

City of Oakbrook Terrace

*City Hall
17W275 Butterfield Rd.
Oakbrook Terrace, IL 60181
www.oakbrookterrace.net*



City Council Regular Meeting Agenda

Tuesday, December 8, 2025 at 7:00 PM

Council Chambers - City Hall - 17W261 Butterfield Road



CITY COUNCIL REGULAR MEETING AGENDA

Tuesday, December 8, 2025 at 7:00 PM
Council Chambers - City Hall - 17W261 Butterfield Road
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Mayor Paul Esposito

City Clerk Michael Shadley

City Council Members:

Ward 1: Alderman Charlie Barbari and Alderman Eric Biskup

Ward 2: Alderman Michael Sarallo and Alderman Dennis Greco

Ward 3: Alderman Bob Rada and Alderwoman Mary Fitzgerald

- I. CALL TO ORDER**
- II. ROLL CALL**
- III. PLEDGE OF ALLEGIANCE**
- IV. ADDITIONS OR DELETIONS TO THE AGENDA**
- V. APPROVAL OF MINUTES - CHANGES OR CORRECTIONS**
 - 1. Meeting Minutes of November 25, 2025.
- VI. PUBLIC PARTICIPATION**
- VII. ACTION ITEMS / CONSENT AGENDA**
 - 1. Payment of City Bills: December 9, 2025, In the amount of \$377,451.49
 - 2. Ordinance No. 25 –39 : An Ordinance For The Levying, Assessment And Collection Of Taxes In The Amount Of \$1,142,159 For The Fiscal Year Beginning May 1, 2025, And Ending April 30, 2026, For The City Of Oakbrook Terrace, DuPage County, Illinois
 - 3. Ordinance No. 25 -37 : An Ordinance Abating The Tax Heretofore Levied For The Year 2025 To Pay Debt Service On \$1,900,000 Of General Obligation Refunding Bonds, Series 2021, Of The City Of Oakbrook Terrace
 - 4. Ordinance No. 25 -38 : An Ordinance Abating The Tax Heretofore Levied For The Year 2025 To Pay Debt Service On The \$3,695,000 Of General Obligation Refunding Bonds, Series 2013 Of The City Of Oakbrook Terrace

5. Renewal of Property/Casualty/Workers Comp and Liability Insurance

VIII. ITEMS REMOVED FROM THE CONSENT AGENDA

IX. RECESS TO COMMITTEE OF THE WHOLE

X. MAYOR ESPOSITO

XI. COMMITTEE OF THE WHOLE

1. Ordinance Amending Section 33.064 Entitled "Secretary" of Chapter 33 Entitled "Departments, Boards and Commissions" of Title III of the Code of Oakbrook Terrace, Illinois (Text after Amendment - Redlined)
2. Ordinance Amending Section 33.064 Entitled "Secretary" of Chapter 33 Entitled "Departments, Boards and Commissions" of Title III of the Code of Oakbrook Terrace, Illinois (Clean/Final)
3. Ordinance Amending the Chapter 31 of the Code of the City of Oakbrook Terrace, Illinois Regarding Decorum and Policy (Text After Amendment – Redlined)
4. Ordinance Amending the Chapter 31 of the Code of the City of Oakbrook Terrace, Illinois Regarding Decorum and Policy (Clean/Final).
5. Approve payment of Bulk Storage in the amount of \$253,832.38.

XII. COUNCIL MEMBER COMMENTS

XIII. CITY ATTORNEY

XIV. CITY CLERK

XV. CITY ADMINISTRATOR

XVI. RECONVENE THE CITY COUNCIL MEETING

XVII. NEW BUSINESS

XVIII. ADJOURN

Next Regular City Council Meeting Tuesday, January 13, 2026.

In compliance with the Americans with Disabilities Act and other applicable Federal and State laws, the City of Oakbrook Terrace meetings will be accessible to individuals with disabilities. Persons requiring auxiliary aids and services should contact the Executive Offices at 17W275 Butterfield Road, Oakbrook Terrace, Illinois 60181, or call (630) 941-8300 in advance of the meeting to inform them of their anticipated attendance.

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City Council Regular Meeting Minutes

Tuesday, November 25, 2025 at 7:00 PM

Council Chambers - City Hall - 17W261 Butterfield Road



CITY COUNCIL REGULAR MEETING MINUTES

Tuesday, November 25, 2025 at 7:00 PM
Council Chambers - City Hall - 17W261 Butterfield Road
www.oakbrookterrace.net

Mayor Paul Esposito
City Clerk Michael Shadley
City Council Members:

Ward 1: Alderman Charlie Barbari and Alderman Eric Biskup
Ward 2: Alderman Michael Sarallo and Alderman Dennis Greco
Ward 3: Alderman Bob Rada and Alderwoman Mary Fitzgerald

I. CALL TO ORDER

Mayor Esposito called November 25, 2025, Regular and Committee of the Whole Meeting of the City Council to order at 7:00 PM.

II. ROLL CALL

Roll call indicated the following City Council members in attendance:

Present: Barbari, Biskup, Greco, Rada, Sarallo and Mayor Esposito

Absent: Fitzgerald

Also in attendance: City Clerk M. Shadley, City Administrator T. Walker, and City Attorney R. Ramello.

III. MAYOR ESPOSITO LED IN THE PLEDGE OF ALLEGIANCE

IV. ADDITIONS OR DELETIONS TO THE AGENDA

None

V. APPROVAL OF MINUTES - CHANGES OR CORRECTIONS

Meeting Minutes of November 11, 2025.

Motion to approve the Regular City Council Meeting Minutes from November 11, 2025, was made by Alderman Barbari and seconded by Alderman Sarallo. Roll call.

Ayes: Barbari, Biskup, Greco, Rada and Sarallo
Nayes: None
Absent: Fitzgerald

VI. PUBLIC PARTICIPATION
None

VII. ACTION ITEMS / CONSENT AGENDA

1. Payment of City Bills: November 25, 2025, in the amount of \$134,701.34.
2. Resolution 25-18 Designating the City Council Meeting Schedule for the City of Oakbrook Terrace, Illinois.

Motion to approve the Action Items/Consent Agenda of the November 25, 2025, Regular City Meeting and Committee of the Whole was made by Alderman Greco and seconded by Alderman Rada.

Ayes: Barbari, Biskup, Greco, Rada and Sarallo
Nayes: None
Absent: Fitzgerald

VIII. ITEMS REMOVED FROM THE CONSENT AGENDA
None

IX. RECESS TO COMMITTEE OF THE WHOLE

Motion to recess to the Committee of the Whole portion of this meeting was made by Alderman Barbari and seconded by Alderman Greco.

