance and future referendum strategies for project implementation.

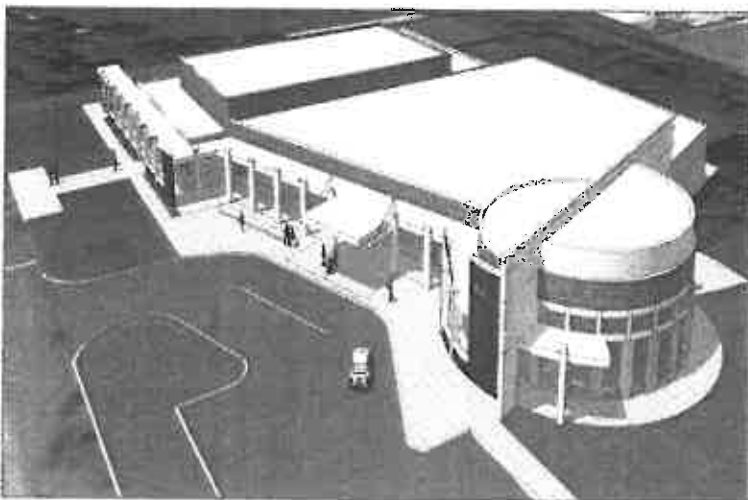


Client: Burbank Park District

Community Size: 27,902

Status: Complete

Project Description: Public Research Group in conjunction with Design Perspectives, PHN Architects and Impact Planning assisted the Burbank Park District determine the feasibility of a Recreation Center as well as where it will be located within the Park District. The scope of work included reviewing of survey data, telephone poll, site planning, program development, operations and financial performance and future referendum strategies for project implementation.



Client: Hodgkins Park District

Community Size: 2,134

Status: Complete

Project Description: Public Research Group in conjunction with Design Perspectives, PHN Architects and Impact Planning assisted the Hodgkins Park District to determine if the addition of a new recreation center is financially feasible for the Park District. The scope of work included reviewing of survey data, determining the type of amenities to include as well as associated costs from construction, operational, likelihood of revenue streams to support operating costs and different funding strategies.

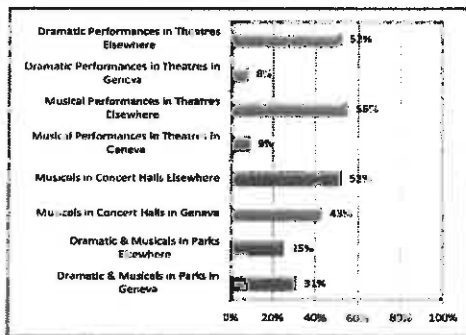
SURVEYS

**2009 Community Needs Assessment****Arlington Heights Park District**

Community Size: 82,000

Status: Complete

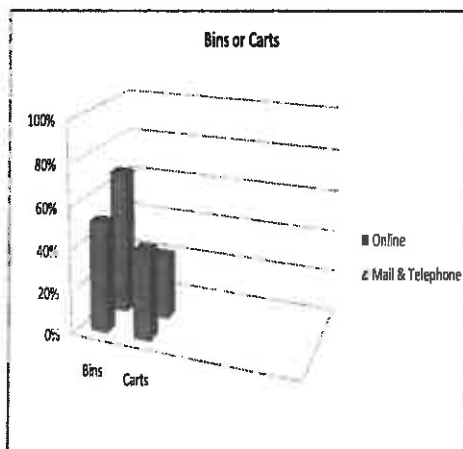
The Arlington Heights Park District identified a need to improve four neighborhood community centers located throughout the Park District. Public Research Group completed a comprehensive community survey to gather significant public input on the recreational needs of the community likelihood of a successful voter approved multi-million dollar referendum in February 2011.

**2011 City of Geneva Cultural Arts Survey****City of Geneva Cultural Arts Commission**

Community Size: 22,000

Status: Complete

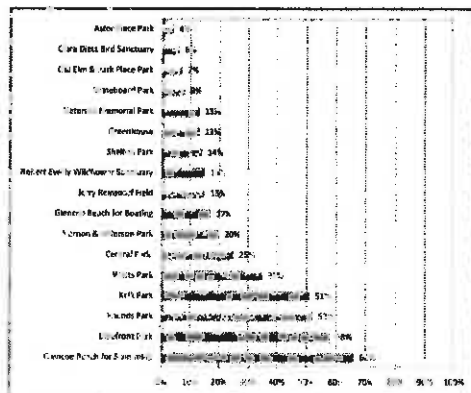
The project includes conducting a cultural arts needs assessment of the Geneva community. The assessment process included a community wide mail and telephone surveys, Delphi committee, public hearings, visioning sessions and recommendations. The survey will provide a cultural arts resource assessment as well as specific findings generated from the multiple public input methods.

