



## Village Board Meeting January 21, 2016 6:00 p.m.

1. Call To Order
2. Roll Call
3. Pledge Of Allegiance
4. Open Forum

Participants are advised that the Open Forum procedure is a privilege and should not be abused. Upon completing an Open Forum request form and submitting it to the Village Clerk before the commencement of the meeting, participants will be recognized and given a chance to speak. The time limit to speak is 3 minutes. If deemed necessary by the Village Board, the matter may be referred to Village Staff or may be placed on a future agenda for Board consideration.

All participants are expected to exercise common courtesy and follow any rules of order established or announced by the Village Board and/or Mayor. Candidates for local public office may not use this forum for campaign purposes.

5. Reports

- a. Board Reports

- Mayor
- Clerk
- Attorney
- Manager
- Trustees

*Background Of  
Subject Matter*

\*

*Type*

Discussion Only

6. Items To Be Removed From Consent Agenda

7. Consent Agenda (Omnibus Vote)

- a. Village Board Minutes

- i. Board Meeting Minutes

Board to consider approving the minutes of the Village Board meeting held January 7, 2016.

*Background Of  
Subject Matter*

Required parliamentary procedure.

*Type*

Motion

b. **Finance Ordinance**

i. **Finance Ordinance # 17**

Total to be announced at the meeting.

<i>Background Of Subject Matter</i>	*
<i>Type</i>	Motion

c. **December Financial Report**

Board to consider a motion to accept the financial report submitted for the month of December 2015.

<i>Background Of Subject Matter</i>	*
<i>Type</i>	Motion

*Documents:* [MONTHLY REVENUE AND EXPENSE SUMMARY DECEMBER 2015.PDF](#), [DECEMBER 2015 - FINANCIAL REPORT MEMO.PDF](#)

d. **Purchase Orders**

i. **PO 11038039**

ACS Firehouse Solutions Inc \$7,740.00

<i>Background Of Subject Matter</i>	Annual Software Renewal
<i>Type</i>	Purchase Order
<i>Budgeted</i>	Yes

*Documents:* [PO 11038039.PDF](#)

ii. **PO 11038011**

Global Emergency Products \$14,099.28

<i>Background Of Subject Matter</i>	Fire Pumper Repair
<i>Type</i>	Purchase Order
<i>Budgeted</i>	Other
<i>Budgeted Explanation</i>	While there is a budget for repair, this large of a repair was not expected, and will push the actual amount slightly over the budget

*Documents:* [PO 11038011.PDF](#)

iii. **PO 11038010**

MABAS Division \$6,250.00

<i>Background Of Subject Matter</i>	Division Dues
<i>Type</i>	Purchase Order
<i>Budgeted</i>	Yes

*Documents:* [PO 11038010.PDF](#)

iv. **PO 11038083**

Ray O'Herron \$11,357.00

**Background Of Subject Matter** Ammunition  
**Type** Purchase Order

**Documents:** [PO 11038083.PDF](#)

v. **PO 11038043**

West Town Refrigeration \$11,000.00

**Background Of Subject Matter** HVAC Repair Depot  
**Type** Purchase Order  
**Budgeted** Yes

**Documents:** [PO 11038043.PDF](#)

vi. **PO 11038072**

Copenhaver Construction \$17,173.00

**Background Of Subject Matter** Change Order for 35 St/Oakwood Drainline Project  
**Type** Purchase Order  
**Budgeted** Yes

**Documents:** [PO 11038072.PDF](#)

vii. **PO 11038064**

IRMA \$447,793.34

**Background Of Subject Matter** Annual Insurance Contribution  
**Type** Purchase Order  
**Budgeted** Yes

**Documents:** [PO 11038064.PDF](#)

viii. **Total Of Purchase Orders**

\$ 515,412.62

**Background Of Subject Matter** \*  
**Type** Purchase Order

e. **Total Of Purchase Orders And Finance Ordinance**

Total to be announced at the meeting.

**Background Of Subject Matter** \*  
**Type** Motion

**8. Unfinished Business**

a. **Tent Text Amendment**

Board to consider an ordinance approving a text amendment to the zoning code to address minimum standards for tent permits.

<b><i>Background Of Subject Matter</i></b>	The text amendment was prompted by staff discussion and concerns regarding lack of minimum standards for tents. Community Development Committee made a positive recommendation to create a text amendment.
<b><i>Recommendation</i></b>	Planning and Zoning Commission made a positive recommendation following discussion, including revisions to allow private tents for up to 3 days rather than 2, and to remove a high level of liability insurance for private tents.
<b><i>Type</i></b>	Ordinance

**Documents:** [PZ 2015-026 TENT TEXT AMENDMENT.PDF](#)

9. **New Business**

a. **Westmont Chamber Of Commerce & Tourism Bureau Open House**

Board to consider an ordinance approving the following requests for the 2016 semi-annual Westmont Chamber of Commerce Open Houses scheduled for February 17th and September 21st:

1. Waive the special event liquor license fee.
2. Grant a request to serve alcohol on Village property, Westmont Centre.

<b><i>Background Of Subject Matter</i></b>	The Westmont Chamber of Commerce & Tourism Bureau will be hosting 2 open house events this year: Wednesday, February 17th & Wednesday, September 21st. The events will be held from 5:00pm until 7:00pm at Westmont Centre, 1 South Cass Avenue.
<b><i>Additional Background</i></b>	Beer and wine will be served to guests.
<b><i>Recommendation</i></b>	Staff recommends approval of this request.
<b><i>Type</i></b>	Ordinance

b. **Extended Occupancy Agreement For 416 Warwick**

Board to consider an ordinance approving an Extended Use and Occupancy Agreement for 416 Warwick, Westmont.

<b><i>Background Of Subject Matter</i></b>	The Village purchased 416 Warwick on Aug 28, 2015 & the contract allowed the sellers, Kenneth & Marie Fukar, to remain in possession through Feb 24, 2016. Sellers are trying to buy a new home in Westmont & request to extend occupancy until June 30, 2016.
<b><i>Additional Background</i></b>	If approved, this extended occupancy will not hinder the Village's long-term plans for utilizing the property for stormwater management. The Village Attorney has prepared an extension agreement for the Board's review.
<b><i>Recommendation</i></b>	Approve.
<b><i>Type</i></b>	Ordinance

**Documents:** [FUKAR.OCCUPANCYEXTENSIONAGREEMENT. 1.21.16.PDF](#)

c. **200 E Ogden Ave - Plat Of Vacation And Easement**

Board to consider an ordinance approving the following requests from AutoNation at 200 East Ogden Avenue in the B-2 General Business District:

1. Plat of Vacation request.
2. Plat of Easement request.

**Background Of Subject Matter** Previously the parking lot was designed to hold stormwater, and now stormwater will be managed within a stormtrap. The previous parking lot stormwater easement is being vacated, and the area above the new stormtrap will be placed in a new easement.

**Recommendation** Site plan approval has previously been granted by the Village Board. Staff recommends approval.

**Type** Ordinance

**Documents:** [PLAT OF EASEMENT.PDF](#), [PLAT OF VACATION.PDF](#)

d. **Class 8 Liquor License - Anna's Place**

Board to consider an ordinance increasing the number of available Class 8 liquor licenses by one to accommodate a request from Anna's Place, located at 15 West Ogden Avenue, Westmont.

**Background Of Subject Matter** Anna's Place has applied for a Class 3 liquor license as a new business. A Class 8 liquor license allows for the retail sale of all liquor for on-premise consumption with an occupancy load of less than 100.

**Recommendation** Staff recommends approving the request.

**Type** Ordinance

**Budgeted** N/A

e. **Award Of Bid Proposal - Residential Demolition Projects**

Board to consider an ordinance accepting the bid proposal from KLF Enterprises for the demolition and restoration of two single family residential properties, and authorizing a construction contract consistent with the bid documents.

**Background Of Subject Matter** 505 N Grant is Village-owned & is intended to be used for stormwater. The house will be demolished & the site restored. The unfinished house at 224 Willard will be treated similarly, which has been a code enforcement issue for several years.

**Additional Background** Village opened bid proposals from 2 contractors. Low bidder was KLF Enterprises with a low bid of \$27,025. RFP submitted by KLF Enterprises includes all required items listed on the RFP Requirement Checklist.

**Recommendation** KLF Enterprises has worked directly for the Village of Westmont (demolition of 415 & 417 N. Warwick in Feb 2015) without any issues. Staff recommends approving the bid of \$27,025.

**Type** Ordinance

**Budgeted** Yes

**Budgeted Explanation** Not specifically itemized, but budget includes funds for property acquisition.

**Documents:** [RFP RECOMMENDATION MEMO.PDF](#)

**f. Sycamore Run Special Service Area**

Board to consider an ordinance proposing the establishment of a special service area for a portion of Sycamore Run Subdivision and Authorizing a Public Hearing.

<b>Background Of Subject Matter</b>	The Village conveyed portions of Lot 117 to the 9 owners within Sycamore Run Subdivision, whose properties lie adjacent to St. Joseph's Creek. The Village agreed to establish an SSA to help pay for the St. Joseph's Creek bank stabilization project.
<b>Additional Background</b>	The ordinance proposes the establishment of this SSA and sets a public hearing on the issue of creating this SSA for March 31, 2016.
<b>Recommendation</b>	Approve. The purchase is for a proper public purpose.
<b>Type</b>	Ordinance

**Documents:** [ORDINANCE - SYCAMORE RUN SUBDIVISION.PDF](#)

**g. Jamestown Detention Pond Modification Project - Change Order Request #2**

Board to consider an ordinance to approve Change Order #2 for the Jamestown Detention Pond Modification Project.

<b>Background Of Subject Matter</b>	Change Order #2 (and Final) is the balancing change order for the contract that brings the total contract amount to \$163,709.00. This contract total includes the 3 proposals from Copenhagen Construction totaling \$36,500.00 for the work at:
<b>Additional Background</b>	a) Richmond-Lincoln Intersection:Backflow Preventer installation b) Blackhawk Park Detention Facility:Stormwater Orifice Inspection Manhole c) FDHQ Detention Facility:Stormwater Orifice Inspection Manhole and pipe replacement
<b>Recommendation</b>	Approval of Change Order #2 (Final) in the amount of \$17,173.00 for the balance on the contract.
<b>Type</b>	Ordinance
<b>Budgeted</b>	Yes

**Documents:** [STRAND CO CHANGE ORDER 2.PDF](#)

**h. Investment Policy Amendment**

Board to consider an ordinance amending the investment policy to permit the use of collateral allowed by the Public Funds Investment Act.

<b>Background Of Subject Matter</b>	Per our investment policy, bank deposits are to be secured by approved collateral. Our policy will be amended to add "A class of security permitted by Public Funds Investment Act (30 ILCS 235/6 (d))" as an acceptable method of collateralization (page 5).
<b>Additional Background</b>	As discussed at the 1/7/16 Finance committee meeting, this will allow us to utilize Public Unit Deposit Letters of Credit from the Federal Home Loan Bank, which will provide more protection to our funds if we need to increase balances on short notice.
<b>Type</b>	Ordinance
<b>Budgeted</b>	Other

i. **Amendment To Water Conservation Ordinance**

Board to consider an ordinance amending Chapter 82, Section 82-267 pertaining to water conservation requirements.

<b>Background Of Subject Matter</b>	Section 82-267 of the Code of Ordinances pertains to water conservation practices. The proposed amendment to this Section eliminates watering by "soil soaking" and requires a permit for the watering of new lawns.
<b>Type</b>	Ordinance

j. **Video Gaming - Distance Separation Requirement**

Board to discuss the potential repeal of the 500 foot distance separation requirement for video gaming establishments.

<b>Background Of Subject Matter</b>	The Village imposed a 500 foot distance separation requirement for video gaming establishments. In light of the new liquor license classification for video gaming cafes, the question is whether the 500 foot requirement is still necessary.
<b>Additional Background</b>	The distance separation requirement was made part of the Village's zoning ordinance, licensing ordinance and liquor license ordinance.
<b>Type</b>	Discussion Only

10. **Miscellaneous**

11. **Executive Session**

This Board may adjourn to closed session to discuss matters so permitted and may act upon such matters upon returning to open session.

12. **Adjourn**

*Note: Any person who has a disability requiring a reasonable accommodation to participate in the meeting should contact the ADA Compliance Officer, 9:00 A.M. to 5:00 P.M. Monday through Friday, Village of Westmont, Illinois, 60559; or telephone (630) 981-6210 voice, within a reasonable time before the meeting.*

Clerk's Office  
**Village of Westmont**

MINUTES OF THE BOARD MEETING HELD **Thursday, January 7th, 2016.**

**Mayor Gunter** called the meeting to order at **6:00 PM.**

**WESTMONT VILLAGE BOARD MEETING ROLL CALL:**

**PRESENT:** Mayor Gunter                    P                    Clerk Szymski                    P

**TRUSTEES:** Addington                    P                    Barker                    P  
Barry                    P                    Guzzo                    P  
Liddle                    P                    Nero                    P

**STAFF:**

<b>May</b> (Village Mgr) <u>P</u>	<b>Crane</b> (H.R. Director) <u>A</u>	<b>Parker</b> (Finance Director) <u>P</u>
<b>Chief Weiss</b> (Fire Dept.) <u>P</u>	<b>Dep. Chief Gunther</b> (Police Dept.) <u>P</u>	<b>Chief Mulhearn</b> (Police Dept.) <u>P</u>
<b>Dep. Chief Brenza</b> (Police Dept.) <u>P</u>	<b>McIntyre</b> (Communication Director) <u>A</u>	<b>Ziegler</b> (Community Development Director) <u>P</u>
<b>Dep. Chief Riley</b> (Fire Department) <u>A</u>	<b>Ramsey</b> (P.W. Director) <u>P</u>	<b>Dralle</b> (EMS Director) <u>A</u>
<b>Liljeberg</b> (I.T. Manager) <u>P</u>	<b>Mielcarski</b> (Admin. Assistant) <u>A</u>	<b>Richards</b> (Deputy Clerk) <u>A</u>

**ATTORNEY:** Zemenak P

**A QUORUM WAS PRESENT TO TRANSACT BUSINESS.**

**PRESS:**

Chicago Tribune                    A                    Independent: Daniel Smrokowski                    A  
Bugle                    A