Ayes: Barbari, Biskup, Greco, Rada and Sarallo
Nayes: None
Absent: Fitzgerald

X. MAYOR ESPOSITO

City Hall will be closed on 11/27 and 11/28 in observance of the Thanksgiving holiday. The Children's Holiday Party and Tree Lighting will be on 12/12 at 6:00 PM. Luminaries for residents are being assembled by Alderman Biskup and Alderwoman Fitzgerald. The Lions Club is asking for volunteers to help with Christmas tree distribution on 11/28 at the historical society. 12/9 will be the last city council meeting of the year. In reflection of this past year, the Mayor thanks city council members and city staff for their support. Mayor Esposito looks forward to the new year.

XI. COMMITTEE OF THE WHOLE

1. Renewal of Worker's Compensation Insurance for 2026.
The renewal is at a 3.5% decrease equating to a \$6,616 savings from the previous year. The Illinois Public Risk Fund (IPRF) has allocated a 2026 safety grant in the amount of \$31,947 to the City of Oakbrook Terrace.

Bobby Dufkus from MMA informed council that the workers compensation insurance is down due to a decrease in payroll and fewer claims. The safety grant can go toward anything safety or training related. Moved to consent agenda.

2. **Renewal of Property & Casualty Insurance for 2026.**
There was an increase of .4% or \$1,473.00 over the previous year with Travelers. It was recommended to switch carriers from Travelers to Obsidian Specialty offering a savings of 9.07% or \$33,642. Moved to consent agenda.
3. **Ordinance Retiring and Dissolving Special Service Area Number Two in the City of Oakbrook Terrace, Illinois.**

This was initially established in June 2005 to provide water connection to Terrace Oaks I and II office buildings. The City issued approximately \$600,000 in bonds to complete the project which is all paid. Moved to new business.

XII. COUNCIL MEMBER COMMENTS

All of the alderman expressed their condolences to the Mayor and his family in the passing of his mother-in-law. A Happy Thanksgiving was wished to our staff and residents.

XIII. CITY ATTORNEY

Expressed condolences to the mayor and his family.

XIV. CITY CLERK

Condolences expressed to the Mayor.

XV. CITY ADMINISTRATOR

Condolences expressed to the Mayor.

XVI. RECONVENE THE CITY COUNCIL MEETING

Motion to reconvene the City Council meeting was made by Alderman Barbari and seconded by Alderman Biskup. Motion approved via an acclamation vote.

XVII. RECESS TO EXECUTIVE SESSION

Motion made by Alderman Sarallo and Alderman Greco to recess to executive session. Roll call.

Ayes: Barbari, Biskup, Greco, Rada and Sarallo

Nayes: None

Absent: Fitzgerald

XVIII. EXECUTIVE SESSION

Closed session pursuant to Section 2(c)(1) of the Open Meetings Act to discuss the employment, discipline, performance, or dismissal of specific city employees including hearing testimony on a complaint lodged against specific city employees to determine its validity.

XIX. RECONVENE THE CITY COUNCIL MEETING

Motion to reconvene the City Council meeting was made by Alderman Greco and seconded by Alderman Rada. Motion approved via an acclamation vote.

XX. NEW BUSINESS

Ordinance 25-36 Retiring and Dissolving Special Service Area Number Two in the City of Oakbrook Terrace, Illinois.

Motion to retire and dissolve special service area number two made by Alderman Greco and seconded by Alderman Barbari. Roll call.

Ayes: Barbari, Biskup, Greco, Rada and Sarallo
Nays: None
Absent: Fitzgerald

ADJOURN

Motion to adjourn was made by Alderman Rada and seconded by Alderman Sarallo at 8:33 PM.

Acclamation vote was made with all Ayes. Motion carried unanimously.

Respectfully submitted,

Margie Tannehill, Recording Secretary

Attested:

Michael Shadley
City Clerk

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INVOICE REGISTER FOR CITY OF OAKBROOK TERRACE
EXP CHECK RUN DATES 12/09/2025 - 12/09/2025
POSTED AND UNPOSTED
OPEN AND PAID

Invoice Number Inv Ref #	Vendor Description GL Distribution	Invoice Date Entered By	Due Date	Invoice Amount	Amount Due	Status	Posted PO Number Post Date
Vendor advocate - Advocate Occupational Health							
21286772	Advocate Occupational Health	11/16/2025	JESPOSITO	28.00	28.00	Open	Y 12/09/2025
0000024324	TESTING DOT PHYSICAL MORA 01-04-5650-00	PHYSICAL EXAMS		28.00			
Total Vendor advocate - Advocate Occupational Health				28.00	28.00		
Vendor alpine - Alpine Sprinkler Service							
594864-1	Alpine sprinkler service	09/24/2025	JESPOSITO	2,485.00	2,485.00	Open	Y 12/09/2025
0000024325	RPZ REBUILD - CH 01-04-5770-00	BUILDING MAINTENANCE		2,485.00			
Total Vendor alpine - Alpine sprinkler service				2,485.00	2,485.00		
Vendor Amazon - Amazon Capital Services							
1V37-9D7T-YPN7	Amazon Capital Services	12/01/2025	ALOZANO	653.55	653.55	Open	Y 12/09/2025
0000024327	MONTHLY PD INVOICE 01-02-6130-00	MISC. OFFICE/KITCHEN SUPPLIES		653.55			
1KF6GWWFRGH9	Amazon Capital Services	12/01/2025	JESPOSITO	4,333.49	4,333.49	Open	Y 12/09/2025
0000024365	MISC. CH AND PSB SUPPLIES 01-01-6120-00 01-01-5780-05 01-04-6190-00 01-11-6130-00 01-01-5780-03 01-04-6190-00 01-01-6130-00 01-01-6130-00	CALENDARS, BATTERIES, INK PAD, SNACKS LUMINARIE SUPPLIES BELT TENSIONER, WORK SHIRTS FLASHDRIVE MEMORY STICKS DECOR CHRISTMAS BACK-DROPS FOR PARTY WALL PACK LIGHTS SPACE HEATERS SHIPPING/HANDLING		134.93 2,993.10 135.87 89.89 583.94 303.98 79.98 11.80			
Total Vendor Amazon - Amazon Capital Services				4,987.04	4,987.04		
Vendor AWWA - AWWA							
S0267376	AWWA	10/24/2025	CWARD	273.00	273.00	Open	Y 12/09/2025
0000024317	AWWA PULLARO DUES 03-12-5610-00	MEMBERSHIP & ASSOCIATION FEES		273.00			