**2010 Single Family Solid Waste & Recyclables Study****Village of Arlington Heights**

Community Size: 82,000

Status: Complete

The Village of Arlington Heights retained the Public Research Group to perform a community wide survey to gather public opinions on a future direction of single family home solid waste and recyclables in town. The focus of the study was to determine if residents prefer once a week or the current twice a week garbage removal, whether the current system of placing plastic bags of garbage on the curb should be replaced by switching to carts, whether the current system of placing recycling in bins should be replaced with placing recycling in garbage carts, and how residents utilize the current yard waste collection program. The response rate was very high at 68.5% and the data showed that most people were opposed to the introduction of garbage and recycling carts. The community appeared to be split on whether once or twice a week garbage pickup would be preferred. And there was evidence that a curbside leaf program would be popular with residents.

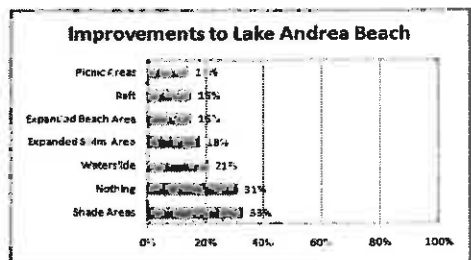
**2010-2015 Strategic Plan & Community Needs Assessment****Glencoe Park District**

Community Size: 9,000

Status: Complete

The Glencoe Park District recently complete with a dynamic public input process that is seeking to examine the future direction of the Park District. Every household within the Park District was mailed or called to participate in the survey. To date, over 600 mail and 200 telephone surveys are complete. The process also included two town hall meetings, special interest and focus group forums as well as staff and park board visioning sessions. Early signs indicate a need to communicate with the public more effectively, improve visibility of staff, improve satisfaction levels across the board and develop capital plan initiatives to address facility shortcomings.

SURVEYS



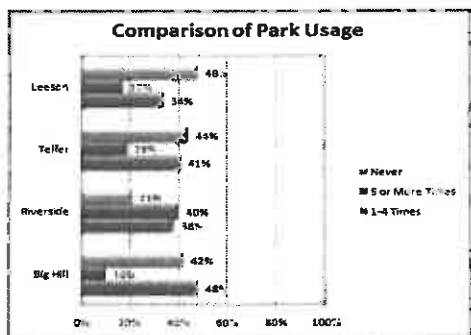
2012-2016 Park & Open Space Plan

Village of Pleasant Prairie, WI

Community Size: 19,000

Status: Complete

The Village of Pleasant Prairie retained the Public Research Group to prepare a much needed update of its previous master planning efforts for parks and open space within the Village. This plan will provide direct coordination and cooperation with the Village's first ever Recreation Master Plan.



2011-2016 Parks, Open Space & Recreation Plan

City of Beloit, WI Department of Parks & Leisure Services

Community Size: 36,000

Status: Complete

The Comprehensive Master Plan includes conducting a recreational needs assessment of the Beloit community. The assessment process will include a community wide mail survey, Delphi committee, public hearings, focus groups and recommendations. The plan update will provide a cost and resource assessment, and a timeline for implementing the specific recommendations.



Bike Assist Market Research

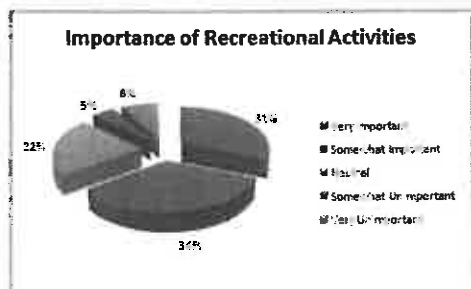
Bikeassist.org

San Diego County, CA

Community Size: 3,100,000

Status: Complete

Bikeassist.org is a startup non-profit organization that wishes to fill a market need for emergency roadside assistance for bicycles. It also has the potential to become an advocate for bike riding within San Diego County. A possible expansion of this model could be developed for other areas of California and beyond.