**CHAMBER OF COMMERCE DIRECTOR:** Forssberg - P

**VISITORS:** None.

**THOSE PRESENT RECITED THE PLEDGE OF ALLEGIANCE.**

**OPEN FORUM:** None.

**VOTING KEY:**      A=ABSENT                    AB=ABSTAIN                    N=NO      W=Withdrawn  
                                 P=PRESENT                    Y=YES                    V=VACATION

**Note:** *The items listed in these minutes are summaries only and are not meant to be a direct transcript of the Mayor's, Manager's, Clerk's and Trustees' comments. For actual quotes of the referenced items please refer to the Archival video copy of this meeting.*

**VOTING SUMMARY**

	<b><u>1</u></b>	<b><u>2</u></b>	<b><u>3</u></b>	<b><u>4</u></b>	<b><u>5</u></b>	<b><u>6</u></b>	<b><u>7</u></b>	<b><u>8</u></b>
TRUSTEE ADDINGTON	<u>Y</u>	<u>Y</u>	<u>Y</u>	<u>Y</u>	<u>Y</u>	<u>Y</u>	<u>Y</u>	<u>Y</u>
TRUSTEE BARKER	<u>Y</u>	<u>Y</u>	<u>Y</u>	<u>Y</u>	<u>Y</u>	<u>Y</u>	<u>Y</u>	<u>Y</u>
TRUSTEE BARRY	<u>Y</u>	<u>Y</u>	<u>Y</u>	<u>Y</u>	<u>Y</u>	<u>Y</u>	<u>Y</u>	<u>Y</u>
TRUSTEE GUZZO	<u>Y</u>	<u>Y</u>	<u>Y</u>	<u>Y</u>	<u>Y</u>	<u>Y</u>	<u>Y</u>	<u>Y</u>
TRUSTEE LIDDLE	<u>Y</u>	<u>Y</u>	<u>Y</u>	<u>Y</u>	<u>Y</u>	<u>Y</u>	<u>Y</u>	<u>Y</u>
TRUSTEE NERO	<u>Y</u>	<u>Y</u>	<u>Y</u>	<u>Y</u>	<u>Y</u>	<u>Y</u>	<u>Y</u>	<u>Y</u>
	<b><u>9</u></b>	<b><u>10</u></b>	<b><u>11</u></b>					
TRUSTEE ADDINGTON	<u>Y</u>	<u>Y</u>	<u>Y</u>					
TRUSTEE BARKER	<u>Y</u>	<u>Y</u>	<u>Y</u>					
TRUSTEE BARRY	<u>Y</u>	<u>Y</u>	<u>Y</u>					
TRUSTEE GUZZO	<u>Y</u>	<u>Y</u>	<u>Y</u>					
TRUSTEE LIDDLE	<u>Y</u>	<u>Y</u>	<u>Y</u>					
TRUSTEE NERO	<u>Y</u>	<u>Y</u>	<u>Y</u>					

**REPORTS**

**Mayor Gunter**

- I will swear in a new officer, Kamil Broda.
  - Chief Mulhearn asked the Mayor to swear in Kam Broda as a Westmont Police Officer.
  - Police Chief Mulhearn spoke about the new officer and introduced his parents. Chief Mulhearn also thanked the Westmont Fire and Police Commissioners.
  - Officer Broda thanked everyone for their support. He gave background information about himself.
- Chamber of Commerce Director Forssberg and Park District's Steve Golembiewski to announce and present the decorating contest winners. Steve Golembiewski thanked everyone for decorating.
  - Home Decorating Contest Winners: 3rd Place - Chorney Family; 2nd Place - Houchen; First Place - Notariano Family
  - Business Decorating Contest Winner: 3rd Place - Oakwood Lighting; 2nd Place - Cordia Senior Center; 1st Place - La Petite Sweet
  - Larry Forssberg announced that next year applicants can sign up online.
- Next month Mayor Gunter will be announcing customer service awards.

**Clerk Szymski**

- Wished everyone a Happy New Year.

**Attorney Zemenak**

- Nothing.

**Village Manager May**

- Nothing.

**Trustee Nero**

- The next Public Safety Committee meeting will be February 4th, 2016.

**Trustee Guzzo**

- We had our first Finance Committee meeting of the new year.
- We will be starting the budgeting process. There will be workshops that follow.
- Water bill rates were discussed. We will be discussing the topic further at the next Public Works Committee meeting.
- The investment policy was discussed with the Federal Home Loan Bank.
- The next meeting will be scheduled for February 4th, 2016.

**Trustee Barker**

- The next Community Development Committee meeting will be January 21st at 4:30pm. The agenda is long, and it will be a good meeting. Everyone is invited to attend.
- Promoted the Adopt a Hydrant Program sponsored by the Westmont First Committee. The program is going well and encouraged more people to sign up. You can do that by going to the website.
- Westmont First has adjusted the meeting time and location for 2016. The meetings will be the 3rd Monday of each month at 6pm at the Westmont Public Library.
- When you adopt a hydrant, a certificate is awarded and paints are provided. The hydrants turn out very cute.

**Trustee Addington**

- Economic Development Committee met yesterday morning, January 6th.
  - We talked about a new ethnic restaurant with a Japanese theme for the downtown area. There will be some live jazz and/or blues played at the restaurant on the weekend.
  - School District 201 representatives were also at the meeting. They talked about the referendum that didn't pass, and will be doing some projects on a smaller scale to make some buildings in town safer. The projects that they are proposing will go in front of the Planning and Zoning Board. What's nice about that, is the relationships that have been built over the years between our organizations. We are all working together.
- The vacant restaurant space in St. James Crossing is now being occupied by two restaurants. One will be a sports bar theme.
- The Economic Development Committee will be meeting on the first Wednesday in February.
- Happy New Year to everyone here and everyone who is watching us at home.

- DuPage Managers and Mayors Legislative Committee met about some new proposals regarding the real estate tax freeze. Expect candidates to talk about this between now and the Primary. Proposing a tax freeze is good for votes.
- Talked about the Westmont Lions Club and how it was organized 80 years ago on January 8th. The Lions Club is having a little party to celebrate. They have helped the community with many projects and hope to do more in the future. Many of the first 22 members were big contributors of Westmont. I have been a member for 45 years, and the Mayor has been a member for 35 years. A proclamation will be read later tonight. We are proud of our heritage. At first we were sponsored by the Downers Grove Lions Club. We are always looking for a few good men or women who are looking to help the community. Please contact any one of us if you are interested.

### Trustee Liddle

- Recapped the Administration meeting from earlier today.
  - We went over the proclamations policy that we are looking to establish.
  - The Police Department is going to create a twitter account
  - There was talk about what we are going to do with the strategic plan. A committee will be formed to see that going forward. Trustee Addington will be heading that committee.
  - Notify me is up and running. You can sign up online to get information on meetings, and events.
  - Neighbors magazine will be printed in Westmont at Lithoprint.

### Trustee Barry

- Congrats to Lion's Club on their 80th Anniversary.
- Talked about Jim Farley and that he will be missed. He was a Police Officer and then became a Code Enforcement Officer. He was a mentor to many. Our thoughts are with the Farley family.
- The next Public Works Committee meeting will be February 18th, 2016. The Public Works Department does a wonderful job.
- The Environmental Improvement Commission will be meeting at the Westmont Public Library starting in March. The meetings will be the first Monday of the month. The very next meeting is February 1st at the Village Hall. Then they are moving to the Westmont Public Library.
- Introduced Kim Lombardozzi and Mary Gabryel. She presented Thank You Awards to several people. Mary introduced the Westmont Arbor Day Art and Essay Contest.
- Holiday Lights can be recycled at the Johanik Fire Station Headquarters, 6015 S. Cass. Lights are being collected through the end of January.
- Christmas trees are being collected in the first two weeks of January. Just put them out on your garbage pickup day.
- Thanked Waste Management for all of their hard work.
- Wished everyone a Happy New Year.

### **ITEMS TO BE REMOVED FROM CONSENT AGENDA:**

Trustee Addington requested that the proclamation for Lions Club be removed from the consent agenda to be voted on separately.

**(1) CONSENT AGENDA [Omnibus Vote]:**

Village Manager May addressed the Board on this agenda item.

Motion by Trustee Addington to approve the consent agenda items A, B, C and D.

**(A) VILLAGE BOARD MINUTES:**

- Board to consider approving the minutes of the Village Board meeting held December 10, 2015.
- Board to consider a motion to accept, approve and release the following Executive Session minutes with the exceptions as noted:
  - June 17, 2013 Except Para # 4
  - September 18, 2014
  - October 2, 2014
  - November 13, 2014 Except Para # 5
  - February 5, 2015 Except Para # 1
  - February 19, 2015 Except Para # 2
  - March 19, 2015 Except Para # 1, 3, 4, 5
  - April 2, 2015
  - April 30, 2015
  - September 17, 2015 Except Para # 1
  - October 15, 2015 Except Para # 2, 3, 4
  - November 12, 2015 Except Para # 1, 2, 3, 4, 5, 6, 7

**(B) FINANCE ORDINANCE #16: Dated **January 7, 2016**, in the amount of \$ **1,699,879.42****

**(C) NOVEMBER FINANCIAL REPORT:**

Board to consider a motion to accept the financial report submitted for the month of November 2015.

**(D) PURCHASE ORDERS**

<b>11037947</b>	Affiliated Customer Service	<b>\$ 14,820.00</b>
<b>11037959</b>	Central Blacktop	<b>32,775.00</b>
<b>11037948</b>	Thomas Engineering Group	<b>37,000.00</b>
<b>11037878</b>	ME Simpson	<b>31,000.00</b>
<b>11037849</b>	Uno Construction	<b>10,000.00</b>
<b>11037848</b>	Uno Construction	<b>9,000.00</b>
<b>11037868</b>	Uno Construction	<b>18,000.00</b>

11037879	Nu Toys Leisure Products	10,170.00
11037835	Don Morris Architect	11,780.00
11037930	Microsystems	5,824.15
11037853	Xerox Corporation	7,740.00
11037884	WS Darley & Co	16,553.00
	<b>Total of Purchase Orders</b>	<b>\$ 204,662.15</b>

Seconded by **Trustee Liddle** and the motion passed.

**VOTE ON MOTION #1**

Ayes: Guzzo, Liddle, Nero, Barker, Barry, and Addington.

Nays: None.

Absent: None.

Present: None.

**UNFINISHED BUSINESS**

**(2) PROCLAMATION: Westmont Lions Club Proclamation**

**Trustee Addington** addressed the Board on this item.

Motion by **Trustee Addington** consider a proclamation to celebrate the 80th anniversary of the Westmont Lions Club.

Seconded by **Trustee Barry** and the motion passed.

**VOTE ON MOTION #2**

Ayes: Guzzo, Liddle, Nero, Barry, Barker, and Addington.

Nays: None.

Absent: None.

Present:None.

**(3) 2016-2021 STRATEGIC PLAN**

**Village Manager May** addressed the Board on this item.

Motion by **Trustee Addington** to consider a motion to accept the final draft of the Strategic Plan 2016-2021.

Public Comment:

Patricia Jelsomine

Seconded by **Trustee Barker** and the motion passed.

**VOTE ON MOTION #3**

Ayes: Guzzo, Liddle, Nero, Barry, Barker, and Addington.

Nays: None.

Absent: None.

Present:None.

**NEW BUSINESS**

**(4) 5809 FAIRVIEW AVE - PRELIMINARY PLAT OF SUBDIVISION**

**Community Development Director Ziegler** addressed the Board on this item.

Motion by **Trustee Addington** to consider an ordinance approving a Preliminary Plat of Subdivision request from Wojtek Bialy in order to build a new single family home.

Seconded by **Trustee Guzzo** and the motion passed.

**VOTE ON MOTION #4**

Ayes: Guzzo, Liddle, Nero, Barry, Barker, and Addington.

Nays: None.

Absent: None.

Present:None.

**(5) 339 E 59TH STREET - REZONING AND SUBDIVISION**

**Community Development Director Ziegler** addressed the Board on this item.

Motion by **Trustee Addington** to consider ordinances approving the following requests from EMS Construction for the following:

1. Map Amendment request to rezone from R-1 Single Family Residence District to R-3 Single Family Residence District.

Seconded by **Trustee Nero** and the motion passed.

**VOTE ON MOTION #5**

Ayes: Barker, Nero, Guzzo, Liddle, Barry, and Addington.

Nays: None.

Absent: None.

Present: None.

**(6) 339 E 59TH STREET - REZONING AND SUBDIVISION**

**Community Development Director Ziegler** addressed the Board on this item.

Motion by **Trustee Addington** to consider ordinances approving the following requests from EMS Construction for the following:

1. Preliminary Plat of Subdivision request to split one lot into two buildable lots in the R-3 Single Family Residence District.

Seconded by **Trustee Nero** and the motion passed.

**VOTE ON MOTION #6**

Ayes: Barker, Nero, Guzzo, Liddle, Barry, and Addington.

Nays: None.

Absent: None.

Present: None.

**(7) 20 NORTH CASS AVE - SUSHI RESTAURANT**

**Community Development Director Ziegler and Maketo "Mac" Okuyama (owner)** addressed the Board on this item.

Motion by **Trustee Addington** to consider an ordinance approving a Development Permit request to allow the operation of a restaurant in the B-1 Limited Business District.

Seconded by **Trustee Liddle** and the motion passed.

**VOTE ON MOTION #7**

Ayes: Guzzo, Barry, Liddle, Nero, Barker, and Addington.

Nays: None.

Absent: None.

Present: None.

**(8) 800 E OGDEN AVENUE - GRILL 89 & CUCINOVA**

**Community Development Director Ziegler and restaurant owners** addressed the Board on this item.

Motion by **Trustee Barker** to consider an ordinance approving a Site and Landscaping Plan approval request from Chipman Design Architecture in order to complete a restaurant build-out at 800 East Ogden Avenue in the B-2 General Business District.

Seconded by **Trustee Addington** and the motion passed.



**VOTE ON MOTION #8**

Ayes: Guzzo, Liddle, Nero, Barker, Barry, and Addington.

Nays: None.

Absent: None.

Present: None.

**(9) 2015 MFT RESURFACING PROJECT - CHANGE ORDER REQUEST (FINAL)**

**Public Works Director Ramsey** addressed the Board on this item.

Motion by **Trustee Barry** to consider an ordinance to approve Change Order #2 (Final) for the 2015 FALL MFT Resurfacing Project.