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Vendor AWWA - AWWA							
50267376	AWWA	10/24/2025		273.00	273.00	Denied	N
0000024326	MEMBERSHIP DUES - 2/1/2026-1/31/2027 PUL JESPOSITO 03-12-5610-00 MEMBERSHIP & ASSOCIATION FEES			273.00			12/09/2025
Total Vendor AWWA - AWWA				546.00	546.00		
Vendor Blue - Blue Cross/Shield of Illinois							
054349 - DEC. 2	Blue Cross/Shield of Illinois	11/14/2025		82,733.91	82,733.91	Open	Y
0000024328	HEALTH INSURANCE PREMIUMS - DECEMBER 202 JESPOSITO 01-01-4530-00 ADMIN. - 12/1-12/31/25 01-02-4530-01 PS ADMIN. - 12/1-12/31/25 01-02-4535-02 PS SGTS. - 12/1-12/31/25 01-02-4535-03 PS OFFICERS - 12/1-12/31/25 01-03-4530-00 COMM. DEV. - 12/1-12/31/25 01-04-4530-00 STREETS - 12/1-12/31/25 01-11-4530-00 FINANCE - 12/1-12/31/25 03-12-4530-00 WATER - 12/1-12/31/25 01-00-1590-00 COBRA - 12/1-12/31/25			82,733.91 3,038.77 6,889.09 6,291.74 36,155.18 6,310.54 6,796.03 8,336.09 5,877.05 3,039.42			12/09/2025
Total Vendor Blue - Blue Cross/Shield of Illinois				82,733.91	82,733.91		
Vendor cintas - Cintas Corporation							
4251250341	Cintas Corporation	11/26/2025	JESPOSITO	129.99	129.99	Open	Y
0000024329	CH FLOOR MAT SERVICE 01-04-5770-00 BUILDING MAINTENANCE			129.99			12/09/2025
4251250393	Cintas Corporation	11/26/2025	JESPOSITO	64.63	64.63	Open	Y
0000024330	PD FLOOR MAT SERVICE 01-02-5770-00 BUILDING MAINTENANCE			64.63			12/02/2025
Total Vendor cintas - Cintas Corporation				194.62	194.62		
Vendor ClarkHill - Clark Hill P.L.C.							
1666067	Clark Hill P.L.C.	11/22/2025	JESPOSITO	31,891.00	31,891.00	Open	Y
0000024331	LABOR RELATIONS 01-01-5674-00 LABOR RELATIONS			31,891.00			26-00029 12/09/2025

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Vendor Clarkhill - Clark Hill P.L.C. Total Vendor Clarkhill - Clark Hill P.L.C.				31,891.00	31,891.00		
Vendor cod - College of DuPage 17869							
0000024315	College of DuPage SLEA - GARZA/NUNEZ 01-02-5605-00	11/20/2025 ALOZANO TRAINING & CONFERENCES		10,528.00 10,528.00	10,528.00	Open	Y 12/09/2025
Total Vendor cod - College of DuPage				10,528.00	10,528.00		
Vendor Comcast3 - Comcast 00056 - NOV-DEC 0000024332							
	Comcast CH CABLE/INTERNET 01-11-5668-00	11/12/2025 JESPOSITO COMMUNICATIONS - 11/19-12/18/2025		136.67 136.67	136.67	Open	Y 12/09/2025
317385 - DEC. 2 0000024369	COMCAST3 PD CABLE/INTERNET - 11/28-12/27/2025 01-02-5668-00	11/24/2025 JESPOSITO COMMUNICATIONS		53.25 53.25	53.25	Open	Y 12/09/2025
Total Vendor Comcast3 - Comcast				189.92	189.92		
Vendor Com Tire - Commercial Tire Service 1110202199 0000024333							
	Commercial Tire Service TIRES FOR SQUAD CAR 01-02-5663-00	11/14/2025 JESPOSITO VEHICLE MAINT. & REPAIR		939.00 939.00	939.00	Open	Y 12/09/2025
Total Vendor Com Tire - Commercial Tire Service				939.00	939.00		
Vendor crystal - Crystal Maintenance Plus, Corp 33255 0000024257							
	Crystal Maintenance Plus, Corp CITY HALL AND PD JANITORIAL SERVICE 01-04-5770-00 01-02-5770-00	11/14/2025 CWARD BUILDING MAINTENANCE BUILDING MAINTENANCE		2,294.50 536.80 1,757.70	2,294.50	Open	Y 12/09/2025
Total Vendor crystal - Crystal Maintenance Plus, Corp				2,294.50	2,294.50		

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Vendor crystal - Crystal Maintenance Plus, Corp							
Vendor DEARBORN - DEARBORN LIFE INSURANCE COMPANY							
200353669140	DEARBORN LIFE INSURANCE COMPANY	12/01/2025	JESPOSITO	1,296.59	1,296.59	Open	Y
0000024334	LIFE INSURANCE 01-01-4550-00		LIFE INSURANCE	1,296.59			12/01/2025
200322125780							
0000024367	DEARBORN LIFE INSURANCE COMPANY	12/01/2025	JESPOSITO	1,275.52	1,275.52	Open	Y
	LIFE INSURANCE 01-01-4550-00		LIFE INSURANCE	1,275.52			10/01/2025
Total Vendor DEARBORN - DEARBORN LIFE INSURANCE COMPANY					2,572.11	2,572.11	
Vendor DPCVB - DuPage Cnv. & Visitors Bureau							
MAY-JUL 2024							
0000024335	DuPage Cnv. & Visitors Bureau	12/02/2025	JESPOSITO	0.00	0.00	Void	N
	MEMBERSHIP DUES						12/09/2025
12022025	DuPage Cnv. & Visitors Bureau	12/02/2025		23,049.59	23,049.59	Open	Y
0000024360	QTLY MEMBERSHIP DUES - MAY 25 - APR 26		JESPOSITO	23,049.59			12/09/2025
	01-06-5610-00		MEMBERSHIP & ASSOCIATION FEES				
Total Vendor DPCVB - DuPage Cnv. & Visitors Bureau					23,049.59	23,049.59	
Vendor Elm auto - Elmhurst Auto Parts							
30719	Elmhurst Auto Parts	12/02/2025	CWARD	241.44	241.44	Open	Y
0000024336	OIL FILTERS SQUADS		VEHICLE MAINT. & REPAIR	241.44			12/09/2025
	01-02-5663-00						
Total Vendor Elm auto - Elmhurst Auto Parts					241.44	241.44	
Vendor Flood - Flood Bros. Disposal Co.							
8517360	Flood Bros. Disposal Co.	11/05/2025	JESPOSITO	1,589.67	1,589.67	Open	Y
0000024339	STREET SWEEPING		STREET SWEEPING	1,589.67			12/09/2025
	01-04-5763-00						
Total Vendor Flood - Flood Bros. Disposal Co.					1,589.67	1,589.67	