2011 Survey Findings

Forest Preserve District of Kane County

Geneva, IL

Community Size: 500,000

Status: Complete

In conjunction with district staff leading the comprehensive planning effort, the scope of service included conducting both statistically-valid random mail and telephone surveys, blending an analysis of the data sets, analyzing data from public hearings and interest group meetings and issuing a report outlining the results of the public process to be included in the comprehensive plan.

Grant Writing

Proven Success for Flourishing Communities



Design Perspectives inc.

Grounded in Creativity

Landscape Architecture | Park + Recreation | Environmental Design



Bremen Heights Park

Grant Writing: Our firm has completed numerous grant-in-aid projects in the past five years. We complete the entire process in-house by combining our talents as skilled park planners and our knowledge as grant writers with skillful research and critical thinking abilities. This approach has lead to a high success rate in grant application approvals and a uniform grant planning process that is much easier for clients to grasp by this single point of contract.

Selected OSLAD Grants:

- Gordon Park - Park District of La Grange
 - Phillips Park - City of Aurora
 - Fitzgerald Park - Burbank Park District
 - Harr Park - Burbank Park District
 - Bremen Heights Park - Midlothian Park District
 - Larson Park - Sycamore Park District
 - Firemans Park - Village of Beecher
 - Kostner Park - Midlothian Park District
 - Willow Park - Northfield Park District
 - Chamberlain Park - Genoa Township Park District
 - Memorial Park - Midlothian Park District
 - Katherine Legge Memorial Park - Village of Hinsdale
- Parks & Recreation Department
- Hodgkins Park - Hodgkins Park District

- (Cook County)
- (Kane County)
- (Cook County)
- (Cook County)
- (Cook County)
- (DeKalb County)
- (Will County)
- (Cook County)
- (Cook County)
- (DeKalb County)
- (Cook County)
- (Cook County)
- (Cook County)



Larson Park



Willow Park

Selected PARC Grants:

- Burbank Recreation Center - Burbank Park District
- Hodgkins Recreation Center - Hodgkins Park District

- (Cook County)
- (Cook County)

Lyons Township Referendum Grants:

- Lenzi Park - Hodgkins Park District
- Denning Park - Park District of La Grange

Local Project Examples

Bremen Heights Park Re-development



Custom Shelter Honoring Captain Adam E. Miller, UCMC

Bremen Heights Park

Midlothian, Illinois

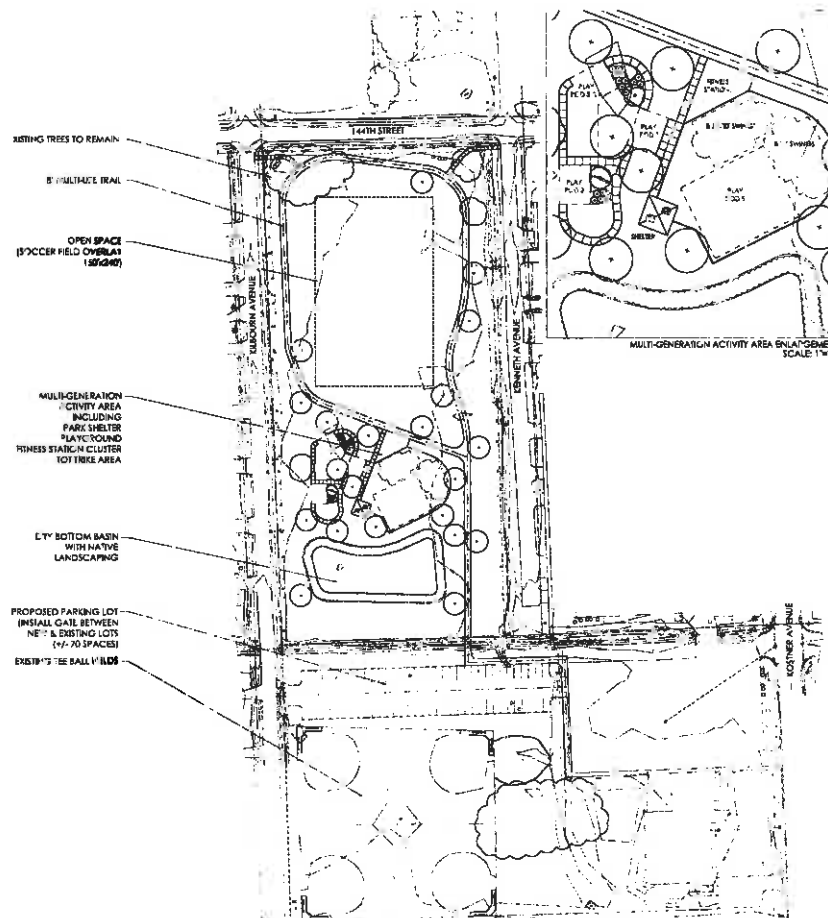
Client: Midlothian Park District

Size: 13.5 Acres

Services Provided: Grant writing, park design and engineering, construction documents, bidding and permitting assistance and owner's construction representation.