Seconded by **Trustee Guzzo** and the motion passed.

**VOTE ON MOTION #9**

Ayes: Guzzo, Liddle, Nero, Barker, Barry, and Addington.

Nays: None.

Absent: None.

Present: None.

**(10) TENT TEXT AMENDMENT**

**Mayor Gunter** addressed the Board on this item.

Motion by **Trustee Nero** to postpone an ordinance approving a text amendment to the zoning code to address minimum standards for tent permits.

Seconded by **Trustee Guzzo** and the motion to postpone passed.

**VOTE ON MOTION #10**

Ayes: Guzzo, Liddle, Nero, Barker, Barry, and Addington.

Nays: None.

Absent: None.

Present: None.

**MISCELLANEOUS:**

Chamber of Commerce Director Larry Forssberg announced a State of the County Address next Wednesday at 11:30am. If anyone is interested in attending, please call the Chamber office at (630) 960-5553.



**Village Clerk's Office**

31 West Quincy Street • Westmont, Illinois 60559  
Tel: 630-981-6220 Fax: 630-829-4441

**(11) ADJOURNMENT:** Motion by **Trustee Liddle** to adjourn the meeting. Seconded by **Trustee Nero** and the motion passed.

**VOTE ON MOTION #11**

Ayes: Guzzo, Liddle, Nero, Barker, Barry, and Addington.

Nays: None.

Absent: None.

Present: None.

**MEETING ADJOURNED AT 7:21 PM**

**ATTEST:**

**APPROVED:**

\_\_\_\_\_  
Virginia Szymiski, Village Clerk

\_\_\_\_\_  
Ronald J. Gunter, Mayor

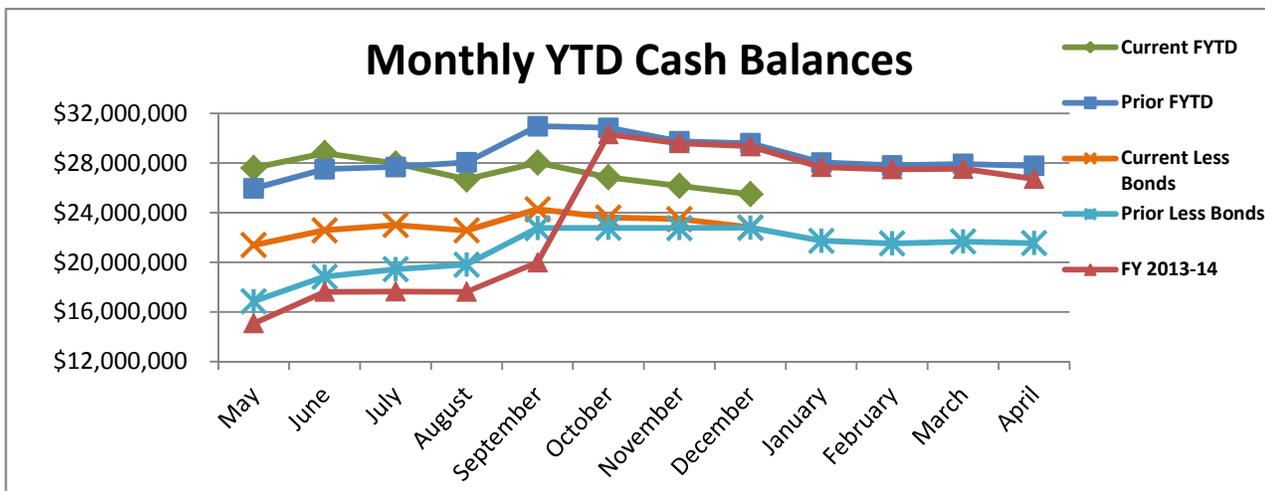
Dated this 21st day of January, 2016.

**Village of Westmont**  
**Monthly Revenue & Expense Summary**  
**FYTD December 31, 2015**

	REVENUES		EXPENSES		NET	
	YTD	% Bud	YTD	Bud	Budgeted	YTD
<b>01 GENERAL FUND</b>	<b>\$ 14,943,402</b>	<b>62%</b>	<b>\$ 14,115,437</b>	<b>59%</b>	<b>\$ 28,970</b>	<b>\$ 827,965</b>
<b>General &amp; Administration</b>	<b>\$ 8,270,670</b>	<b>50%</b>	<b>\$ 2,515,284</b>	<b>45%</b>	<b>\$ 10,851,389</b>	<b>\$ 5,755,385</b>
51111 Legislation	\$ 7,266,326	48%	\$ 243,527	34%	\$ 14,471,524	\$ 7,022,799
51116 Information Technology	\$ 188,841	52%	\$ 511,912	44%	\$ (795,199)	\$ (323,071)
51117 Community Development	\$ 696,240	116%	\$ 711,263	57%	\$ (651,772)	\$ (15,023)
51210 Administration		0%	\$ 412,370	57%	\$ (528,308)	\$ (412,370)
51410 Finance	\$ 119,263	75%	\$ 346,213	68%	\$ (347,403)	\$ (226,950)
51213 Transfers			\$ 290,000	22%	\$ (1,297,453)	\$ (290,000)
<b>Commissions</b>	<b>\$ -</b>		<b>\$ 26,420</b>	<b>46%</b>	<b>\$ (56,950)</b>	<b>\$ (26,420)</b>
51122 Fire & Police Commission			\$ 20,492	59%	\$ (34,500)	\$ (20,492)
51123 Planning/Zoning Commission			\$ 5,927	26%	\$ (22,450)	\$ (5,927)
<b>Police Department</b>	<b>\$ 2,602,751</b>	<b>97%</b>	<b>\$ 6,063,555</b>	<b>70%</b>	<b>\$ (6,023,263)</b>	<b>\$ (3,460,804)</b>
52110 Administration	\$ 194,820	10502%	\$ 761,829	56%	\$ (1,366,095)	\$ (567,009)
52121 Patrol	\$ 344,439	51%	\$ 2,712,399	64%	\$ (3,591,316)	\$ (2,367,960)
52130 Investigations	\$ 51,935	1389%	\$ 577,770	54%	\$ (1,065,852)	\$ (525,836)
52190 Police Pension Pass Through	\$ 2,011,557	101%	\$ 2,011,557	101%	\$ -	\$ -
<b>Fire Department</b>	<b>\$ 3,159,080</b>	<b>91%</b>	<b>\$ 2,991,246</b>	<b>62%</b>	<b>\$ (1,391,112)</b>	<b>\$ 167,834</b>
52210 Fire Protection	\$ 31,721	127%	\$ -	0%	\$ -	\$ 31,721
52220 Suppression & Control	\$ 1,109,220	81%	\$ 1,323,308	58%	\$ (920,654)	\$ (214,089)
52510 Ambulance & Paramedic	\$ 2,018,139	97%	\$ 1,662,629	66%	\$ (433,658)	\$ 355,510
52610 EMA			\$ 5,309	45%	\$ (11,800)	\$ (5,309)
52291 Fire Pension			\$ -	0%	\$ (25,000)	\$ -
<b>Public Works</b>	<b>\$ 910,902</b>	<b>66%</b>	<b>\$ 2,518,932</b>	<b>53%</b>	<b>\$ (3,351,094)</b>	<b>\$ (1,608,030)</b>
54210 Administration	\$ 400		\$ 39,001	58%	\$ (67,737)	\$ (38,601)
54211 Facilities Maintenance			\$ 354,309	55%	\$ (647,997)	\$ (354,309)
54230 Street Operations	\$ 177,633	100%	\$ 1,222,098	51%	\$ (2,232,250)	\$ (1,044,465)
54240 Fleet Maintenance	\$ 136,480	41%	\$ 320,238	47%	\$ (338,510)	\$ (183,758)
54250 Health & Sanitation	\$ 596,389	68%	\$ 583,287	62%	\$ (64,600)	\$ 13,102
<b>05 CONVENTION &amp; TOURISM</b>	<b>\$ 516,759</b>	<b>88%</b>	<b>\$ 182,088</b>	<b>31%</b>	<b>\$ 1,732</b>	<b>\$ 334,671</b>
51112 Convention & Tourism	491,647	89%	168,932	36%	\$ 78,085	\$ 322,716
51113 Westmont Centre	25,111	67%	13,156	12%	\$ (76,353)	\$ 11,955
<b>17 EMPLOYEE BENEFIT SICK TIME</b>	<b>\$ -</b>	<b>0%</b>	<b>\$ -</b>		<b>\$ 100</b>	<b>\$ -</b>
<b>20 DOWNTOWN PARKING FUND</b>	<b>\$ 2</b>	<b>0%</b>	<b>\$ -</b>		<b>\$ 1,930</b>	<b>\$ 2</b>
<b>25 VEHICLE REPLACEMENT FUND</b>	<b>\$ 44,239</b>	<b>6%</b>	<b>\$ 571,272</b>	<b>79%</b>	<b>\$ 59,293</b>	<b>\$ (527,033)</b>
<b>30 CAPITAL PROJECTS</b>	<b>\$ 206,209</b>	<b>21%</b>	<b>\$ 915,902</b>	<b>42%</b>	<b>\$ (1,216,750)</b>	<b>\$ (709,693)</b>
<b>31 BOND 2013 A (\$8.5 Million)</b>	<b>\$ 1,139</b>		<b>\$ 2,763,198</b>	<b>86%</b>	<b>\$ (3,200,000)</b>	<b>\$ (2,762,059)</b>
<b>32 BOND 2013 B (\$1.5 Million)</b>	<b>\$ 39</b>		<b>\$ 830,176</b>	<b>96%</b>	<b>\$ (865,000)</b>	<b>\$ (830,137)</b>
<b>33 STORMWATER INFR. FUND</b>	<b>\$ 411,801</b>	<b>59%</b>	<b>\$ -</b>	<b>0%</b>	<b>\$ -</b>	<b>\$ 411,801</b>
<b>41 WATER OPERATING FUND</b>	<b>\$ 5,071,718</b>	<b>72%</b>	<b>\$ 4,093,426</b>	<b>47%</b>	<b>\$ (1,593,734)</b>	<b>\$ 978,291</b>
<b>50 DEBT SERVICE FUND</b>	<b>\$ 742,023</b>	<b>100%</b>	<b>\$ 741,363</b>	<b>100%</b>	<b>\$ 630</b>	<b>\$ 661</b>
<b>61 MOTOR FUEL TAX FUND</b>	<b>\$ 369,555</b>	<b>51%</b>	<b>\$ 1,563,141</b>	<b>82%</b>	<b>\$ (1,193,000)</b>	<b>\$ (1,193,586)</b>
<b>62 IMRF/SOCIAL SECURITY FUND</b>	<b>\$ 1,403,211</b>	<b>91%</b>	<b>\$ 1,665,605</b>	<b>91%</b>	<b>\$ (292,951)</b>	<b>\$ (262,395)</b>
<b>68 EXCESS GENERAL FUND BAL</b>	<b>\$ 595</b>	<b>1%</b>	<b>\$ -</b>	<b>0%</b>	<b>\$ (889,000)</b>	<b>\$ 595</b>
<b>82 TIF SWBD (1)</b>	<b>\$ 6,220</b>	<b>74%</b>	<b>\$ -</b>	<b>0%</b>	<b>\$ (743,700)</b>	<b>\$ 6,220</b>
<b>83 TIF CBD (2)</b>	<b>\$ 29,477</b>	<b>140%</b>	<b>\$ 7,368</b>	<b>5%</b>	<b>\$ (129,000)</b>	<b>\$ 22,109</b>
<b>TOTAL</b>	<b>\$ 22,555,687</b>	<b>61%</b>	<b>\$ 23,106,871</b>	<b>49%</b>	<b>\$ (10,030,480)</b>	<b>\$ (551,184)</b>
<b>Adjusted General Fund</b>	<b>\$ 14,583,304</b>	<b>70%</b>	<b>\$ 12,007,213</b>	<b>55%</b>	<b>\$ 28,970</b>	<b>\$ 2,576,090</b>

**Village of Westmont  
Treasurer's Report As of December 31, 2015**

Account Name	Current FYTD Balance	Prior FYTD Balance	Increase/ (Decrease)
CASH-OPERATING	\$ 6,847,343	\$ 8,372,051	\$ (1,524,708)
CASH - NCB - PASS THRU	\$ 857,157	\$ 992,428	\$ (135,271)
CASH - CHB MAX SAFE	\$ 3,500,000	\$ 3,500,000	\$ -
CASH-PAYROLL	\$ 30,284	\$ 317,442	\$ (287,158)
INVESTMENT-CBD SWEEP	\$ 2,048,334	\$ 1,599,324	\$ 449,011
INVESTMENT - CD	\$ -	\$ 130,552	\$ (130,552)
INVESTMENT - TREASURY INDEX	\$ 1,382,144	\$ 1,379,374	\$ 2,770
INVESTMENT - IL FUNDS	\$ 3,622,983	\$ 8,669,692	\$ (5,046,708)
INVESTMENT - IMET	\$ 4,610,393	\$ 4,600,286	\$ 10,108
INVESTMENT - IL FUNDS MFT BOND	\$ 2,544,355		\$ 2,544,355
CASH-FLEXBEN	\$ 48,601	\$ 39,044	\$ 9,557
<b>TOTAL</b>	<b>\$ 25,491,595</b>	<b>\$ 29,600,191</b>	<b>\$ (4,108,596)</b>



Fund Name	Current FYTD Balance	Prior FYTD Balance	Increase/ (Decrease)
GENERAL	\$ 9,940,406	\$ 7,466,570	\$ 2,473,836
CONVENTION/TOURISM	\$ 1,316,521	\$ 861,423	\$ 455,098
EBST	\$ (222,838)	\$ (38,154)	\$ (184,684)
DOWNTOWN PARKING	\$ 11,826	\$ 9,154	\$ 2,672
VRP	\$ 1,140,343	\$ 1,725,969	\$ (585,626)
CAPITAL PROJECTS	\$ 2,622,045	\$ 3,397,740	\$ (775,695)
WATER	\$ 2,169,262	\$ 1,825,835	\$ 343,427
DEBT SERVICE	\$ 741,776	\$ 741,090	\$ 686
MFT	\$ 1,092,498	\$ 2,150,035	\$ (1,057,537)
IMRF	\$ 1,981,722	\$ 2,968,740	\$ (987,019)
PERFORMANCE BOND	\$ 676,663	\$ 711,007	\$ (34,344)
EXCESS GENERAL FUND BAL	\$ 950,565	\$ 949,749	\$ 816
BOND 2013A (\$8.5 Million)	\$ 2,544,355	\$ 5,817,778	\$ (3,273,423)
BOND 2013B (\$1.5 Million)	\$ 68,770	\$ 993,369	\$ (924,599)
STORMWATER	\$ 411,801	\$ -	\$ 411,801
TIF SWBD (1)	\$ 12,246	\$ 6,026	\$ 6,220
TIF CBD (2)	\$ 33,634	\$ 13,861	\$ 19,774
<b>TOTAL</b>	<b>\$ 25,491,595</b>	<b>\$ 29,600,191</b>	<b>\$ (4,108,596)</b>



## FINANCE

31 West Quincy Street, Westmont, Illinois 60559

Tel: 630-981-6230 Fax: 630-829-4440  
westmont.il.gov | finance@westmont.il.gov

# MEMORANDUM

**DATE:** January 14, 2016  
**TO:** Westmont Village Board  
**FROM:** Spencer Parker, Finance Director  
**SUBJ:** December 2015 Financial Report

Based on our auditor's recommendation, we are including monthly financial reports as part of our consent agenda, so it is formally accepted by the Village Board. I have attached the monthly financial report for the prior month, and wanted to point out a few items of interest as you review the report.