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Vendor Flood - Flood Bros. Disposal Co.							
Vendor Gonzini - Gonzini Robert J.							
11/20-12/2 0000024340	Robert J. Gonzini BLD. & ELECTRIC INSPECTIONS - 11/20-12/2 JESPOSITO 01-03-5600-00 Electrical and Building Inspection Servi	12/02/2025		358.79	358.79	Open	Y 0000002387 12/09/2025
Total Vendor Gonzini - Gonzini Robert J.				358.79	358.79		
Vendor IPRF - Illinois Public Risk Fund							
2025-1353 0000024368	Illinois Public Risk Fund CY26 WORKERS COMPENSATION 01-11-5631-00 03-12-5631-00	11/24/2025 JESPOSITO CY26 WORKERS COMP JAN-APR PORTION CY26 WORKERS COMP MAY-DEC PREPAID PORTIO		180,388.00 120,258.00 60,130.00	180,388.00	Open	Y 26-00039 12/09/2025
Total Vendor IPRF - Illinois Public Risk Fund				180,388.00	180,388.00		
Vendor In Balan - In Balance IT Solutions LLC							
43264 0000024341	In Balance IT Solutions LLC OFFICE 365 G3 01-01-6150-00	11/30/2025 JESPOSITO OFFICE 365 G3		1,979.15 1,979.15	1,979.15	Open	Y 26-00033 12/09/2025
43254 0000024342	In Balance IT Solutions LLC VEEAM BACKUP & REPLICATION LICENSING 01-01-5608-00	11/17/2025 JESPOSITO IT SERVICES		2,546.50 2,546.50	2,546.50	Open	Y 12/09/2025
43255 0000024343	In Balance IT Solutions LLC MONTHLY MANAGED SERVICES SUPPORT 01-01-5600-00	11/17/2025 JESPOSITO MONTHLY MANAGED SERVICES SUPPORT		7,767.00 7,767.00	7,767.00	Open	Y 26-00031 12/09/2025
Total Vendor In Balan - In Balance IT Solutions LLC				12,292.65	12,292.65		
Vendor JGUnif - J.G. Uniform, Inc.							
156031 0000024320	J.G. Uniform, Inc. CANSINO - UNIFORM 01-02-5715-00	11/26/2025 ALOZANO UNIFORM ALLOWANCE		141.45 141.45	141.45	Open	Y 12/09/2025

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Vendor JGUnif - J.G. Uniform, Inc.							
151527							
0000024362	J.G. Uniform, Inc. ELSNER - ALTERATIONS 01-02-5715-00	09/04/2025 ALOZANO UNIFORM ALLOWANCE		35.00 35.00	35.00	Open	Y 12/09/2025
Total Vendor JGUnif - J.G. Uniform, Inc.				176.45	176.45		
Vendor JETBRITE - Jet Brite Car Wash, Inc.							
2A0F127C-0021							
0000024363	Jet Brite Car Wash, Inc. FLEET WASH 01-02-5663-00	12/02/2025 ALOZANO VEHICLE MAINT. & REPAIR		198.00 198.00	198.00	Open	Y 12/09/2025
Total Vendor JETBRITE - Jet Brite Car Wash, Inc.				198.00	198.00		
Vendor J SULLIVAN - JOHN SULLIVAN							
002							
0000024357	JOHN SULLIVAN BALANCE DUE FOR CHILDREN'S CHRISTMAS PAR JESPOSITO 01-01-5780-03	12/02/2025 JESPOSITO CHRISTMAS EVENT		525.00 525.00	525.00	Open	Y 12/09/2025
Total Vendor J SULLIVAN - JOHN SULLIVAN				525.00	525.00		
Vendor Minolta - Konica Minolta Business Soluti							
9010548241							
0000023655	Konica Minolta Business Soluti PD COPIER MAINTENANCE 01-02-5660-00	08/04/2025 JESPOSITO EQUIPMENT MAINT & REPAIR		115.09 115.09	115.09	Open	Y 12/09/2025
9010681991							
0000024345	Konica Minolta Business Soluti STREETS/WATER COPIER MAINT. - 10/26-11/2 JESPOSITO 01-04-5660-00	11/25/2025 JESPOSITO EQUIPMENT MAINT & REPAIR		11.43 11.43	11.43	Open	Y 12/09/2025
Total Vendor Minolta - Konica Minolta Business Soluti				126.52	126.52		
Vendor VALERY - LANOTTE, VALERY							

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Vendor VALERY - LANOTTE, VALERY							
121225-B	LANOTTE, VALERY	12/02/2025		350.00	350.00	Open	Y
0000024358	BAL. DUE FACE PAINTER FOR CHILDREN'S HOL JESPOSITO 01-01-5780-03 CHRISTMAS EVENT			350.00			12/09/2025
Total Vendor VALERY - LANOTTE, VALERY				350.00	350.00		
Vendor FIOTI - Law Offices of John L. Fioti							
OBT 11-25	Law Offices of John L. Fioti	11/30/2025	JESPOSITO	1,852.50	1,852.50	Open	Y
0000024337	CITY PROSECUTIONS - NOV. 2025 01-01-5672-00 DUI Prosecution and Local Ordinances Pro			1,852.50			0000002389 12/09/2025
OBT DUI 11/25	Law Offices of John L. Fioti	11/30/2025	JESPOSITO	1,316.25	1,316.25	Open	Y
0000024338	DUI PROSECUTIONS - NOV. 2025 01-01-5672-00 DUI Prosecution and Local Ordinances Pro			1,316.25			0000002389 12/09/2025
Total Vendor FIOTI - Law Offices of John L. Fioti				3,168.75	3,168.75		
Vendor maureen - Maureen McGuire							
4110	Maureen McGuire	11/07/2025	JESPOSITO	2,485.00	2,485.00	Open	Y
0000024344	NOVEMBER/DECEMBER 2025 01-01-5625-00 FY 2026 Terrace Leaves			2,485.00			0000002403 12/09/2025
Total Vendor maureen - Maureen McGuire				2,485.00	2,485.00		
Vendor MECO - MECO Consulting Group LLC							
1748	MECO Consulting Group LLC	12/02/2025	JESPOSITO	2,660.00	2,660.00	Open	Y
0000024366	COMMUNICATION SERVICES - NOV. 2025 01-01-5668-00 FY26 Communications Services			2,660.00			0000002413 12/09/2025
Total Vendor MECO - MECO Consulting Group LLC				2,660.00	2,660.00		
Vendor METRO IN - Metropolitan Industries Inc							

INVOICE REGISTER FOR CITY OF OAKBROOK TERRACE
 EXP CHECK RUN DATES 12/09/2025 - 12/09/2025
 POSTED AND UNPOSTED
 OPEN AND PAID