Status: Complete

Highlights: This park was just selected as a 2009 IPRA Outstanding Facility & Parks award winner! The 13.5 acre park project was redeveloped with an OSAD grant in 2008. The project involved the development of a 70 space parking lot, 10' wide multi-use trail, a multi-use athletic field, multi-generation playground environment which includes a tot-trike area for children ages 2-5, an innovative outdoor electronic gaming system (NEOS), nature landscaping, park pavilion, site furnishings, and the construction of bio-walls and storm water ponds to address the constant flooding.



SAMPLE WORK:

Local Project Examples

Bremen Heights Park Re-development



Design Perspectives Inc.
Committed to Creativity

Commercial Interiors | Parks & Recreation | Transportation Design



Fire Truck Play Area



Tot Trike Play Area



Multi-Use Athletic Field



Playground



NEOS Outdoor Gym System

SAMPLE WORK:

Local Project Examples

Harr Park Re-Development



Design Perspectives
Founded in Creativity

Graphic Design | Web | Print + Multimedia | Environmental Design



Playground & Park Shelter

Client: DuSank Park District

Project Type: Public

Status: Complete

Project Description: Harr Park is approximately 15 acres and is looking to develop new neighborhood connections, tennis court, basketball court, bocce courts, a renovated parking lot with a drop off/pickup loop, playground with new play pieces, and a teen climbing area, park shelter, multi-use path with fitness stations and soccer field. We are also looking to reconstruct the storm water pond edge with prairie seeding mix to address flooding issues for an environmental sustainable approach. This project was funded through an OSLAD grant.



Park Shelter & Playground



Bocce Courts



Basketball & Tennis Court

Section Four: References

We have included a series of references listed below.

1. City of Beloit Parks & Leisure Services Division (DP/PRG)

2351 Springbrook Court
Beloit, WI 53511
Phone: (608) 364-2919
Contact: Mr. Brian Ramsey, Director

2. Oakbrook Terrace Park District (DP/PRG)

1S325 Ardmore Avenue
Oakbrook Terrace, IL 60181
Phone: (630) 627-6100
Contact: Ms. Laura Barron, CPRP, Director of Parks and Recreation

3. Burbank Park District (DP/PRG)

8050 South Newcastle
Burbank, IL 60459
Phone: (708) 895-3365
Contact: Mr. Bill Olson, Executive Director

4. Hodgkins Park District (DP/PRG)

8997 Lyons Street
Hodgkins, IL 60525
Phone: (708) 354-6563
Contact: Ms. Kelly Young, Executive Director

5. Geneseo Park District (DP/PRG)

541 E. North Street
Geneseo, IL 61254
Phone: (309) 944-5695
Contact: Ms. Molly Hamer, Executive Director

Consulting Work performed by:
Design Perspectives (DP)
Public Research Group (PRG)

References for Design Perspectives, Tod Stanton

Hodgkins Park District, Kelly Young, Director

Design Perspectives worked on both a PARC grant and OSLAD grant for the Park District's current main park. They received a \$2.3 million PARC grant as well as a \$400,000 OSLAD grant. They do not know if they will have enough money to follow through with the PARC grant, but are currently working on the OSLAD grant project.

The Hodgkins Park District also worked with Design Perspectives on a master plan. Ms. Young indicated that the master plan helped the Park Board and recreation staff see the "bigger picture". It assisted them in prioritizing projects for the present and future. Having a master plan also helped them secure the previously mentioned grants.

Ms. Young indicated that Mr. Stanton has an amazing track record when it comes to getting grants.

City of Beloit Wisconsin, Brian Ramsey, Director of Parks & Leisure Services

Mr. Ramsey is new to the City of Beloit, working for a number of years in Illinois. The City already had a master plan but it was not specific enough. Tod helped create one that was more in depth and included what the community wanted. Mr. Ramsey commented on the gentleman who conducts the surveys for Tod. Mr. Ramsey stated he was very sharp and received valuable information from community members as well as other stakeholders through phone surveys and public focus groups. Surveying the community helped the City determine such things as the quality of their marketing program and gave direction to the recreation department for the next 5 – 10 years. When doing a capital plan in Wisconsin, a master plan needs to be completed. The City is now applying for a trail grant.