In summary, we are in good financial shape, and are tracking about where we would expect to be at this point in the fiscal year.

At the end of December, we are 8 months through the fiscal year, so in our General Fund revenues and expenditures should be tracking about 67% of the budget.

As you can see from the top line, revenues in the general fund are currently at 62% of budget. As we have discussed previously, there are several sources of revenue including Sales and Income Tax which are paid in arrears. On the other hand, we typically receive most of our annual property tax revenue by September. Additionally, some of our revenues are transfers that have not yet been booked. The last line on the report adjusts for all of these factors, and you can see that we are tracking at about 70% of our fiscal year budgeted revenues, which is where we would hope to be at this point in the year.

Our general fund expenditures are currently 59% of the budget, which is under our expected percentage. You will see that most departments are under 68%. The Police Department's total is a little overstated due to the police pension pass through; operating expenditures of the Police are about 60% of budget.

The VRP fund is about 79% expended because the Village purchased a pumper truck early in the year. Our bond funds are between 86% of 96% expended because of our work and land purchases to date. The IMRF fund has a high percentage of the budget because we have paid off the Early Retirement Incentive costs to avoid interest. The MFT Fund (61) has now begun receiving revenue as the state began disbursing these funds.

In the Treasurer's report you will notice that we are almost \$4.1 million less than we had last year at this same time, because we are spending bond funds. As you can see from the chart, excluding the bonds, we are right about where we were last year. Our general fund is up almost \$2.5 million, while our Capital Projects, MFT, and Bond funds are down from last year because of planned purchases.

















**VILLAGE OF WESTMONT  
PLANNING AND ZONING COMMISSION**

**MEETING DATE:** December 09, 2015

**AGENDA ITEM:** PZ 15-026

**TITLE:** Village of Westmont for the following:

- (A) Amend Appendix A, Article IV, General Provisions, Section 4.09, Trailers, tents and boats, of the Westmont Zoning Code to create tent permit provisions to allow for referenced standards including classification, duration of approval, inspections and fees.
- (B) Amend Appendix A, Article XIV, Definitions, (B) Definitions, of the Westmont Zoning Code to include tents.

---

**BACKGROUND OF ITEM**

This text amendment was prompted by staff discussions regarding a concern that existing code does not have provisions for minimum permitting standards specific to tents. While tents have been regularly permitted through the Building Division and reviewed by the Fire Prevention Bureau, municipal code does not address specific construction requirements, periods of use, types of use, size standards, or consistent permit fees.

Based on recommendations by the Director of Fire Prevention, following a positive discussion at the October 15, 2015 Community Development Committee meeting, staff recommends adopting language into the code to allowing for minimum standards in the tent permit process including:

- Categorizing tents by use and size with specific requirements and permit fees based on these defined classifications
- Specific time limitations
- Inspection requirements
- Contractor requirements including proof of liability insurance
- Referencing standards as defined by the International Fire Code (IFC), International

Building Code (IBC), National Fire Protection Association (NFPA) and National Electric Code (NEC).

- Creating a clear referenced definition of a tent.

As multiple applicable codes can affect permit requirements, amount of review and number of inspections, staff has prepared ordinance language that provides the needed flexibility to the process. The permit application will outline requirements specific for each tent, allowing for simple revision as codes are refined and improved. The prepared language for the text amendment and sample permit application packet can be found in the attached draft documents.

#### **SUMMARY**

Staff recommends the above text amendments to the Westmont Code of Ordinances to allow for minimum tent requirements to address safety concerns, verify proper installation and ensure uses compliant with building, fire and zoning requirements. These provisions allow code to reference standards to classify tents, uphold multiple governing building and fire codes, and establish fees based on required administrative time.

#### **ATTACHMENTS**

- Public hearing notice appearing in the November 25, 2015 edition of Westmont Suburban Life
- Draft Tent Permit Application Packet
- Proposed Ordinance with text revisions and additions



westmont.illinois.gov

**Community Development Department**

31 West Quincy Street • Westmont, Illinois 60559  
Tel: 630-981-6250 Fax: 630-968-8610

**TENT PERMIT APPLICATION**

DATE OF APPLICATION		PERMIT #	
APPROVED DATES	FROM	TO	FEE \$

**1. ADDRESS OF TENT INSTALLATION**

ADDRESS	
---------	--

**1. APPLICANT INFORMATION**

FULL NAME			
ADDRESS			
PHONE (H)	PHONE (C)		
EMAIL			

**2. EMERGENCY CONTACT AND/OR OWNER INFORMATION**

FULL NAME			
ADDRESS			
PHONE (H)	PHONE (C)		
EMAIL			

**3. TENT INFORMATION**

\*see flow chart on reverse side to determine correct classification

TENT CLASSIFICATION* (circle one)	COMMERCIAL 120 UNLIMITED Maximum 120 days	COMMERCIAL 60 UNLIMITED Maximum 60 days	COMMERCIAL LIMITED Maximum 7 days	PRIVATE Maximum 2 days
Maximum Days are as defined by the IFC and IBC; however, Tent Sales have additional time restrictions as defined in Westmont Zoning Code Appendix A				
PERMIT FEE	\$300	\$200	\$100	\$0
TENT USE (Description)				
REQUESTED DATES	FROM		TO	# DAYS

**4. CONTRACTOR INFORMATION**

NAME			
ADDRESS			
PHONE (W)	PHONE (C)		
EMAIL			

**5. REQUIRED SUPPORTING DOCUMENTATION**

- 1. **SITE PLAN:** Include tent location, dimensions, major cross roads and nearby buildings.
- 2. **CERTIFICATE OF INSURANCE:** As provided by TENT CONTRACTOR.

**5. VERIFICATION**

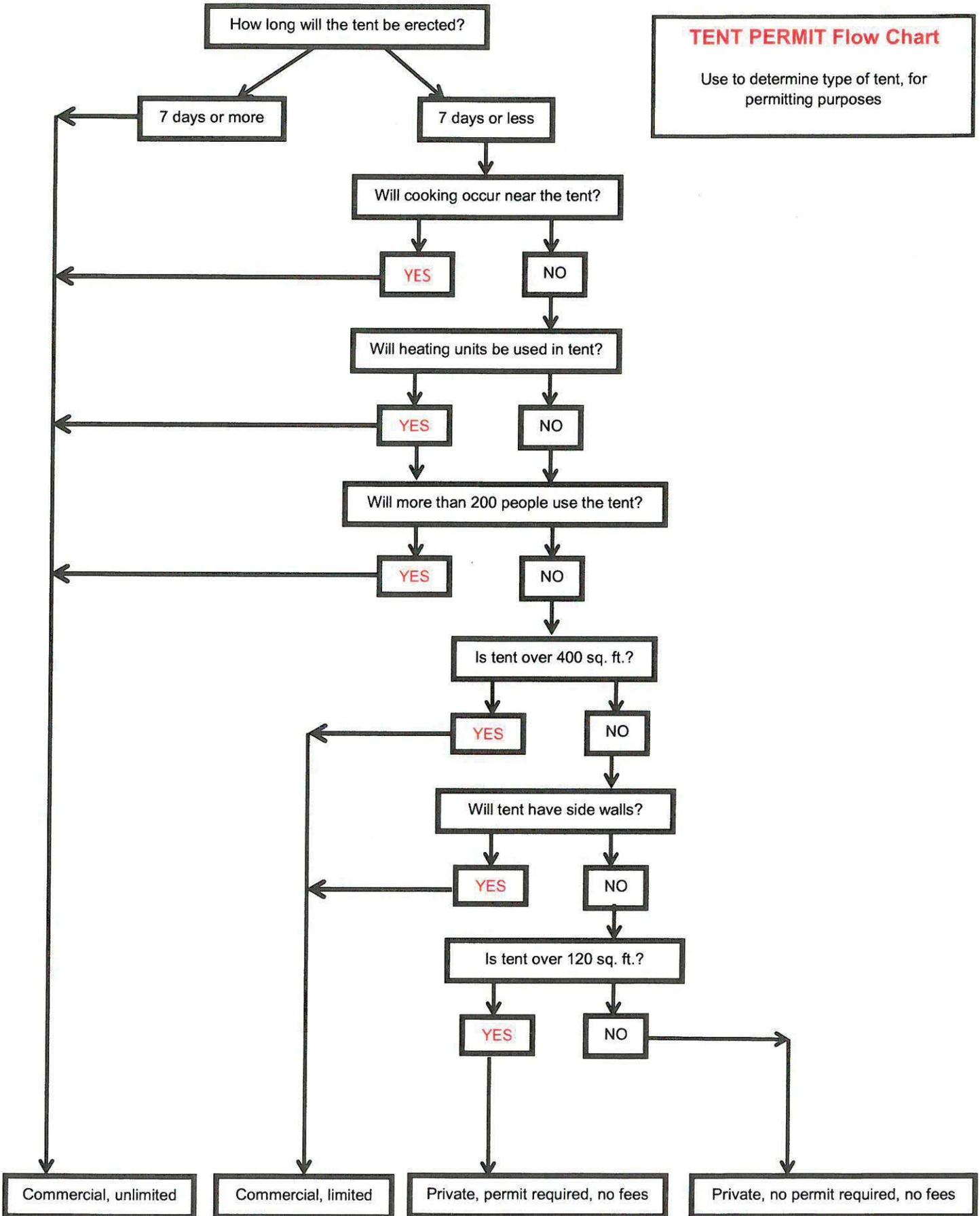
Applicant agrees to allow Village staff personnel to access the property for the purpose of verifying compliance with all applicable codes.  
**BY SIGNING THIS DOCUMENT, I UNDERSTAND AND AGREE TO THE CONDITIONS SET FORTH.**

APPLICANT:		DATE:	
------------	--	-------	--

OFFICE USE ONLY					
WFD APPROVAL		DATE:		REQUIRED INSPECTIONS	SET-UP 60 DAY
CDD APPROVAL		DATE:		REQUIRED INSPECTIONS	TENT REMOVAL

# TENT PERMIT Flow Chart

Use to determine type of tent, for permitting purposes



**TENT USE CATEGORIES defined;**

- A. **Commercial unlimited, use over 7 days** – temporary erection and use of a tent for the purpose of mercantile sales, or assembly purposes. This temporary use is limited to **4 months (120 days)** from the date of permit approval.
- a. Occupancy up to 500 patrons is allowed
    - i. Occupancies above 500 people requires special considerations, contact the Westmont FPB for direction.
  - b. Cooking shall be allowed near these tents per IFC limitations.
    - i. All open flame cooking devices must be at least 10-feet from any tent.
  - c. Sidewalls are allowed on these tents, with compliant egress as per International Fire Code (IFC) and International Building Code (IBC) requirements.
  - d. Portable heating units are allowed to be used under these tents provided that;
    - i. Portable heating units are United Laboratories (UL) listed
    - ii. Heating units meet the requirements of the National Fire Protection Association (NFPA)
  - e. Any temporary lighting shall be listed for outdoor use.
    - i. Extension cords;
      - 1. Shall meet all IFC, IBC, and National Electric Code (NEC) requirements.
      - 2. Shall be rated for exterior use
  - f. Inspections of the tent shall be required every 60 days
- B. **Commercial limited, use less than 7 days** – temporary erection and use of a tent for the purpose of events where people assemble under the tent, public or private. This use is limited to **7 days** from the date of permit approval.
- a. Occupancy up to 200 patrons is allowed
  - b. Cooking shall **NOT** be allowed under or near these tents.
  - c. Sidewalls are allowed on these tents, with compliant egress as per International Fire Code (IFC) and International Building Code (IBC) requirements
  - d. Portable heating units shall **NOT** be allowed under these tents
  - e. Any temporary lighting shall be listed for outdoor use.
    - i. Extension cords;
      - 1. Shall meet all IFC, IBC, and National Electric Code (NEC) requirements.
      - 2. Shall be rated for exterior use
  - f. If any of the above provisions cannot be met, the tent will be classified as Commercial Unlimited.
- C. **Private – tents; 120 - 400 square feet** - temporary erection and use of a tent for private use only, on public or private property. This use is limited to **48 hours**. **A permit shall be required for the erection of tents under this category, there are no fees or inspections associated with the erection and use.**
- a. Tents shall be limited to **400 square feet or less**
  - b. Cooking shall **NOT** be allowed under these tents.

- c. Sidewalls shall **NOT** be allowed on these tents
  - d. Portable heating units shall **NOT** be allowed under these tents
  - e. Any temporary lighting shall be listed for outdoor use.
    - i. Extension cords;
      - 1. Shall meet all IFC, IBC, and National Electric Code (NEC) requirements.
      - 2. Shall be rated for exterior use
  - f. If any of the above provisions cannot be met, the tent will be classified as Assembly or Commercial.
- D. **Private – tents; 120 square feet or less** - temporary erection and use of a tent for private use only, on public or private property. This use is limited to **48 hours**. **A permit shall NOT be required for the erection of tents under this category.**
- a. Tents shall be limited to **120 square feet or less**
  - b. Cooking shall **NOT** be allowed under these tents.
  - c. Sidewalls shall **NOT** be allowed on these tents
  - d. Portable heating units shall **NOT** be allowed under these tents
  - e. If any of the above provisions cannot be met, the tent will be classified as Assembly or Commercial.