Invoice Number Inv Ref #	Vendor Description GL Distribution	Invoice Date Entered By	Due Date	Invoice Amount	Amount Due	Status	Posted PO Number Post Date
Vendor METRO IN - Metropolitan Industries Inc							
INV079046	Metropolitan Industries Inc	11/15/2025		100.00	100.00	Open	Y 12/09/2025
0000024314	SCADA COMMUNICATIONS 03-12-5668-00	CWARD COMMUNICATIONS		100.00			
Total Vendor METRO IN - Metropolitan Industries Inc				100.00	100.00		
Vendor Minute - Minuteman Press							
127871	Minuteman Press	11/26/2025		277.13	277.13	Open	Y 12/09/2025
0000024323	TOW FORMS 01-02-5720-00	ALOZANO PRINTING		277.13			
Total Vendor Minute - Minuteman Press				277.13	277.13		
Vendor Nicor1 - Nicor Gas Bill Payment Center							
67503 - OCT. 20	Bill Payment Center Nicor Gas	11/07/2025		480.99	480.99	Open	Y 12/09/2025
0000024346	PSB GAS SERVICE - 10/8-11/7/2025 01-04-5758-00	JESPOSITO UTILITIES		480.99			
Total Vendor Nicor1 - Nicor Gas Bill Payment Center				480.99	480.99		
Vendor Lion - oakbrook Terrace Lions Club							
111925	Oakbrook Terrace Lions Club	11/19/2025		750.00	750.00	Open	Y 12/09/2025
0000024347	HOLIDAY TREES 01-01-5780-00	JESPOSITO SPECIAL EVENTS		750.00			
Total Vendor Lion - Oakbrook Terrace Lions Club				750.00	750.00		
Vendor procom - Procom Enterprises, Ltd.							
0000841851	Procom Enterprises, Ltd.	10/01/2025		122.85	122.85	Open	Y 12/09/2025
0000024348	BURGULARY ALARM MONITORING OCT-DEC 2025 01-01-5600-00	JESPOSITO PROFESSIONAL/TECHNICAL SERVICE		122.85			

INVOICE REGISTER FOR CITY OF OAKBROOK TERRACE
EXP CHECK RUN DATES 12/09/2025 - 12/09/2025
POSTED AND UNPOSTED
OPEN AND PAID

Invoice Number Inv Ref #	Vendor Description GL Distribution	Invoice Date Entered By	Due Date	Invoice Amount	Amount Due	Status	Posted PO Number Post Date
Vendor procom - Procom Enterprises, Ltd.							
0000843860	Procom Enterprises, Ltd.		11/03/2025	540.00	540.00	Open	Y 12/09/2025
0000024349	CLOUD BASED LICENSES - 11/1-4/30/2026 JESPOSITO 01-01-5600-00 PROFESSIONAL/TECHNICAL SERVICE			540.00			
Total Vendor procom - Procom Enterprises, Ltd.				662.85	662.85		
Vendor oherron - Ray O'Herron Co. Inc.							
2447243	Ray O'Herron Co. Inc.		11/25/2025	187.18	187.18	Open	Y 12/09/2025
0000024321	CANSINO - PANTS 01-02-5715-00 UNIFORM ALLOWANCE			187.18			
2447294	Ray O'Herron Co. Inc.		11/25/2025	337.28	337.28	Open	Y 12/09/2025
0000024322	MELLENS - SERVICE BARS/SHIRTS 01-02-5715-00 UNIFORM ALLOWANCE			337.28			
Total Vendor oherron - Ray O'Herron Co. Inc.				524.46	524.46		
Vendor RUNCO - Runco Office Supplies and Equipment Company							
6043297-0	Runco Office Supplies and Equipment		11/21/2025	42.53	42.53	Open	Y 12/09/2025
0000024350	1 PK AAA BATTERIES 01-01-6120-00 OFFICE SUPPLIES			42.53			
6040722-0	Runco Office Supplies and Equipment		11/19/2025	45.91	45.91	Open	Y 12/09/2025
0000024351	4 DESK CALENDARS 01-01-6120-00 OFFICE SUPPLIES			45.91			
Total Vendor RUNCO - Runco Office Supplies and Equipment Company				88.44	88.44		
Vendor Semper - Semper Fi Landscaping Inc							
2025-1353	Semper Fi Landscaping Inc		11/24/2025	2,000.00	2,000.00	Open	Y 26-00022 12/09/2025
0000024318	SPRING ROAD TRIBUTARY STABILIZATION PROJ CWARD 09-12-7190-07 SPRING ROAD TRIBUTARY STABILIZATION PROJ			2,000.00			
Total Vendor Semper - Semper Fi Landscaping Inc				2,000.00	2,000.00		

INVOICE REGISTER FOR CITY OF OAKBROOK TERRACE
EXP CHECK RUN DATES 12/09/2025 - 12/09/2025
POSTED AND UNPOSTED
OPEN AND PAID

Invoice Number Inv Ref #	Vendor Description GL Distribution	Invoice Date Entered By	Due Date	Invoice Amount	Amount Due	Status	Posted PO Number Post Date
Vendor Semper - Semper Fi Landscaping Inc							
Vendor Strypes - Strypes Plus More, Inc.							
18662 0000024364	Strypes Plus More, Inc. GRAPHICS FOR NEW SQUAD CARS 01-02-5663-00	11/21/2025 ALOZANO VEHICLE MAINT. & REPAIR		1,590.00 1,590.00	1,590.00	Open	Y 12/09/2025
Total Vendor Strypes - Strypes Plus More, Inc.				1,590.00	1,590.00		
Vendor subdrive - Suburban Driveline Inc.							
71999 0000024352	Suburban Driveline Inc. M219660 MAINTENANCE 01-04-5663-00	10/20/2025 JESPOSITO VEHICLE MAINT. & REPAIR		45.00 45.00	45.00	Open	Y 12/09/2025
72001 0000024353	Suburban Driveline Inc. M219511 MAINTENANCE 01-04-5663-00	10/20/2025 JESPOSITO VEHICLE MAINT. & REPAIR		45.00 45.00	45.00	Open	Y 12/09/2025
72013 0000024354	Suburban Driveline Inc. M197424 MAINTENANCE 01-04-5663-00	10/22/2025 JESPOSITO VEHICLE MAINT. & REPAIR		45.00 45.00	45.00	Open	Y 12/09/2025
72016 0000024355	Suburban Driveline Inc. M141510 MAINTENANCE 01-04-5663-00	10/23/2025 JESPOSITO VEHICLE MAINT. & REPAIR		67.00 67.00	67.00	Open	Y 12/09/2025
72022 0000024356	Suburban Driveline Inc. M242575 MAINTENANCE 01-04-5663-00	10/24/2025 JESPOSITO VEHICLE MAINT. & REPAIR		45.00 45.00	45.00	Open	Y 12/09/2025
Total Vendor subdrive - Suburban Driveline Inc.				247.00	247.00		
Vendor SUBURB - Suburban Laboratories, Inc.							
GA5005814 0000024361	Suburban Laboratories, Inc. COLIFORM BACTERIA AND LEAD AND COPPER SA CWARD 03-12-5600-00	12/02/2025 PROFESSIONAL/TECHNICAL SERVICE		198.00 198.00	198.00	Open	Y 12/09/2025