Oak Brook Terrace Park District, Laura Barron, Director

Ms. Barron used Design Perspectives for the completion of a master plan as well as an OSLAD grant application. Oak Brook Terrace had a master plan that was from the 70's. She applied for an OSLAD grant with the master plan and was denied. She stated her experience working with Tod was great. The master plan has helped the Park Board and recreation staff reprioritize the goals for the district and was beneficial in looking at the overall operations end of the park district including capital. The master plan he created made the District more competitive and resulted in a grant award of \$311,000. This grant will be used to revamp an existing park purchased in the 80's (through an OSLAD grant) that consisted of a playground. The new "green" project includes an 8U soccer field, fitness stations, nature pods, shelter with living green roof, wind turbines to control electricity and trails leading to the district's nature center. Ms. Barron stated that the district would not have received this money without the strong master plan and the work of Tod Stanton. Ms. Barron also stated that Mr. Stanton is 3 for 3 in regards to OSLAD grant applications. All 3 of the OSLAD grant applications he worked on received 2012 OSLAD grant money.

Section Five: Fees

The Firm of Design Perspectives, Inc. has broken the project into a series of steps that we have included as professional services for this project effort. The scope below has been broken down with a lump sum fee approach for each task. The total to complete items A-O is \$19,400. It includes the sub-consultant costs for Public Research Group. **All estimated reimbursable expenses are included in our proposal.** Any work outside of the services listed in this proposal will be handled on an hourly basis with a budget allowance approved by the Client prior to commencing the work. **We have provided you a 15% discount. The discount is already reflected in the numbers below.**

Task	Lump Sum Fee
PROJECT COMPONENT A: COMPREHENSIVE PARK & RECREATION MASTER PLAN	
A. Project Start Up & Goals & Objectives Formulation	\$300.00
B. Community Wide Recreation Based Survey	\$3,500.00
C. Site Inventory & Recreation Demand Analysis	\$1,500.00
D. Overview of Recreation Programming	\$1,000.00
E. Park Staff Visioning Meeting	\$250.00
F. Commission Visioning Meeting	\$250.00
G. Community Special Interest Groups Meeting	\$500.00
H. Community Wide Meetings	\$1,000.00
I. Community & Public Visioning Workshop Sessions	\$1,000.00
J. Park Conceptual Planning	\$2,000.00
K. Capital Improvement Plan	\$3,000.00
L. Financial & Operations Budget Development	\$1,000.00
M. Analysis of Findings & Plan Recommendations	\$2,500.00
Sub-Total MP Fees:	\$17,800.00

Comprehensive Parks & Recreation Master Plan & OSLAD Grant Application**PROJECT COMPONENT B: OSLAD GRANT APPLICATION (For Grant Application in July 2013)**

N. OSLAD Grant Preparation \$1,600.00

Sub-Total OSLAD Fees: \$1,600.00

REIMBURSABLES EXPENSES

The list of possible items includes expenses such as printing, copying, postage, project supplies, etc.

O. Estimate of Expenses – We have included these costs in our proposal numbers.

Sub-Total Expenses: \$0.00

Total Project Cost: \$19,400.00

P. Hourly Billing Rates**2012-2013 HOURLY BILLING RATES:**

Principal Consultant:	\$100.00 per hour
Technical Staff:	\$70.00 per hour
Administrative Staff:	\$25.00 per hour

An hourly rate will apply for any additional work requested in writing by the Client.

This fee proposal will expire after July 16, 2012 unless properly executed.

Village of Willowbrook
Comprehensive Parks & Recreation Master Plan & OSLAD Grant Application

If the above scope of work and terms are acceptable, please sign below and return one copy. An executed copy of this proposal will serve as our binding agreement between both parties.

Village of Willowbrook

Date



5/28/12

Mr. Tod J. Stanton, President
Design Perspectives, Inc.