For **Commercial Unlimited, Commercial Limited, or Private Tents 120 – 400 sq. ft.**, as described above A Tent Permit shall be required;

1. All tent use and erection shall comply with the **International Fire Code Sections 3101, 3103 and 3104**. Relevant code sections are attached to the Tent Permit Application.
  - a. The entity requesting the Tent Permit is responsible to ensure the tent is compliant and all required inspections are completed prior to use.
    - i. Third party contractors who deliver, erect, and take down tents shall abide by all Village of Westmont Ordinances as they pertain to contractors.
    - ii. Third party contractors that supply tents shall provide a copy of Certificate of Insurance;
      1. For **Commercial Unlimited and Commercial Limited Tents** a minimum \$1,000,000 liability coverage is required.
      2. For **Private Tents 120 – 400 sq. ft.** a minimum \$ 250,000 liability coverage is required.
  - b. The Westmont Fire Department, Fire Prevention Bureau (FPB), Director of Community Development, or Police Department have the authority to immediately cease the use of **any** tent if safety concerns arises.
2. Tent Permits shall be applied for at the Village of Westmont Community Development Department. The Tent Permit Application, provided for by the Village Clerk, shall be completed in entirety. ( See Tent Permit Application)
  - a. Application for a Tent Permit shall include the following information;
    - i. Completed Tent Permit Form.
      1. Purpose tent will be used for
      2. Type of tent to be erected (Commercial Unlimited, Commercial Limited Private 120-400 sq. ft. or Private under 120 sq. ft.)

3. Name of person or entity requesting the Tent Permit
4. After hours contact information for responsible party
5. Name and contact information on third-party tent contractor
  - a. Legal address
  - b. Copy of Certificate of Insurance
  - c. Emergency contact numbers
6. Duration that tent will remain erected
7. Sketch drawing showing site location and size of tent

3. Tent Permit Fees;

- a. **Commercial unlimited, use over 7 days (up to 60 days) - \$200**
  - i. This fee includes one (1) inspection from the Westmont FPB and Westmont Community Development to ensure the tent is properly set-up and secure. If additional inspections are required, inspections are billed at \$50 per inspection.
- b. **Commercial unlimited, use over 60 days (up to 120 days) - \$300**
  - i. After 60 days from the tent erection (commercial unlimited use over 7-days), code requires a subsequent inspection to ensure tent integrity remains.
  - ii. Tent use over 120 days requires additional review by Westmont Community Development.
- c. **Commercial limited, use less than 7 days - \$100**
  - i. This fee includes one (1) inspection from the Westmont FPB and Westmont Community Development to ensure the tent is properly set and secure. If additional inspections are required, inspections are billed at \$50 per inspection.
- d. **Private – tents; 120 - 400 square feet – permit is required. \$0**
  - i. There are no inspections required for this use.
  - ii. No fees for this use.
- e. **Private – tents; 120 square feet or less – No permit required, \$0**
  - i. No permit is required, no fees
  - ii. Private tents that are found to be over 120 square feet or are being used for Commercial use (as noted above) will be subject to permit requirements and fees (if applicable).
- f. Events involving more than 1 tent.
  - i. Fee waivers or reductions in fees for events that require multiple tents may be granted by the Westmont Village Board. All requests for fee reductions or waving shall be made in writing to the Westmont Director of Community Development.

4. Tent inspections shall be scheduled directly with the Westmont Community Development Department

- a. An inspection by the Westmont FPB and Westmont Community Development Department are required before the tent may be used.
- b. Tents erected over 60 days must be inspected a second time.

## EXTENSION OF USE AND OCCUPANCY AGREEMENT

THIS EXTENSION OF USE AND OCCUPANCY AGREEMENT (“Extension”) is dated this 21<sup>st</sup> day of January, 2016 and is entered into between the Village of Westmont, an Illinois municipal corporation (“Village”) and Kenneth and Marie Fukar (collectively the “Seller”).

WHEREAS, the Village and Seller were parties to a real estate contract (the “Contract”) for the sale and purchase of 416 Warwick, Westmont, Illinois (the “Property”); and

WHEREAS, pursuant to Section 40 of the Contract, “Post Closing Possession,” the Seller was permitted to maintain use and occupancy of the Property for a period of 180 days following closing; and

WHEREAS, Section 40 of the Contract was further modified by agreement of the attorneys for the parties to provide that the Seller in possession was required to pay all utilities for the Property and to maintain the Property in a reasonable manner consistent with other single-family houses in the immediate area (the “Agreement”); and

WHEREAS, the parties closed on the sale and purchase of the Property on August 28, 2015, and Seller has maintained possession of the Property post-closing in accordance with the terms and conditions of the Contract and Agreement; and

WHEREAS, the 180 day period of extended use and occupancy by Seller is set to expire on February 24, 2016, and by mutual agreement of the parties, the parties desire to extend this period of use and occupancy of the Property until June 30, 2016 according to the terms of this Extension.

NOW, THEREFORE, in consideration of the mutual promises and covenants contained herein and contained in the Contract and Agreement, the receipt and sufficiency of which are hereby mutually acknowledged, the Parties agree as follows:

1. Extension of Use and Occupancy. The period of Seller’s use and occupancy of the Property pursuant to the Contract and Agreement is hereby extended from February 24, 2016 until June 30, 2016. Seller shall use and occupy the Property during this extended period in accordance with the terms and conditions of this Extension, the Contract and the Agreement.

2. Payment for Extended Use and Occupancy. Seller shall pay the sum of \$1.00 to the Village for this extended period of use and occupancy.

3. Possession to Village. Upon or before June 30, 2016, Seller shall vacate the Property, remove all personal possessions from the Property, terminate all utility service to the Property, and pay all final utility bills and other charges for the Property. In the event that Seller does not timely vacate the Property by June 30, 2016 and in the event that the Village files a forcible entry and detainer lawsuit to remove Seller from possession, the Seller shall be obligated to pay the Village’s reasonable attorneys’ fees and costs associated with such legal action if the

Village substantially prevails in such action. In the event that any liens are filed against title to the Property as a result of Seller's use and occupancy which results in legal action by the Village against Seller, then Seller shall be obligated to pay the Village's reasonable attorneys' fees and costs associated with such legal action if the Village substantially prevails in such action.

4. Miscellaneous. This Extension, combined with the Contract and Agreement, constitute the entire agreement between the parties. There are no other oral or other agreements or understandings between the parties not contained in this Extension, the Contract and the Agreement. This Extension shall be binding upon the party's heirs and successors. Seller may not sublease the Property or allow others to occupy the Property other than Seller's immediate family. Seller has had the opportunity to have this Extension reviewed by an attorney of their choice, and by signing this Extension, Seller confirms that they have read and understand all terms and provisions.

IN WITNESS WHEREOF, the parties have approved and executed this Extension on the date first written above.

**VILLAGE OF WESTMONT**

**KENNETH AND MARIE FUKAR**

By: \_\_\_\_\_  
Stephen M. May, Village Manager

By: \_\_\_\_\_  
Kenneth Fukar

By: \_\_\_\_\_  
Marie Fukar





South Line of NW 1/4 of Section 3

West Line of Section 3

Use for Public Highway  
Per Dec. # RD-11058

**Ogden Avenue**  
83' R.O.W.  
Use for Public Highway  
per Dec. # RD-11058

Use for Public Highway  
per Dec. # RD-98393



VILLAGE CLERK'S CERTIFICATE

STATE OF ILLINOIS  
COUNTY OF DUPAGE

I, Village Clerk of the Village of Westmont, Illinois, hereby certify that the plat was presented to and by resolution duly approved by the board of trustees of said Village at its last meeting held on \_\_\_\_\_ day of \_\_\_\_\_, 2011, and that the same complies with the provisions of the ordinance of said Village in which the same was adopted and in witness whereof I have hereunto set my hand and seal of the Village of Westmont, Illinois, this \_\_\_\_\_ day of \_\_\_\_\_, 2011.

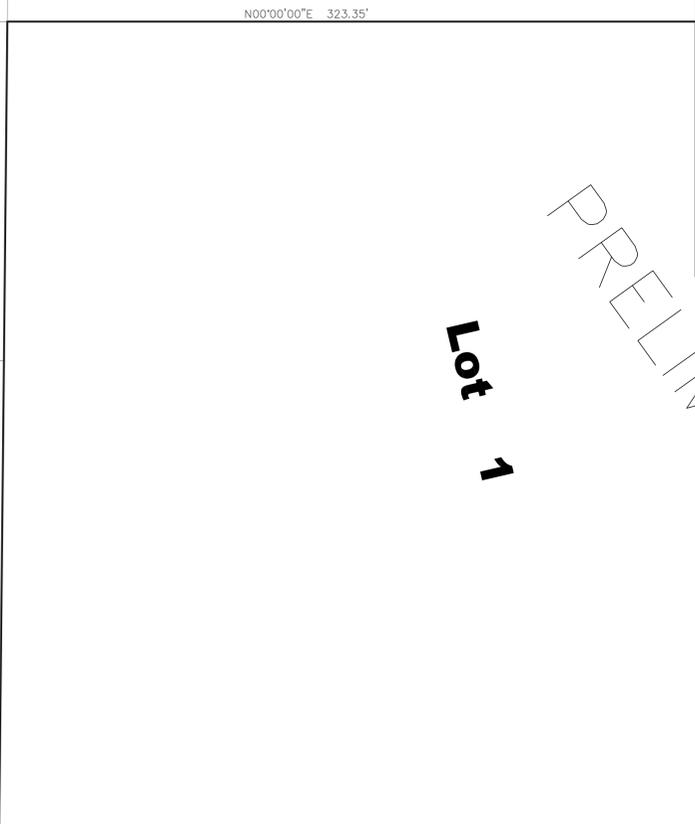
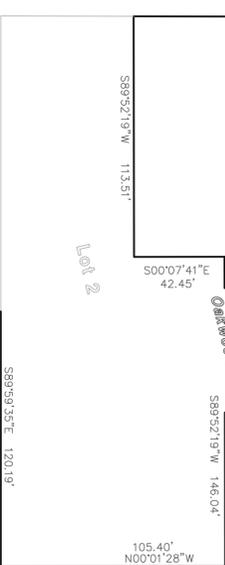
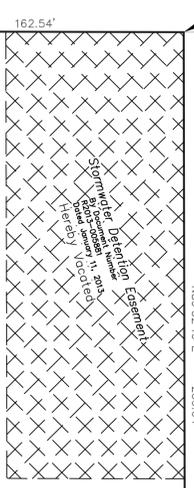
Village Clerk

**Oakwood Industrial Plaza Unit 2**  
Document # RD-2-5017

Lot 5

Lot 6

200 E. OGDEN AVE.  
WESTMONT, ILLINOIS 60559  
90-03-105-049  
RETURN TO: VILLAGE OF WESTMONT  
31 WEST QUINCY STREET  
WESTMONT, IL 60559



**Lot 1**

PRELIMINARY

**Howard Agency Subdivision**  
Parcel  
276 E. Ogden Ave.  
Document # RD-11058

**Lot 1**  
P.N.# 09-03-105-042

**Oakwood Industrial Plaza Unit 2**  
Document # RD-2-5017

East Line of NW 1/4 of Section 3

# PLAT OF VACATION

Legal Description of Parcel Being  
LOT 1 IN FOREST SUBDIVISION BEING PART OF THE NORTHWEST QUARTER OF SECTION 3, TOWNSHIP 38 NORTH, RANGE 11, EAST OF THE THIRD PRINCIPAL MERIDIAN IN DUPAGE COUNTY, ILLINOIS.  
Legal Description of Stormwater Detention Easement  
PART OF LOT 1 IN FOREST SUBDIVISION BEING PART OF THE NORTHWEST QUARTER OF SECTION 3, TOWNSHIP 38 NORTH, RANGE 11, EAST OF THE THIRD PRINCIPAL MERIDIAN IN DUPAGE COUNTY, ILLINOIS.  
BEGINNING AT THE NORTHWESTERLY MOST CORNER OF LOT 1, THENCE SOUTH 89 DEGREES 32 MINUTES 19 SECONDS EAST, 210.75 FEET ALONG THE SOUTH LINE OF LOT 5 IN OAKWOOD INDUSTRIAL PLAZA UNIT 2, THENCE SOUTH 00 DEGREES 59 MINUTES 50 SECONDS EAST TO A POINT ON THE WEST LINE OF SAID LOT 1, THENCE NORTH 00 DEGREES 07 SECONDS 47 SECONDS EAST, 85.50 FEET ALONG SAID WEST LINE OF LOT 1 TO THE POINT OF BEGINNING, ALL IN DUPAGE COUNTY, ILLINOIS.

VILLAGE ENGINEER  
STATE OF ILLINOIS )  
COUNTY OF DUPAGE )  
I HEREBY CERTIFY THAT THE ENGINEERING AND SURVEYING REQUIREMENTS OF THE VILLAGE OF WESTMONT, ILLINOIS, HAVE BEEN MET AND THAT THE ANNUAL REQUIREMENTS OF SAID VILLAGE HAVE BEEN APPROVED BY ALL PUBLIC AUTHORITIES HAVING JURISDICTION THEREOF.  
DATED AT WESTMONT, DU PAGE COUNTY, ILLINOIS, THIS \_\_\_\_\_ DAY OF \_\_\_\_\_, 2011.

DUPAGE COUNTY RECORDERS CERTIFICATE  
STATE OF ILLINOIS )  
COUNTY OF DUPAGE )  
THIS INSTRUMENT NO. \_\_\_\_\_ WAS FILED FOR RECORD IN THE RECORDERS OFFICE OF DUPAGE COUNTY, ILLINOIS, A.D. 2011, AT \_\_\_\_\_ O'CLOCK \_\_\_\_\_ A.M. ON \_\_\_\_\_ DAY OF \_\_\_\_\_, 2011.