INVOICE REGISTER FOR CITY OF OAKBROOK TERRACE
EXP CHECK RUN DATES 12/09/2025 - 12/09/2025
POSTED AND UNPOSTED
OPEN AND PAID

Invoice Number Inv Ref #	Vendor Description GL Distribution	Invoice Date Entered By	Due Date	Invoice Amount	Amount Due	Status	Posted PO Number Post Date
Vendor SUBURB - Suburban Laboratories, Inc.							
Total Vendor SUBURB	- Suburban Laboratories, Inc.			198.00	198.00		
Vendor UPS - United Parcel Service							
0000Y74629465	SUPPLY CHAIN SOLUTIONS	11/15/2025					
0000024359	BILLING ADJUSTMENT FEE FOR W/E 01-01-5600-00	11/15/25	JESPOSITO	30.60	30.60	Open	Y 12/09/2025
	PROFESSIONAL/TECHNICAL SERVICE			30.60			
Total Vendor UPS	- United Parcel Service			30.60	30.60		
Vendor westmech - Westside Mechanical, Inc.							
C010197	Westside Mechanical, Inc.	11/15/2025					
0000024316	SEMI ANNUAL MAINT CONTRACT	HVAC PD		2,400.00	2,400.00	Open	Y 12/09/2025
	01-02-5770-00	BUILDING MAINTENANCE		2,400.00			
Total Vendor westmech	- Westside Mechanical, Inc.			2,400.00	2,400.00		
Vendor wholesal - Wholesale Direct, Inc.							
276723	Wholesale Direct, Inc.	11/12/2025					
0000024313	SNOWBRUSHES AND SNOWBROOMS	CWARD		353.06	353.06	Open	Y 12/09/2025
	01-04-6190-00	NON-CAPITAL EQUIPMENT		353.06			
Total Vendor wholesal	- Wholesale Direct, Inc.			353.06	353.06		
# of Invoices: 58 # Due: 57							
# of Credit Memos: 0 # Due: 0							
Net of Invoices and Credit Memos:							
				376,701.49	376,701.49		
				0.00	0.00		
				376,701.49	376,701.49		
--- TOTALS BY FUND ---							
	01 CORPORATE FUND			307,850.44	307,850.44		
	03 WATER FUND			66,851.05	66,851.05		
	09 CAPITAL IMPROVEMENTS FUND			2,000.00	2,000.00		
--- TOTALS BY DEPT/ACTIVITY ---							

INVOICE REGISTER FOR CITY OF OAKBROOK TERRACE
EXP CHECK RUN DATES 12/09/2025 - 12/09/2025
POSTED AND UNPOSTED
OPEN AND PAID

Invoice Number Inv Ref #	Vendor Description GL Distribution	Invoice Date Entered By	Due Date	Invoice Amount	Amount Due	Status	Posted PO Number Post Date
	00			3,039.42	3,039.42		
	01 EXECUTIVE MANAGEMENT			64,318.92	64,318.92		
	02 PUBLIC SAFETY			68,854.71	68,854.71		
	03 BUILDING & ZONING			6,669.33	6,669.33		
	04 PUBLIC WORKS			13,097.82	13,097.82		
	06 TOURISM			23,049.59	23,049.59		
	11 FINANCE			128,820.65	128,820.65		
	12 OPERATING			68,851.05	68,851.05		

INVOICE REGISTER FOR CITY OF OAKBROOK TERRACE
EXP CHECK RUN DATES 12/02/2025 - 12/02/2025
POSTED AND UNPOSTED
OPEN AND PAID

Invoice Number Inv Ref #	Vendor Description GL Distribution	Invoice Date Entered By	Due Date	Invoice Amount	Amount Due	Status	Posted PO Number Post Date
Vendor FOP109 - FOP Lodge #109							
12012025	FOP Lodge #109	12/01/2025		750.00	0.00	Paid	Y
0000024319	SHOP WITH A COP EVENT - 12/6/25 01-02-5780-00	JESPOSITO SPECIAL EVENTS		750.00			12/02/2025
Total Vendor FOP109 - FOP Lodge #109				750.00	0.00		

# of Invoices:	1	# Due:	0				
# of Credit Memos:	0	# Due:	0				
Net of Invoices and Credit Memos:				750.00	0.00		
				0.00	0.00		
				750.00	0.00		
--- TOTALS BY FUND ---							
	01 CORPORATE FUND			750.00	0.00		
--- TOTALS BY DEPT/ACTIVITY ---							
	02 PUBLIC SAFETY			750.00	0.00		



Interdepartmental Memo

To: Mayor Esposito and City Council
From: Tanya Walker, City Administrator
Re: 2025 Property Tax Levy Estimate
Date: December 9, 2025

Each year, the first step of the tax levy process involves adopting a tax levy estimate for purposes of holding a public hearing (if required).

Although Oakbrook Terrace is a home rule community, the City Code contains a provision placing the City under similar limitations imposed by the property tax cap. Pursuant to PTELL (Property Tax Extension Limitation Law), two factors determine how much the City can increase its levy by each year: the equalized assessed valuation (EAV) of new construction and the year-over-year change in inflation (as measured by the Consumer Price Index or CPI).

As shown on the Exhibit A, after two consecutive years of low inflation (levy years 2015-2016), CPI returned to more of a historical norm in 2017 of 2.1%. After holding right around 2.0% in levy years 2018 through 2020, CPI fell to 1.4% in 2021, before skyrocketing to 7% (capped at 5% - lessor of 5% or CPI per PTELL) in 2022 followed by 6.5% in 2023. As of 2025 CPI beginning to slowly reduce and as of today is at 2.9%. For this year's levy new construction EAV is currently estimated by DuPage County at \$117,110 which would generate additional property tax proceeds of \$428.53 for the City, for an estimated grand total of \$32,177.04 in additional property taxes that could be levied under PTELL.

The City's actuary, Foster and Foster, recommended a 2025 Police Pension levy of \$1,324,232 which is \$96,030 less than last year's recommendation of \$1,420,262. The decrease is attributable to the lower normal cost due to a smaller active population, the application of the open amortization method and favorable plan experience. As you can see, the Total Recommended Contribution shows a decrease from the May 1, 2024 actuarial valuation report. The decrease is mainly attributable to net favorable plan experience and the application of the open amortization method. The increase was offset in part by an increase in normal cost and the natural increase in amortization payment due to the payroll growth assumption. Plan experience was favorable overall on the basis of the plan's actuarial assumptions. Sources of actuarial gain included inactive mortality experience, an investment return of 7.65% (Actuarial Asset Basis) which exceeded the 6.50% assumption, and an average salary increase of 2.29% which fell short of the 5.09% assumption.