Date

TERMS & CONDITIONS:

- A. Standard of Care – The standard level of care for professional services performed by Consultant under this Agreement will be the skill and care used by members of Consultant's profession practicing under similar circumstances at the same time and locality.
- B. Indemnification – Client and Consultant each agree to identify and hold harmless, and their respective officers, employees, agents and representatives, from and against liability for all claims, losses, damages and expenses, including reasonable attorney fees and court costs, to the extent such claims, losses, damages, or expenses are caused by the indemnifying party's negligent acts, errors or omissions. In the event claims, losses, damages or expenses are caused by joint or concurrent negligence of the Client and Consultant, they shall be borne by each party in proportion to its negligence. All claims shall be limited to the contract value for this Agreement's scope of service.
- C. Dispute Resolution – Client and Consultant agree that they shall first submit any and all unsettled claims, counter claims, disputes, and other matters in question arising out of or related to this Agreement to mediation in accordance with industry rules of American Arbitration Association, effective as of the date of this agreement.
- D. Termination of Contract – Client may terminate this Agreement with seven days prior written notice to Consultant for convenience or cause. Consultant may terminate this Agreement with seven days prior written notice to Client. Failure of Client to make payments when due shall be cause for suspension of services and ultimately termination.
- E. Opinions of Cost – When included in Consultant's scope of services, estimates of probable construction cost are prepared by Consultant to represent judgment as a professional generally familiar with the industry. Consultant makes no claim to control these associated costs and may vary from Consultant's estimate.
- F. Force Majeure – Neither party shall be deemed in default of this Agreement to the extent that any delay or failure in the performance of its obligations results from any cause beyond its reasonable control and without negligence.
- G. Ownership of Documents – Use of the documents by Client without permission shall be at the Client's sole risk. All information generated from this agreement is considered proprietary by the authors and shall not be shared with third parties without prior written approval.
- H. Payment – Prompt payment is expected. All payments are to be processed and paid net 30 days. All payments beyond 30 days past due will be subject to interest of 3% per billing cycle for all unpaid balances due.

VILLAGE OF WILLOWBROOK

BOARD MEETING AGENDA ITEM - HISTORY/COMMENTARY

ITEM TITLE:

AN ORDINANCE AMENDING TITLE 3, SECTION 3-12-5 (B)
OF THE VILLAGE CODE – LIQUOR CONTROL, CLASS B LICENSE

AGENDA NO.

11

AGENDA DATE: 7/23/12

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)

The Village Code of Ordinances provides for the number of liquor licenses that are currently issued to qualified business establishments within the community. It is the policy of the Liquor Control Commissioner and the Village Board not to maintain any unassigned liquor licenses. The Village's Liquor Control Commissioner is the authority that may grant local licenses to persons or entities for premises within the Village. The Village Board has the authority to amend the Village Code, upon the recommendation of the Liquor Control Commissioner, to reflect an increase or decrease in the number of liquor licenses that exist within each class of license.

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

Historically, the Liquor Control Commissioner issues liquor licenses and recommends to the Village Board the amendment to the Village Code with regard to the number of liquor licenses within each class of license after an application is received, reviewed, and the required background report is favorable returned. The Village Board is requested to approve the attached Ordinance, which would amend the Village Code to reflect an additional liquor license in the Class B license category for Luciano's Ristorante Italiano located at 7611 Madison Street.

It is recommended that the Village Board approve the attached Ordinance amending the Village Code to increase the number of Class B liquor licenses from thirteen (13) to fourteen (14).

ACTION PROPOSED:

Pass the Ordinance.

VILLAGE OF WILLOWBROOK

ORDINANCE NO. 12-O-_____

AN ORDINANCE AMENDING TITLE 3, SECTION 3-12-5 (B)
OF THE VILLAGE CODE – LIQUOR CONTROL, CLASS B LICENSE

ADOPTED BY THE
BOARD OF TRUSTEES
OF THE
VILLAGE OF WILLOWBROOK

This 23rd day of July, 2012

Published in pamphlet form by authority of the President and Board of Trustees of the Village
of Willowbrook, DuPage County, Illinois, this 23rd day of July, 2012.

ORDINANCE NO. 12-O-_____

AN ORDINANCE AMENDING TITLE 3, SECTION 3-12-5(B) OF
THE VILLAGE CODE – LIQUOR CONTROL, CLASS B LICENSE

BE IT ORDAINED by the Mayor 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 3, Section 3-12-5(B) of the Village Code of the Village of Willowbrook, entitled "Class B License", is hereby amended by deleting the last sentence contained therein in its entirety and in lieu thereof, the following language shall be substituted:

...“There shall be no more than fourteen (14) class B licenses issued at any one time.”

SECTION TWO: That all ordinances and resolutions, or parts thereof, in conflict with the provisions with 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 July, 2012.