OWNERS CERTIFICATE  
STATE OF ILLINOIS )  
COUNTY OF DUPAGE )  
I HEREBY CERTIFY THAT THE SIGNATURES AND INTERESTS OF THE PARTIES TO THIS INSTRUMENT ARE AS SHOWN HEREON AND THAT IT HAS CAUSED THE SAID PROPERTY TO BE PLATTED AND EASEMENT GRANTED AS SHOWN HEREON FOR THE USES AND PURPOSES SET FORTH AS ALLOWED AND PROVIDED BY THE FOREGOING CERTIFICATE BEING KNOWN TO ME AS SUCH OWNERS, GIVEN UNDER MY HAND AND NOTARIAL SEAL, THIS \_\_\_\_\_ DAY OF \_\_\_\_\_, A.D. 2011.

NOTARY PUBLIC  
STATE OF ILLINOIS )  
COUNTY OF DUPAGE )  
I HEREBY CERTIFY THAT THE SIGNATURES AND INTERESTS OF THE PARTIES TO THIS INSTRUMENT ARE AS SHOWN HEREON AND THAT IT HAS CAUSED THE SAID PROPERTY TO BE PLATTED AND EASEMENT GRANTED AS SHOWN HEREON FOR THE USES AND PURPOSES SET FORTH AS ALLOWED AND PROVIDED BY THE FOREGOING CERTIFICATE BEING KNOWN TO ME AS SUCH OWNERS, GIVEN UNDER MY HAND AND NOTARIAL SEAL, THIS \_\_\_\_\_ DAY OF \_\_\_\_\_, A.D. 2011.



STATE OF ILLINOIS )  
COUNTY OF COOK )  
I HEREBY CERTIFY THAT THE SIGNATURES AND INTERESTS OF THE PARTIES TO THIS INSTRUMENT ARE AS SHOWN HEREON AND THAT IT HAS CAUSED THE SAID PROPERTY TO BE PLATTED AND EASEMENT GRANTED AS SHOWN HEREON FOR THE USES AND PURPOSES SET FORTH AS ALLOWED AND PROVIDED BY THE FOREGOING CERTIFICATE BEING KNOWN TO ME AS SUCH OWNERS, GIVEN UNDER MY HAND AND SEAL, AT PALMATE, ILLINOIS, THIS \_\_\_\_\_ DAY OF \_\_\_\_\_, A.D. 2011.

STATE OF ILLINOIS )  
COUNTY OF COOK )  
I HEREBY CERTIFY THAT THE SIGNATURES AND INTERESTS OF THE PARTIES TO THIS INSTRUMENT ARE AS SHOWN HEREON AND THAT IT HAS CAUSED THE SAID PROPERTY TO BE PLATTED AND EASEMENT GRANTED AS SHOWN HEREON FOR THE USES AND PURPOSES SET FORTH AS ALLOWED AND PROVIDED BY THE FOREGOING CERTIFICATE BEING KNOWN TO ME AS SUCH OWNERS, GIVEN UNDER MY HAND AND SEAL, AT PALMATE, ILLINOIS, THIS \_\_\_\_\_ DAY OF \_\_\_\_\_, A.D. 2011.

Drawn by:	MPS	Date:	12-22-2015
Revision:		Date	Checked

**Land Surveying Services, Inc.**  
574 W. Calfax Street Palatine, Illinois 60067  
Ph. (847)991-7700 Fax. (847)991-7707  
Professional Design Firm License No. 184-003632

Field Work Completed: N/A Scale: 1" = 40' Date: 12-22-2015  
Site Address:  
**200 E. Ogden Ave.  
Westmont, Illinois**

Job Number: LS1100661-2  
Sheet Name: PLAT OF EASEMENT & VACATION  
Sheet Number: E-1



**Public Works Department  
Engineering Division**

31 West Quincy Street • Westmont, Illinois 60559  
Tel: 630-981-6272 Fax: 630-829-4479

**Date:** January 7, 2016

**To:** Mrs. Jill Ziegler, AICP  
Community Development Director

**From:** Noriel Noriega, PE, CPESC  
Public Works Supervisor - Engineering Operations/Facilities Manager

**RE:** Request for Proposals: Demolition and Site Restoration  
224 Willard Place, Westmont  
505 N. Grant Street, Westmont  
Bid Results and Recommendation for Award

RFP's for the subject project were opened on January 7, 2016. Two (2) bids were received with the following results:

KLF Enterprises  
2300 W. 167th Street  
Markham, IL 60428  
Bid: \$27,025.00

Alpine Demolition Services  
3515 Stern Avenue  
St. Charles, IL 60174  
Bid: \$31,000

KLF Enterprises is the apparent low bidder at \$27,025.00. The RFP submitted by KLF Enterprises includes all required items listed on the RFP Requirement Checklist.

KLF Enterprises has worked directly for the Village of Westmont (demolition of 415 and 417 N. Warwick in February 2015) without any issues.

I recommend the Village consider awarding the project to KLF Enterprises in the amount of \$27,025.00.

If you have any further questions or concerns, please contact me at 630-981-6295.

Thank you.

**Cc:** Mr. Mike Ramsey - Director of Public Works (via email)  
Mr. Jim Cates - Public Works Supervisor, Water Operations (via email)  
Mr. Jon Yeater - Public Works Foreman, Street Operations (via email)  
Mr. Nick Weinert - Building Commissioner (via email)

**ORDINANCE NO. 16-\_\_\_\_\_**  
**AN ORDINANCE PROPOSING THE ESTABLISHMENT OF A SPECIAL SERVICE**  
**AREA FOR A PORTION OF SYCAMORE RUN SUBDIVISION AND**  
**AUTHORIZING A PUBLIC HEARING**

WHEREAS, the Village of Westmont is a municipal corporation duly organized and operating pursuant to the laws of the State of Illinois; and

WHEREAS, the Village has undertaken or will undertake a public improvement project to stabilize the banks of St. Joseph Creek from erosion, and which will enable St. Joseph Creek to continue to serve as a valuable watershed and to continue to accept stormwater runoff from surrounding properties; and

WHEREAS, in order to complete this project, the Village negotiated a settlement with the owner of real estate known as Lot 117, which lot ran adjacent to St. Joseph Creek and which was located in a portion of a residential subdivision known as Sycamore Run Subdivision; and

WHEREAS, as part of this settlement, individual identical agreements were signed between the Village of Westmont and nine (9) individual property owners entitled "Agreement Between the Village of Westmont and a Property Owner Whose Land is Adjacent to St. Joseph Creek" (each individual agreement is referred to as the "Agreement"; all nine (9) agreements are referred to as the "Agreements")(each of the nine (9) properties are referred to individually as the "Property"; all nine (9) properties are collectively referred to as the "Properties"); and

WHEREAS, as part of the aforementioned settlement and the Agreements, the owner of Lot 117 deeded portions of Lot 117 to nine (9) individual homeowners who owned Property adjacent to Lot 117; and

WHEREAS, all of Lot 117, prior to said transfer of ownership, contained a Perpetual Temporary Construction Easement granted to the Village of Westmont which would allow the Village of Westmont to perform the public improvement project to stabilize the banks of St. Joseph Creek; and

WHEREAS, as part of the settlement and as set forth in the Agreements, the Village of Westmont received \$80,000.00 from the owner of Lot 117, which money was to be placed into a special fund for the sole purpose of the above-described public improvement project to St. Joseph Creek; and

WHEREAS, as part of the settlement and as set forth in the Agreements, the Village of Westmont received title to a portion of Lot 117, which it had authority to subdivide and sell as a residential lot, with any proceeds from such sale to be deposited into the afore-described special fund; and

WHEREAS, the Agreements provide that consent is given for the Village of Westmont to create a special service area which comprises the nine (9) residential Properties that received a

portion of Lot 117 and which abut St. Joseph Creek, for the purpose of performing the St. Joseph Creek bank stabilization project; and

WHEREAS, the Agreements provided that the special service area may generate a total real estate tax liability not to exceed \$10,000.00 per Property, which shall be payable in approximately equal amounts over a five (5) year period; and

WHEREAS, the Agreements also provide that although the Village of Westmont must conduct a public hearing prior to establishing the special service area, the owners of the nine (9) Properties subject to the Agreement waive their right to file objections to the creation of the special service area if the special service area is limited as set forth in the Agreements; and

WHEREAS, the Village of Westmont has determined that the afore-mentioned \$80,000.00 payment as part of the settlement and the proposed sale of the portion of Lot 117 conveyed to the Village are insufficient to pay for the costs of the St. Joseph Creek bank stabilization project; and

WHEREAS, as a result and in accordance with the Agreements, the Village of Westmont corporate authorities desire by this ordinance to propose the creation of a special service area pursuant to 35 ILCS 200/27-5, *et seq.* for the purpose of the St. Joseph Creek bank stabilization project, which project will uniquely benefit the nine (9) Property owners subject to the Agreements; and

WHEREAS, the Village of Westmont desires by this ordinance to set a public hearing on the issue of establishing this special service area as set forth herein.

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

Section 1: The above-stated recitals are hereby restated and incorporated into this Section 1 as though fully set forth herein.

Section 2: A public hearing on the issue of approving an ordinance for the establishment of a special service area for the Properties as defined above and located within the Sycamore Run Subdivision is scheduled for March 31, 2016, at 6:00 p.m., at the Village of Westmont Village Hall, 31 West Quincy Street, Westmont, IL 60559.

Section 3: The boundaries of the proposed special service area are identified in Exhibit "A" attached hereto (consisting of both a map and legal descriptions). A listing of the Properties located within the boundaries of the proposed special service area by permanent tax index number (P.I.N.) and street address is attached hereto as Exhibit "B." It is determined that the Properties within the boundaries will uniquely benefit from the special services identified in Section 4 below.

Section 4: The proposed special services rendered or to be rendered within the special service area by the Village of Westmont are the design and construction of a stream bank

improvement and restoration project for a portion of St. Joseph Creek (the "Improvements"). St. Joseph Creek is an existing stream that accepts stormwater runoff and which constitutes an important watershed within the Village, and this project is a new construction/improvement project. This project is for a public purpose and is special in that it constitutes an improvement project for a defined area versus services rendered generally throughout the Village. Ongoing maintenance of the St. Joseph Creek bank by the Village of Westmont is not a mandatory part of the proposed special services, but may such maintenance may be performed on a discretionary basis by the Village if special service area funds remain after completion of the Improvements.

**Section 5:** All of the owners of the Properties have previously signed identical Agreements entitled "Agreement Between the Village of Westmont and a Property Owner Whose Land is Adjacent to St. Joseph Creek" wherein said owners authorized the creation of this special service area for the Improvements. The Agreements provide that the special service area real estate tax liability may not exceed \$10,000.00 per lot, payable in approximately equal amounts over a five (5) year period. Although the Agreements require the Village to hold a public hearing, the Agreements also provide that the owners waive their right to file objections to the creation of the special service area, if said special service area is created in a manner consistent with the Agreements. The special service area proposed by this ordinance will be consistent with the Agreements.

**Section 6:** The proposed total assessment for each of the nine (9) Properties identified in Exhibit "B" is \$5,000.00 per Property, payable annually over a five (5) year period in equal installments. The proposed assessment will expire at the end of the fifth year. This is a non-ad valorem tax assessment as authorized by 35 ILCS 200/27-75.

The total levy for the first assessment year for all Properties shall be \$9,000.00. Each individual Property within the special service area shall be assessed \$1,000.00 in the first assessment year, and shall be assessed \$1,000.00 each year thereafter during the five (5) year period.

**Section 7:** There are no bonds to be issued by the Village of Westmont in conjunction with this public works project and in conjunction with this special service area.

**Section 8:** To the extent that the Village has completed the Improvements in anticipation of the creation of this special service area, the Village may use the special service area funds received to reimburse itself for its costs expended for the Improvements, including but not limited to, construction, engineering and legal costs.

**Section 9:** Notice of the adoption of this ordinance and of this public hearing shall be mailed to all persons within the proposed special service area in whose name the general taxes for the last preceding year were paid, and shall be mailed not less than ten (10) days before the time set for the public hearing. The notice shall include a statement that all interested persons will be given an opportunity to be heard at the public hearing regarding the tax levy and an opportunity to file objections to the amount of the tax levy. In addition, the Village shall publish notice of this public hearing in a newspaper of general circulation within the Village of Westmont not less than fifteen (15) days before the public hearing.

Section 10: All interested persons will be given an opportunity to be heard at this public hearing on the establishment of the proposed special service area. The corporate authorities may act to establish a special service area after conducting this public hearing and once the post-hearing objection period required by State statute has expired.

Section 11: All ordinances or parts of ordinances in conflict with the provisions of this ordinance are hereby repealed to the extent of the conflict.

Section 12: This ordinance shall be in full force and effect after its passage, approval and publication as provided by law.

PASSED AND APPROVED by the Mayor and Board of Trustees of the Village of Westmont, DuPage County, Illinois, on this 21<sup>st</sup> day of January, 2016.

Ayes: \_\_\_\_\_ Nays: \_\_\_\_\_ Absent: \_\_\_\_\_

APPROVED:

\_\_\_\_\_  
Ronald J. Gunter, Mayor

ATTEST:

\_\_\_\_\_  
Virginia Szymiski, Village Clerk

**EXHIBIT "A"**

**MAP AND LEGAL DESCRIPTION OF BOUNDARIES OF PROPOSED  
SPECIAL SERVICE AREA**

**Boundary of Proposed Special Service Area:**

The nine (9) properties located in Elwood Court, Fernwood Court and Beechwood Court whose land is adjacent to St. Joseph's Creek and which properties are described by legal description, Permanent Index Number and street address as follows:

PIN: 09-16-304-019-0000

Common Address: 303 Elwood Court

Legal: LOT 111 IN SYCAMORE RUN, A SUBDIVISION OF PART OF THE SOUTH 1/2 OF THE SOUTHWEST 1/4 OF SECTION 16, TOWNSHIP 38 NORTH, RANGE 11, EAST OF THE THIRD PRINCIPAL MERIDIAN, ACCORDING TO THE PLAT THEREOF RECORDED MAY 26, 1977 AS DOCUMENT R77-40194, IN DUPAGE COUNTY, ILLINOIS.

PIN: 09-16-304-017-0000

Common Address: 306 Elwood Court

Legal: LOT 113 IN SYCAMORE RUN, A SUBDIVISION OF PART OF THE SOUTH 1/2 OF THE SOUTHWEST 1/4 OF SECTION 16, TOWNSHIP 38 NORTH, RANGE 11, EAST OF THE THIRD PRINCIPAL MERIDIAN, ACCORDING TO THE PLAT THEREOF RECORDED MAY 26, 1977 AS DOCUMENT R77-40194, IN DUPAGE COUNTY, ILLINOIS.