Beginning in 2016, Public Act 96-1495 authorizes the Illinois Comptroller to withhold local government distributions to municipalities that do not fund the full actuarial recommendation for the police pension. Accordingly, the City has no choice, but to finance the police pension or face reductions in state shared taxes. Furthermore, this Act requires the City to achieve a 90% funded actuarial liability by April 30, 2040. The City is on target to be 100% funded in 2040. The current funding level of the Police Pension Fund is 83.1% (as calculated by dividing the market value of assets of \$23,877,536 by the accrued liability of \$37,597,791), which is up from last year's funding level of 76.2%.

Based on the information presented above, it is the recommendation of staff that the City increase its levy by 2.9%. An increase of 2.9% over last year's property tax extension would bring this year's requested levy to \$1,142,158 an increase of \$32,177.29. Inclusion of new construction in the amount of \$428.53, brings the total levy request to \$1,142,158.82, an increase of 2.90% over the \$1,109,553 extended last year.

A tentative timeline for the 2025 tax levy process is presented below:

- November 11th (City Council) - Tax Levy Estimate review and approval
 - Tax Levy Estimate must be adopted 20 days prior to City Council approval of levy
- December 9th (City Council) - Approval of the Tax Levy Ordinance
 - Must be filed with Dupage County before the last Tuesday in December (December 31^h)

ORDINANCE NO. 25 - 39

**AN ORDINANCE FOR THE LEVYING, ASSESSMENT AND COLLECTION OF TAXES IN THE AMOUNT OF
\$1,142,159 FOR THE FISCAL YEAR BEGINNING MAY 1, 2025 AND ENDING APRIL 30, 2026 FOR THE CITY OF
OAKBROOK TERRACE, DUPAGE COUNTY, ILLINOIS**

BE IT ORDAINED BY THE CITY COUNCIL OF THE CITY OF OAKBROOK TERRACE, DUPAGE COUNTY, ILLINOIS THAT:

SECTION 1: That for the purpose of paying certain corporate expenses of the City of Oakbrook Terrace, DuPage County, Illinois, for the fiscal year beginning May 1, 2025 and ending April 30, 2026, as set forth in the Annual Budget, passed and approved by the City Council on April 22, 2025 there is hereby levied upon all of the taxable property within the corporate limits of the City of Oakbrook Terrace, DuPage County, Illinois, the following sums of money for the following purposes and objects hereinafter described.

The column headed "Total Budgeted" represents the sum budgeted for each particular purpose. The sum of sums in the column headed "From Tax Levy" represents the sum of money to be collected from the new tax levy. The balance, if any, from each sum budgeted shall be collected or taken from any surplus on hand and the other sources of revenue of the City of Oakbrook Terrace.

CORPORATE FUND

	<u>Total Budgeted</u>	<u>Collected From Other Sources</u>	<u>From Tax Levy</u>
<u>EXECUTIVE ADMINISTRATION</u>			
SALARIES	\$ 428,791	\$ 428,791	\$ -
PAYROLL TAXES	28,722	28,722	
IMRF	34,861	34,861	
457b	-	-	
HSA ACCOUNT	5,120	5,120	
HEALTH & LIFE INSURANCE	46,374	46,374	
DENTAL INSURANCE	3,060	3,060	
UNEMPLOYMENT INSURANCE	2,000	2,000	
PROFESSIONAL SERVICES	45,000	45,000	
CODIFICATION	15,000	15,000	
MEMBERSHIP & ASSOC FEES	12,000	12,000	
TRAINING/CONFERENCES	15,000	15,000	
IT SERVICES	20,000	20,000	
MEETING	4,000	4,000	
ADVERTISING & PUBLICATIONS	1,000	1,000	
NEWSLETTER	16,000	16,000	
RISK MANAGEMENT INSURANCE	122,789	122,789	
WORKERS COMPENSATION INSURANCE	126,124	126,124	
EMPLOYEE ASSISTANCE PROGRAM	10,500	10,500	
WELLNESS PROGRAM	5,000	5,000	
EQUIPMENT LEASE & RENTAL	500	500	
EQUIPMENT MAINT. & REPAIR	3,500	3,500	
EQUIP. SERV. AGREEMENT	1,700	1,700	
PHONE SERVICE	10,000	10,000	
COMMUNICATIONS	25,000	25,000	
GENERAL LEGAL SERVICES	150,000	150,000	
PROSECUTIONS	55,000	55,000	
LITIGATION	100,000	100,000	
SALES TAX AUDIT CONTINGENCY	2,500	2,500	
LABOR RELATIONS	65,000	65,000	
ADMINISTRATIVE HEARING SERVICES	3,500	3,500	
CONTINGENCY	30,000	30,000	
PUBLIC INFORMATION	3,000	3,000	
SPECIAL EVENTS PROGRAMMING	103,100	103,100	
JULY 4TH	85,000	85,000	
SPONSORSHIPS	3,500	3,500	
LIBRARY SERVICES	25,000	25,000	
RESIDENTS SECURITY REBATE	6,000	6,000	
BOOKS & PUBLICATIONS	500	500	
OFFICE SUPPLIES	5,000	5,000	
SUPPLIES	5,000	5,000	
SOFTWARE	5,000	5,000	
HARDWARE	15,000	15,000	
RECOGNITION	11,000	11,000	
POSTAGE	2,000	2,000	
TOTAL \$	1,657,141	\$ 1,657,141	\$ -
<u>POLICE COMMISSION</u>			
SALARIES	\$ 6,600	\$ 6,600	\$ -
PAYROLL TAXES	505	505	
PROFESSIONAL SERVICES	1,500	1,500	
MEMBERSHIP & ASSOC FEES	500	500	
ADVERTISING & PUBLICATION FEES	500	500	
TESTING & EXAMINATION	17,500	17,500	
BOOKS & PUBLICATIONS	60	60	
OFFICE SUPPLIES	200	200	
SUPPLIES	5,000	5,000	
POSTAGE	200	200	

TOTAL \$ 32,565 \$ 32,565 \$ -
 \\cobt-dc-fs02\council\4 City Council Meeting Agendas\2025\12. December\Property Tax Levy\2025 Property Tax Levy Ordinance