APPROVED:

Mayor

ATTEST:

Village Clerk

ROLL CALL VOTE: AYES: _____

NAYS: _____

ABSTENTIONS: _____

ABSENT: _____

VILLAGE OF WILLOWBROOK

BOARD MEETING

AGENDA ITEM - HISTORY/COMMENTARY

ITEM TITLE: A RESOLUTION AUTHORIZING THE DESTRUCTION OF AUDIO OR VIDEO RECORDINGS OF CLOSED MEETINGS

AGENDA NO. 18

AGENDA DATE: 7/23/12

STAFF REVIEW: Cindy Stuchl

SIGNATURE: Cindy Stuchl

LEGAL REVIEW: William Hennessy

SIGNATURE: Wm Hennessy

RECOMMENDED BY VILLAGE ADMIN.:

SIGNATURE: T. J. Hall

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

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

Effective January 2004, the Illinois Open Meetings Act, Illinois Compiled Statutes required governmental bodies to audio or video record closed meetings. The Illinois Open Meetings Act permits the destruction of verbatim records of closed meetings without notification to or the approval of a records commission or the State Archivist under the Local Records Act or the State Records Act not less than 18 months after the completion of the meeting recorded. The destruction of these verbatim records are allowed after: 1) It (governmental body) approves the destruction of a particular recording; and 2) It (governmental body) approves written minutes of the closed meeting.

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

The Village Administrator, Village Attorney and Deputy Clerk have reviewed the list of verbatim record by tape to be destroyed of the closed meetings itemized in the Resolution. It was determined that at least 18 months have passed since the completion of each of the closed meetings and the governmental body has approved the written minutes for each of the meetings set forth in Section Two of the Resolution. The Village Staff and Village Attorney recommend the adoption of the Resolution authorizing the destruction of the verbatim record of the closed meetings pursuant to the Illinois Open Meetings Act as listed in Section Two of the Resolution.

ACTION PROPOSED: ADOPT THE RESOLUTION.

RESOLUTION NO. 12-R-_____

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

WHEREAS, the Open Meetings Act requires governmental bodies to audio or video record their closed meetings; and

WHEREAS, this governmental body has complied with that requirement; and

WHEREAS, the Open Meetings Act permits governmental bodies to destroy the verbatim record of closed meetings without notification to or the approval of a records commission or the State Archivist under the Local Records Act or the State Records Act not less than eighteen (18) months after the completion of the meeting recorded, but only after:

1. It approves the destruction of a particular recording; and

2. It approves written minutes of the closed meeting; and

WHEREAS, for the verbatim record by audio tape of the meeting(s) set forth in Section Two of this Resolution, at least eighteen (18) months have passed since the completion of each of those meetings, and this governmental body has approved written minutes for each of the meetings set forth in Section Two; and

WHEREAS, this governmental body may order the destruction of the verbatim record even if it continues to

withhold the approved minutes of the closed meeting until some later period of time;

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

SECTION ONE: The Whereas clauses set forth above are incorporated herein by reference as if set out in full.

SECTION TWO: The Mayor and Board of Trustees of the Village of Willowbrook hereby orders the destruction of the verbatim record being an audio tape of the following closed meetings:

2010

July 12

July 26

August 9

September 13

November 22

SECTION THREE: That all other prior Resolutions of the Village of Willowbrook in conflict with the provisions of this Resolution are hereby repealed.

SECTION FOUR: This Resolution shall be in full force and effect from and after its adoption and approval.

ADOPTED AND APPROVED this 23rd day of July,
2012.

APPROVED:

Mayor

ATTEST:

Village Clerk

ROLL CALL VOTE: AYES: _____

NAYS: _____

ABSTENTIONS: _____

ABSENT: _____

VILLAGE OF WILLOWBROOK

BOARD MEETING

AGENDA ITEM - HISTORY/COMMENTARY

ITEM TITLE: A RESOLUTION MAKING A DETERMINATION
RELATIVE TO THE RELEASE OF EXECUTIVE SESSION MINUTES
PURSUANT TO THE ILLINOIS OPEN MEETINGS ACT

AGENDA NO. 19

AGENDA DATE: 7/23/12

STAFF REVIEW: Cindy Stuchl

SIGNATURE: Cindy Stuchl

LEGAL REVIEW: William Hennessy

SIGNATURE: W. Hennessy

RECOMMENDED BY VILLAGE ADMIN.:

SIGNATURE: T. G. Held

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

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

In compliance with the Illinois Open Meetings Act, Illinois Compiled Statutes requires that minutes of meetings closed to the public shall be available only after the public body determines that it is no longer necessary to protect the public interest or the privacy of an individual by keeping them confidential. Each public body shall review closed session minutes no less than semi-annually.