PIN: 09-16-304-022-0000

Common Address: 302 Fernwood Court

Legal: LOT 108 IN SYCAMORE RUN, A SUBDIVISION OF PART OF THE SOUTH 1/2 OF THE SOUTHWEST 1/4 OF SECTION 16, TOWNSHIP 38 NORTH, RANGE 11, EAST OF THE THIRD PRINCIPAL MERIDIAN, ACCORDING TO THE PLAT THEREOF RECORDED MAY 26, 1977 AS DOCUMENT R77-40194, IN DUPAGE COUNTY, ILLINOIS.

PIN: 09-16-304-023-0000

Common Address: 304 Fernwood Court

Legal: LOT 107 IN SYCAMORE RUN, A SUBDIVISION OF PART OF THE SOUTH 1/2 OF THE SOUTHWEST 1/4 OF SECTION 16, TOWNSHIP 38 NORTH, RANGE 11, EAST OF THE THIRD PRINCIPAL MERIDIAN, ACCORDING TO THE PLAT THEREOF RECORDED MAY 26, 1977 AS DOCUMENT R77-40194, IN DUPAGE COUNTY, ILLINOIS.

**PIN: 09-16-304-024-0000**

**Common Address: 305 Fernwood Court**

**Legal: LOT 106 IN SYCAMORE RUN, A SUBDIVISION OF PART OF THE SOUTH 1/2 OF THE SOUTHWEST 1/4 OF SECTION 16, TOWNSHIP 38 NORTH, RANGE 11, EAST OF THE THIRD PRINCIPAL MERIDIAN, ACCORDING TO THE PLAT THEREOF RECORDED MAY 26, 1977 AS DOCUMENT R77-40194, IN DUPAGE COUNTY, ILLINOIS.**

**PIN: 09-16-304-031-0000**

**Common Address: 303 Beechwood Court**

**Legal: LOT 99 IN SYCAMORE RUN, A SUBDIVISION OF PART OF THE SOUTH 1/2 OF THE SOUTHWEST 1/4 OF SECTION 16, TOWNSHIP 38 NORTH, RANGE 11, EAST OF THE THIRD PRINCIPAL MERIDIAN, ACCORDING TO THE PLAT THEREOF RECORDED MAY 26, 1977 AS DOCUMENT R77-40194, IN DUPAGE COUNTY, ILLINOIS.**

**PIN: 09-16-304-029-0000**

**Common Address: 304 Beechwood Court**

**Legal: LOT 101 IN SYCAMORE RUN, A SUBDIVISION OF PART OF THE SOUTH 1/2 OF THE SOUTHWEST 1/4 OF SECTION 16, TOWNSHIP 38 NORTH, RANGE 11, EAST OF THE THIRD PRINCIPAL MERIDIAN, ACCORDING TO THE PLAT THEREOF RECORDED MAY 26, 1977 AS DOCUMENT R77-40194, IN DUPAGE COUNTY, ILLINOIS.**

**PIN: 09-16-304-030-000**

**Common Address: 305 Beechwood Court**

**Legal: LOT 100 IN SYCAMORE RUN, A SUBDIVISION OF PART OF THE SOUTH 1/2 OF THE SOUTHWEST 1/4 OF SECTION 16, TOWNSHIP 38 NORTH, RANGE 11, EAST OF THE THIRD PRINCIPAL MERIDIAN, ACCORDING TO THE PLAT THEREOF RECORDED MAY 26, 1977 AS DOCUMENT R77-40194, IN DUPAGE COUNTY, ILLINOIS.**

**Eagle Creek  
(St. Joseph's Creek)  
Stabilization Project:  
SSA Sycamore Run**



Source: Esri, DigitalGlobe, GeoEye, Earthstar Geographics, CNES/Airbus DS, USDA, USGS, AEX, Getmapping, Aerogrid, IGN, IGP, swisstopo, and the GIS User Community

**EXHIBIT "B"**

**LIST OF PROPERTIES SUBJECT TO SPECIAL SERVICE AREA**

**PIN: 09-16-304-019-0000**

**Common Address: 303 Elwood Court**

**Legal: LOT 111 IN SYCAMORE RUN, A SUBDIVISION OF PART OF THE SOUTH 1/2 OF THE SOUTHWEST 1/4 OF SECTION 16, TOWNSHIP 38 NORTH, RANGE 11, EAST OF THE THIRD PRINCIPAL MERIDIAN, ACCORDING TO THE PLAT THEREOF RECORDED MAY 26, 1977 AS DOCUMENT R77-40194, IN DUPAGE COUNTY, ILLINOIS.**

**PIN: 09-16-304-017-0000**

**Common Address: 306 Elwood Court**

**Legal: LOT 113 IN SYCAMORE RUN, A SUBDIVISION OF PART OF THE SOUTH 1/2 OF THE SOUTHWEST 1/4 OF SECTION 16, TOWNSHIP 38 NORTH, RANGE 11, EAST OF THE THIRD PRINCIPAL MERIDIAN, ACCORDING TO THE PLAT THEREOF RECORDED MAY 26, 1977 AS DOCUMENT R77-40194, IN DUPAGE COUNTY, ILLINOIS.**

**PIN: 09-16-304-022-0000**

**Common Address: 302 Fernwood Court**

**Legal: LOT 108 IN SYCAMORE RUN, A SUBDIVISION OF PART OF THE SOUTH 1/2 OF THE SOUTHWEST 1/4 OF SECTION 16, TOWNSHIP 38 NORTH, RANGE 11, EAST OF THE THIRD PRINCIPAL MERIDIAN, ACCORDING TO THE PLAT THEREOF RECORDED MAY 26, 1977 AS DOCUMENT R77-40194, IN DUPAGE COUNTY, ILLINOIS.**

**PIN: 09-16-304-023-0000**

**Common Address: 304 Fernwood Court**

**Legal: LOT 107 IN SYCAMORE RUN, A SUBDIVISION OF PART OF THE SOUTH 1/2 OF THE SOUTHWEST 1/4 OF SECTION 16, TOWNSHIP 38 NORTH, RANGE 11, EAST OF THE THIRD PRINCIPAL MERIDIAN, ACCORDING TO THE PLAT THEREOF RECORDED MAY 26, 1977 AS DOCUMENT R77-40194, IN DUPAGE COUNTY, ILLINOIS.**

**PIN: 09-16-304-024-0000**

**Common Address: 305 Fernwood Court**

**Legal: LOT 106 IN SYCAMORE RUN, A SUBDIVISION OF PART OF THE SOUTH 1/2 OF THE SOUTHWEST 1/4 OF SECTION 16, TOWNSHIP 38 NORTH, RANGE 11, EAST OF THE THIRD PRINCIPAL MERIDIAN, ACCORDING TO THE PLAT THEREOF RECORDED MAY 26, 1977 AS DOCUMENT R77-40194, IN DUPAGE COUNTY, ILLINOIS.**

**PIN: 09-16-304-031-0000**

**Common Address: 303 Beechwood Court**

**Legal: LOT 99 IN SYCAMORE RUN, A SUBDIVISION OF PART OF THE SOUTH 1/2 OF THE SOUTHWEST 1/4 OF SECTION 16, TOWNSHIP 38 NORTH, RANGE 11, EAST OF THE THIRD PRINCIPAL MERIDIAN, ACCORDING TO THE PLAT THEREOF RECORDED MAY 26, 1977 AS DOCUMENT R77-40194, IN DUPAGE COUNTY, ILLINOIS.**

**PIN: 09-16-304-029-0000**

**Common Address: 304 Beechwood Court**

**Legal: LOT 101 IN SYCAMORE RUN, A SUBDIVISION OF PART OF THE SOUTH 1/2 OF THE SOUTHWEST 1/4 OF SECTION 16, TOWNSHIP 38 NORTH, RANGE 11, EAST OF THE THIRD PRINCIPAL MERIDIAN, ACCORDING TO THE PLAT THEREOF RECORDED MAY 26, 1977 AS DOCUMENT R77-40194, IN DUPAGE COUNTY, ILLINOIS.**

**PIN: 09-16-304-030-000**

**Common Address: 305 Beechwood Court**

**Legal: LOT 100 IN SYCAMORE RUN, A SUBDIVISION OF PART OF THE SOUTH 1/2 OF THE SOUTHWEST 1/4 OF SECTION 16, TOWNSHIP 38 NORTH, RANGE 11, EAST OF THE THIRD PRINCIPAL MERIDIAN, ACCORDING TO THE PLAT THEREOF RECORDED MAY 26, 1977 AS DOCUMENT R77-40194, IN DUPAGE COUNTY, ILLINOIS.**



October 22, 2015

CHANGE ORDER NO. X 2

PROJECT: Jamestown Detention Pond Improvements  
OWNER: Village of Westmont, Illinois  
CONTRACT: 1-2015  
CONTRACTOR: Copenhagen Construction, Inc.

**Description of Change**

South Cass Avenue

1a	12-IN PVC (180 LF @ \$75/LF)	ADD	\$13,500.00
1b	4-FT DIA. Manhole (1 EA @ \$4,000 EA)	ADD	\$4,000.00
1c	Restrictor (1 EA @ \$700 EA)	ADD	\$700.00
1d	Connection (2 EA @ \$1,500 LS)	ADD	\$3,000.00
1e	Mobilization (1 LS @ \$1,000 LS) At 6015 South Cass Avenue	ADD	\$1000.00

Blackhawk Park

1f	4-FT DIA. Manhole (1 EA @ \$1,000 EA)	ADD	\$4,700.00
1g	Restrictor (1 EA @ \$1,000 EA)	ADD	\$700.00
1h	Connection (2 EA @ \$1,000 EA)	ADD	\$2,000.00
1i	Mobilization (1 LS @ \$1,000 LS)	ADD	\$1,000.00

Lincoln and Richmond Streets

1j	24-IN Tide Flex Checkmate, Intersection of Lincoln and Richmond Streets (1 EA @ \$6,650 LS)	ADD	\$6,650.00
----	--	-----	------------

Jamestown Detention Basin

1l	12-IN RCP (124 LF @ \$88/LF)	ADD	\$10,912.00
----	------------------------------	-----	-------------

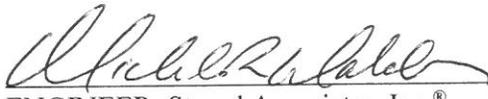
Village of Westmont–Copenhaver Construction, Inc.  
 Contract 1-2015, Change Order No. 1  
 Page 2  
 October 22, 2015

1l	4-FT DIA., TY A, TY 8 Grate (2 EA @ \$4,500 EA)	ADD	\$9,000.00
1m	Tree Removal (96 UNITS @ \$80/UNIT)	ADD	\$7,680.00
1n	Drain Pipe, 12-IN RCP (8 LF @ \$88/LF)	DEDUCT	(\$704.00)
1o	Drain Pipe, 8-IN ADS (4 LF @ \$71/LF)	ADD	\$284.00
1p	Riprap (1.5 CY @ \$120/CY)	ADD	\$180.00
1q	Erosion Control Blanket (87 SY @ \$4/SY)	ADD	\$348.00
1r	Earth Excavation	DEDUCT	(\$10,000.00)
1s	Demolition and Disposal–Shed (1 LS @ \$1,900 LS)	DEDUCT	(\$1,900.00)
1t	Silt Fence (89 LF @ \$7/LF)	ADD	\$623.00
	<b>TOTAL VALUE OF THIS CHANGE ORDER:</b>	<b>ADD</b>	<b>\$53,673.00</b>

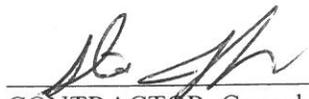
**Contract Price Adjustment**

Original Contract Price	\$110,036.00
Previous Change Order Adjustments	\$0.00
Adjustment in Contract Price this Change Order	\$53,673.00
Current Contract Price including this Change Order	\$163,709.00

**RECOMMENDED**

  
 ENGINEER–Strand Associates, Inc.® 10/22/15  
Date

**APPROVED**

  
 CONTRACTOR–Copenhaver Construction, Inc. 12-3-15  
Date

**APPROVED**

  
 OWNER–Village of Westmont 12/07/2015  
Date

# VILLAGE OF WESTMONT INVESTMENT POLICY

## I. POLICY

It is the policy of the Village of Westmont (Village) to invest public funds in a manner which will provide the highest investment return with the maximum security while meeting the daily cash flow demands of the Village government and conforming to all state and local statutes governing the investment of public funds.

## II. SCOPE

This investment policy applies to all financial assets of the Village of Westmont. These funds are accounted for in the Village's Comprehensive Annual Financial Report and include:

1. General Fund
2. Special Revenue Funds
3. Capital Projects Funds
4. Enterprise Funds
5. Trust and Agency Funds
6. Capital Improvement Funds
7. Debt Service Funds
8. Any new funds created by the Village Board of Trustees (Village Board)/Finance Director unless specifically exempted

## III. OBJECTIVES

The primary objectives, in priority order, of the Village's investment activities shall be:

1. **Legality:** The Village's investments will be in compliance with all statutes governing the investment of public funds and will conform to federal, state, and other legal requirements.
2. **Safety:** Safety of principal is the foremost objective of the investment program. Investments of the Village shall be undertaken in a manner that seeks first to ensure that capital losses are avoided whether they be from securities defaults or erosion of market value. To attain this objective, diversification is required in order that potential losses on individual securities do not exceed the income generated from the remainder of the portfolio.
3. **Liquidity:** The Village's investment portfolio will remain sufficiently liquid to enable the Village to meet all operating requirements which might be reasonably anticipated.
4. **Return on Investments:** The Village's investment portfolio shall be designed with the objective of attaining a market rate of return throughout budgetary and economic

cycles, commensurate with the Village's investment risk constraints and the cash flow characteristics of the portfolio.

#### **IV. PRUDENCE**

Investments shall be made with judgment and care, under circumstances then prevailing, which persons of prudence, discretion and intelligence exercise in the management of their own affairs, not for speculation, but for investment, considering the primary objective of safety of capital as well as the secondary objective of the attainment of market rates of return.

The standard of prudence to be used by investment officials shall be the "prudent person" standard and shall be applied in the context of managing an overall portfolio. Investment officers acting in accordance with written procedures and the investment policy and exercising due diligence shall be relieved of personal responsibility for an individual's security credit risk or market price changes, provided that deviations from expectations are reported in a timely fashion, and appropriate action is taken to control adverse developments.