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

The Village Attorney and Deputy Clerk have reviewed the closed session minutes itemized on Schedules A & B of the Resolution. The Village Staff and Village Attorney recommend the adoption of the Resolution making a determination relative to the release of the closed session minutes pursuant to the Illinois Open Meetings Act as listed on the attached Schedules A & B.

ACTION PROPOSED: ADOPT THE RESOLUTION.

RESOLUTION NO. 12-R-_____

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

WHEREAS, the Mayor and Board of Trustees of the Village of Willowbrook have met from time to time in executive session for the purposes authorized by the Illinois Open Meetings Act; and

WHEREAS, as required by the Act, the Village Clerk has kept written minutes of all such executive sessions; and

WHEREAS, pursuant to the requirements of the Open Meetings Act, the Mayor and Board of Trustees have met in executive session to review all executive session minutes; and

WHEREAS, they have determined that a need for confidentiality still exists as to the executive session minutes from the meetings set forth on Schedule "A" attached hereto; and

WHEREAS, they have further determined that the minutes of the meetings listed on Schedule "B" attached hereto no longer require confidential treatment and should be made available for public inspection.

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

SECTION ONE: The Executive Session minutes from those meetings set forth on Schedule "B" attached hereto are hereby released for public inspection.

SECTION TWO: The Village Clerk is hereby authorized and directed to make said minutes available for inspection and copying in accordance with the standing procedures of the Clerk's office.

SECTION THREE: This Resolution shall be in full force and effect from and after its adoption and approval.

ADOPTED and APPROVED this 23rd day of July,
2012.

APPROVED:

Mayor

ATTEST:

Village Clerk

ROLL CALL VOTE: AYES: _____
 NAYS: _____
 ABSTENTIONS: _____
 ABSENT: _____

SCHEDULE "A"

EXECUTIVE SESSION MINUTES FOR WHICH THE NEED FOR CONFIDENTIALITY STILL EXISTS

1985

September 23

1991

March 25

August 12-Items 3&4

1992

February 24-Items 3&4

April 27-Item 3

June 8

1995

February 13-Item 3

1996

June 10

June 24

1997

March 24-Items 3,5,6

1998

April 27-Items 4 & 5

July 13-Item 6

2002

July 8-Item 4

July 22

August 12

September 9

October 9

November 11

November 25

December 9

2003

January 13

April 28-Items 3 & 4

June 23

November 24

2004

January 12-Item 4

January 26

March 8

May 10

May 24

June 14-Items 3 & 4

July 12-Item 5

2005

February 28-Item 3

April 11

June 13

June 27-Items 3 & 4

October 22

2006

January 23

December 11

2007

March 26

April 23

May 29

June 11

June 25

July 9

August 13

September 24

October 8

October 22

2007 cont.

November 12

December 10

2008

January 14

January 28

February 19

April 14

April 28

May 12

August 19

September 8

October 27

November 10

2009

January 12

February 9

February 23

March 9

April 13

May 26

June 8

June 22

July 13

July 27

August 10

August 24

September 14

November 9

November 19

November 23

December 14

December 21

SCHEDULE "A"

EXECUTIVE SESSION MINUTES FOR WHICH THE NEED FOR CONFIDENTIALITY STILL EXISTS

2010

February 22
March 1
March 8
April 26-Item 5
May 10
May 17
June 28
July 26-Item 4
August 9
September 13

2012 cont.

March 12
March 19
March 26
April 9
April 23
May 14
May 29
June 11

2011

January 24
February 14
March 21
May 9
June 13
June 27
July 11
July 18
July 25
August 8
August 22
September 12
September 26
October 10
October 24
November 14
November 28
December 12

2012

January 9
January 23
February 13
February 27

SCHEDULE "B"

EXECUTIVE SESSION MINUTES WHICH NO LONGER REQUIRE CONFIDENTIAL TREATMENT AND ARE AVAILABLE FOR PUBLIC INSPECTION

1982

January 11
April 12
June 14
October 25
December 13

1984

January 9
January 23
February 13
February 27
June 11

1988

February 8
October 10

1999

October 25-Item 3

2001

April 23-Item 3
May 29-Item 4
June 11
July 9-Item 4
December 10

2002

April 22-Item 3

2010

July 12-Item 3
July 26-Items 3,5-8