#### **V. ETHICS AND CONFLICT OF INTEREST**

Officers and employees involved in the investment process shall refrain from personal business activity that could conflict with proper execution of the investment program, or which could impair their ability to make impartial investment decisions. Employees and investment officials shall disclose to the Mayor and Village Board of Trustees any material financial interests in financial institutions that conduct business within their jurisdiction, and they shall further disclose any large personal/financial investment positions that could be related to the performance of the Village investments.

#### **VI. DELEGATION OF AUTHORITY**

Authority to manage the Village's investment program is derived from local ordinance. Management responsibility for the investment program is hereby delegated to the Village Treasurer who shall be responsible for all transactions undertaken and shall establish a system of controls to regulate the activities of subordinate officials.

The Village Treasurer shall establish written investment policy procedures for the operation of the investment program consistent with this policy. The procedures should include reference to safekeeping, repurchase agreements, wire transfer agreements, banking service contracts, collateral/depository agreements, and record keeping. Such procedures shall include explicit delegation of authority to persons secondarily responsible for investment transactions. No person may engage in an investment transaction except as provided under the terms of this policy and the procedures established by the Village Treasurer.

#### **VII. AUTHORIZED FINANCIAL DEALERS AND INSTITUTIONS**

The Village Treasurer will maintain a list of financial institutions authorized to provide investment services. In addition, a list will be maintained of approved security broker/dealers selected by credit worthiness who are authorized to provide investment services in the State of Illinois. These may include “primary” dealers or regional dealers that qualify under Securities and Exchange Commission Rule 15C3-1 (Uniform Net Capital Rule). No public deposit shall be made except in a qualified public depository as established by state laws. Furthermore, employees of any firm or financial institution offering securities or investments to the Village are expected to be trained in the precautions appropriate to public sector investments, and are expected to familiarize themselves with the Village’s investment objectives, policies, and constraints. These firms and financial institutions are expected to make reasonable efforts to preclude imprudent transactions involving Village funds.

All financial institutions and broker/dealers who desire to become qualified bidders for investment transactions must supply the Village Treasurer with the following:

1. A copy of the most recent audited financial statement
2. Proof of National Association of Security Dealers (NASD) certification, if applicable
3. Copy of the trading resolution on file
4. Proof of Illinois registration
5. Copies of the last two sworn statements of resources and liabilities which the institution is required to furnish to the Commissioner of Banks and Trust Companies or to the Comptroller of the Currency
6. Certification of having read, understood and agreed to comply with the Village’s investment policy
7. Depository contracts, as appropriate
8. Evidence of adequate insurance coverage

In addition, investment pools must provide the following:

1. A description of eligible investment securities, and a written statement of investment policy and objectives.
2. A description of interest calculations, how they are distributed, and how gains and losses are treated.
3. A description of how the securities are safeguarded (including the settlement processes), and how often the securities are priced and the program audited.
4. A description of who may invest in the program, how often, and what size deposits and withdrawals are allowed.
5. A schedule for receiving statements and portfolio listings.
6. Are reserves, retained earnings, etc. utilized by the pool?
7. A fee schedule, and when and how it is assessed.
8. Is the pool eligible for bond proceeds and/or will it accept such proceeds?

The Village Treasurer will conduct a periodic review of the financial condition and registration of qualified financial institutions and broker/dealers. A current audited financial statement is required to be on file for each financial institution and broker/dealer with which the Village invests.

## **VIII. AUTHORIZED AND SUITABLE INVESTMENTS**

The Village of Westmont is empowered by statute to invest in the following types of securities:

**1. Interest bearing direct obligations of the United States of America, or its agencies**

U.S. Government bonds, notes, certificates of indebtedness, treasury bills, treasury strips or other securities, which are guaranteed by the full faith and credit of the Government of the United State of America as to principal and interest. Other similar obligations of the United States of America or its agencies including obligations of the Governmental National Mortgage Association (GNMA) are approved by the Government of the United States of America and have a liquid market with a readily determinable market value;

**2. Direct obligations of institutions defined in Illinois Banking Act and insured by the Federal Deposit Insurance Corporation (FDIC)**

Interest bearing savings accounts, interest bearing certificates of deposit or interest bearing time deposits or any other investment constituting direct obligations of any institution as defined by the Illinois Banking Act and is insured by the FDIC. Any such investment shall not exceed FDIC insurance limitations, including principal and interest. Exceptions are provided under section dealing with collateralization.

**3. Commercial Paper**

Short-term obligations of corporations (commercial paper) organized in the United States with assets exceeding \$500 million and rated at the time of purchase at the highest classification established by at least two standard rating services. These must mature within 180 days from the date of purchase. Such purchases may not exceed 10% of the corporation's outstanding obligations and no more than 10% of the Village's funds may be invested in commercial paper.

**4. Savings and Loan Institution obligations**

Short-term discount obligations of the Federal National Mortgage Association (FNMA) or in shares or other forms of securities legally offered by saving and loan associations incorporated under the laws of this state or any other state or under the laws of the United States. Investments may be made only in those savings and loan associations of which the shared, or investment certificates are insured by the FDIC.

**5. Local government investment pools**

Local government investment pools, either administered by the State of Illinois or through joint powers statutes and other intergovernmental agreement legislation.

**6. Public Funds**

Interest bearing bonds of any county, township, city, village, incorporated town, municipal corporation, or school district, of the State of Illinois, or of any other state, or of any political subdivision or agency of the State of Illinois or of any other state. Such purchases may not exceed 10% of the Villages funds.

**7. The Illinois Metropolitan Investment Fund (IMET)**

An actively managed investment fund for Illinois local governments consisting of investments in obligations issued or secured by the U.S. Government and/or its agencies, and/or money market mutual funds that are permitted under HB885, adopted by the Illinois General Assembly on May 9, 1996, which amended Section 3.1-35-50 of the Illinois Municipal Code, also known as the Investment Act.

**8. Government Money Market Funds**

Money market mutual funds registered under the Investment Company Act of 1940, provided that the portfolio of any such money market mutual fund is limited to investments in obligations of the United States of America or its agencies, or repurchase of such obligations.

**IX. MASTER REPURCHASE AGREEMENT**

If repurchase agreements are legal or authorized, a Master Repurchase Agreement must be signed with the bank or dealer.

**X. COLLATERALIZATION**

It is the policy of the Village, as recommended by State Statute and Government Finance Officers Association (GFOA) Recommended Practices on the Collateralization of Public Deposits, that Village funds on deposit in excess of FDIC limits be secured by some form of collateral or separate insurance, witnessed by a written agreement and held by an independent third-party institution in the name of the Village of Westmont. The Village can accept any of the following assets as collateral:

- 1. Government Securities
- 2. Obligations of Federal Agencies
- 3. Obligations of Federal Instrumentalities
- 4. Obligations of the State of Illinois and municipalities of Illinois
- 5. Separate Insurance through a Triple A rated provider.
- 5-6. [A class of security permitted by Public Funds Investment Act \(30 ILCS 235/6 \(d\)\)](#)

The Village reserves the right to accept or reject any form of the above named securities. The Village also requires that all depositories that hold Village deposits in excess of the FDIC limits must agree to utilize the Village’s Collateralization requirements listed below.

The amount of collateral provided will not be less than 110% of the fair market value of the net amount of public funds secured. The ratio of the fair market value of collateral to the amount of funds secured will be reviewed at least quarterly, and additional collateral will be required when the ratio declines below the level required and collateral will be released if the fair market value exceeds the required level.

Pledged collateral will be held in safekeeping, by an independent third-party custodian, or the Federal Reserve Bank, designated by the Village and evidenced by a safekeeping agreement. A clearly marked evidence of ownership (safekeeping receipt) must be supplied to the Village and retained.

Each time collateral is changed, it must be approved by the Village Treasurer. The change must be recorded in the Bank Board Minutes and a copy of the Minutes must be furnished to the Village. This requirement will be waived, and the right of collateral substitution is granted if the bank is rated by a reputable, outside rating agency such as Moody's, Standard and Poor's, A.M. Best, or Fitch Ratings Ltd.

Collateral agreements will preclude the release of the pledged assets without an authorized signature from the Village of Westmont.

## **XI. SAFEKEEPING AND CUSTODY**

All security transactions, including collateral, entered into by the Village shall be conducted on a delivery-versus-payment (DVP) basis. Securities will be held by a third party custodian designated by the Village Treasurer and evidenced by safekeeping receipts.

## **XII. DIVERSIFICATION**

The Village will diversify its investments by security type and institution.

The investment portfolio for the Village shall not exceed the following diversification limits unless specifically authorized by the Village Board:

1. With the exception of U.S. Treasury securities and authorized pools, no more than 50% of the Village's total investment portfolio will be invested in a single security type or with a single financial institution.
2. Monies deposited at a financial institution shall not exceed 75% of the capital stock and surplus of that institution.
3. Commercial paper shall not exceed 10% of the Village's investment portfolio, excepting bond issue proceed investments.

## **XIII. MAXIMUM MATURITIES**

To the extent possible, the Village will attempt to match its investments with anticipated cash flow requirements. Unless matched to a specific cash flow, the Village will not directly invest in securities maturing more than three and one-half (3 ½) years from the date of purchase. However, the Village may collateralize its repurchase agreements and certificates of deposit using longer-dated investments not to exceed five (5) years to maturity.

## **XIV. INTERNAL CONTROL**

The Village Treasurer shall establish an annual process of independent review of internal controls by an external auditor. This review will assure compliance with policies and procedures. The internal control policy will be designed to prevent losses of public funds arising from fraud, employee error, misrepresentation by third parties, unanticipated changes in financial markets, or imprudent actions by employees and officers of the Village of Westmont.

#### **XV. PERFORMANCE STANDARDS**

The investment portfolio shall be designed with the objective of obtaining a rate of return throughout budgetary and economic cycles commensurate with the investment risk constraints and the cash flow needs.

Market Yield (Benchmark): The Village's investment strategy is passive due to the bulk of the portfolio being operating funds. Given this strategy, the basis used by the Village Treasurer to determine whether market yields are being achieved shall be the six-month U.S. Treasury Bill and the average Federal Funds rate.

#### **XVI. REPORTING**

The Village Treasurer shall provide the Village Manager, Mayor and Village Board with quarterly investment reports which provide a clear picture of the status of the current investment portfolio. The management report should include comments on the fixed income markets and economic conditions, discussions regarding restrictions on percentage of investment by categories, possible changes in the portfolio structure going forward, and thoughts on investment strategies. Schedules in the quarterly report should include the following:

1. A listing of individual securities held at the end of the reporting period by authorized investment category
2. Average life and final maturity of all investments listed
3. Coupon, discount or earnings rate
4. Par value, amortized book value and market value
5. Percentage of the portfolio represented by each investment category

#### **XVII. INVESTMENT POLICY ADOPTION**

The Village of Westmont's investment policy shall be adopted by resolution of the Village Board. The policy shall be reviewed annually by the Village Board and any modifications made thereto must be approved by the Village Board.

## **XVIII. GLOSSARY**

**AGENCIES** - Federal agency securities and/or Government sponsored enterprises.

**BROKER** - A middleman who brings buyers and sellers together and handles their orders generally charging a commission for their services.

**CERTIFICATES OF DEPOSIT** - Instruments issued by a bank specifying that a sum of money has been deposited, payable with interest to the bearer of the certificate on a certain date.

**COLLATERAL** - Securities pledged by a bank to secure deposits of public monies. Also refers to securities, evidence of deposit or other property, which a borrower pledges to secure repayment of a loan.

**DELIVERY VS PAYMENT** - Physical delivery of collateral securities or book entry control in exchange for the cash payment. Under this system funds are not transferred until the securities are delivered. If a third party acts as custodian, funds are released by the custodian only when delivery is accomplished.

**DIVERSIFICATION** - Dividing available funds among a variety of securities and institutions so as to minimize market risk.

**DURATION** - The number of years required to receive the present value of future payments, both of interest and principal, of a bond, often used as an indicator of a bond's price volatility resulting from changes in interest rates.

**FEDERAL DEPOSIT INSURANCE CORPORATION (FDIC)** - A federal agency that insures bank deposits, currently up to \$250,000 per type of deposit per financial institution.

**LIQUIDITY** - The length of time required to convert any investment to cash.

**MARKET VALUE** - The market value of a security is the price at which the last sale of the same issue was sold.

**MONEY MARKET** - The market in which short-term debt instruments (bills, commercial paper, bankers' acceptances, etc.) are issued and traded.

**MATURITY** - The date upon which the principal or stated value of an investment becomes due.

**PRINCIPAL** - The cost of an instrument on which interest is earned.

**PRUDENT PERSON STANDARD** - An investment standard. In some states the law requires that a fiduciary, such as a trustee, may invest money only in a list of securities

selected by the custody state – the so-called legal list. In other states, the trustee may invest in a security if it is one which would be bought by a prudent person of discretion and intelligence who is seeking a reasonable income and preservation of capital.

**REPURCHASE AGREEMENT** - An agreement with an approved broker/dealer that provides for a simultaneous sale of securities by a bank or government securities dealer to a city with an agreement for the bank to repurchase the securities at a fixed date at a specified rate of interest. The difference in the sales and purchase price is the earning rate on the agreement. These agreements range in maturity from overnight to fixed time to open end.

**SAFEKEEPING** - An arrangement under which an organization's securities are kept in a bank vault or in the case of book entry securities, are held and recorded in the customer's name. Evidence of this arrangement is a safekeeping receipt.

**SEC RULE 15c3-1** - An SEC rule that sets minimum net capital requirements for broker-dealers. Firms are expected to have liquid assets equal to or greater than a certain percentage of total liabilities. If the ratio falls below this minimum, the broker-dealer may face restrictions on soliciting new business or on keeping existing business.

**UNIFORM NET CAPITAL RULE** - Securities Exchange Commission requirement that member firms as well as nonmember broker-dealers in securities maintain a maximum ratio of indebtedness to liquid capital of 15 to 1; also called net capital rule and net capital ratio. Indebtedness covers all money owed to a firm, including margin loans and commitments to purchase securities. Liquid capital includes cash and assets easily converted into cash.

**YIELD** - The rate of annual return on an investment expressed as a percentage.

Approved: By Ordinance January 23, 2014