		<u>Total Budgeted</u>	<u>Collected From Other Sources</u>	<u>From Tax Levy</u>
<u>PUBLIC SAFETY</u>				
SALARIES	\$	2,909,344	\$ 2,909,344	\$ -
SALARIES - Overtime		332,500	332,500	
COURT TIME		24,050	24,050	
SALARIES - Holiday		83,215	83,215	
SALARIES - Vac Buy Back		25,000	25,000	
SICK LEAVE BUY BACK		8,469	8,469	
TOP OF THE RANGE		5,000	5,000	
PAYROLL TAXES		228,328	228,328	
IMRF		47,565	47,565	
HEALTH, DENTAL & LIFE INSURANCE		929,040	929,040	
POLICE PENSION		1,420,262	1,420,262	
UNEMPLOYMENT INSURANCE		9,050	9,050	
PROFESSIONAL SERVICES		5,000	5,000	
TRAINING & CONFERENCES		61,063	61,063	
CONTINUING EDUCATION		3,500	3,500	
IT SERVICES		40,000	40,000	
MEMBERSHIP & ASSOC FEES		1,055	1,055	
SUPPORT SERVICES		21,346	21,346	
CRIME FREE HOUSING		300	300	
EQUIPMENT LEASE & RENTAL		1,530	1,530	
EQUIPMENT MAINT. & REPAIR		13,915	13,915	
VEHICLE MAINT. & REPAIR		45,000	45,000	
PHONE SERVICE		7,500	7,500	
COMMUNICATIONS		12,500	12,500	
DUCOMM		313,443	313,443	
ANIMAL CONTROL		985	985	
FILING FEES		1,000	1,000	
UNIFORM ALLOWANCE		63,550	63,550	
PRINTING		2,000	2,000	
UTILITIES		6,000	6,000	
BUILDING MAINTENANCE		47,300	47,300	
SPECIAL EVENTS		10,000	10,000	
BOOKS & PUBLICATIONS		600	600	
OFFICE SUPPLIES		6,000	6,000	
OFFICE FURNITURE		10,000	10,000	
TOWING EXPENSES		500	500	
SUPPLIES		5,000	5,000	
SOFTWARE		2,240	2,240	
HARDWARE		5,096	5,096	
POSTAGE		1,500	1,500	
FUEL		54,000	54,000	
NON-CAPITAL EQUIPMENT		30,475	30,475	
TOTAL	\$	6,820,521	\$ 6,820,519	\$ -
<u>BUILDING & ZONING</u>				
SALARIES	\$	335,640	\$ 335,640	\$ -
PAYROLL TAXES		26,477	26,477	
IMRF		42,155	42,155	
HEALTH & LIFE INSURANCE		99,266	99,266	
DENTAL INSURANCE		2,500	2,500	
UNEMPLOYMENT INSURANCE		1,407	1,407	
PROFESSIONAL SERVICES		70,000	70,000	
CITY ENGINEER		15,000	15,000	
TRAINING CONFERENCES		2,400	2,400	
IT SERVICES		5,000	5,000	
MEMBERSHIP & ASSOC FEES		1,000	1,000	
CODE ENFORCEMENT		9,500	9,500	
EQUIPMENT LEASE & RENTAL		380	380	
EQUIPMENT MAINT. & REPAIR		1,300	1,300	
PHONE SERVICE		3,300	3,300	
COMMUNICATIONS		1,615	1,615	
ECONOMIC STIMULUS PROGRAM		145,000	145,000	
PUBLIC INFORMATION		1,770	1,770	
PUBLIC HEARING EXPENSE		4,000	4,000	
BOOKS & PUBLICATIONS		200	200	
OFFICE SUPPLIES		1,000	1,000	
SUPPLIES		2,000	2,000	
SOFTWARE		6,500	6,500	
HARDWARE		1,700	1,700	
POSTAGE		750	750	
TOTAL	\$	779,860	\$ 779,860	\$ -
<u>TOURISM</u>				
MEMBERSHIP & ASSOCIATION FEES	\$	82,678	\$ 82,678	\$ -
DCVB MARKETING CAMPAIGN	\$	100,000	\$ 100,000	
EVENT SPONSORSHIP		25,000	25,000	
OAKBROOK TERRACE HISTORICAL SOCIETY		7,500	7,500	
TOTAL	\$	215,178	\$ 215,178	\$ -

		<u>Total Budgeted</u>	<u>Collected From Other Sources</u>	<u>From Tax Levy</u>
FINANCE				
SALARIES	\$	393,472	\$ 393,472	\$ -
PAYROLL TAXES		29,590	29,590	
IMRF		32,840	32,840	
HEALTH & LIFE INSURANCE		90,785	90,785	
DENTAL INSURANCE		3,000	3,000	
UNEMPLOYMENT INSURANCE		1,500	1,500	
PROFESSIONAL SERVICES		100,000	100,000	
INVESTMENT MANAGER FEES		2,500	2,500	
TRAINING/CONFERENCES		10,000	10,000	
CREDIT CARD TRANSACTION FEES		38,500	38,500	
IT SERVICES		5,000	5,000	
MEMBERSHIP & ASSOC FEES		1,750	1,750	
VISION INSURANCE		6,000	6,000	
EQUIPMENT LEASE & RENTAL		360	360	
EQUIPMENT MAINT. & REPAIR		3,000	3,000	
EQUIPMENT SERVICE AGREEMENT		15,000	15,000	
PHONE SERVICE		3,500	3,500	
COMMUNICATIONS		6,000	6,000	
COLLECTION FEES		-	-	
PUBLIC INFORMATION		1,800	1,800	
OFFICE SUPPLIES		2,000	2,000	
OFFICE FURNITURE		-	-	
SUPPLIES		2,500	2,500	
SOFTWARE		-	-	
HARDWARE		5,000	5,000	
POSTAGE		2,500	2,500	
TOTAL	\$	756,597	\$ 756,597	\$ -

PUBLIC SERVICES - STREETS DIVISION

SALARIES	\$	382,766	\$ 382,766	\$ -
PAYROLL TAXES		29,451	29,451	
IMRF		49,432	49,432	
HEALTH & LIFE INSURANCE		100,370	100,370	
DENTAL INSURANCE		3,500	3,500	
UNEMPLOYMENT INSURANCE		1,500	1,500	
PROFESSIONAL & TECHNICAL		1,000	1,000	
CITY ENGINEER		1,000	1,000	
TRAINING/CONFERENCES		1,000	1,000	
IT SERVICES		5,000	5,000	
MEMBERSHIP & ASSOC FEES		450	450	
MEETINGS		600	600	
PHYSICAL EXAMS		600	600	
EQUIPMENT LEASE & RENTAL		1,000	1,000	
EQUIPMENT MAINT. & REPAIR		13,500	13,500	
EQUIPMENT SERVICE AGREEMENT		9,000	9,000	
VEHICLE MAINT. & REPAIR		20,000	20,000	
PHONE SERVICE		6,000	6,000	
COMMUNICATIONS		3,600	3,600	
PUBLIC INFORMATION		-	-	
UNIFORM ALLOWANCE		4,500	4,500	
MOSQUITO ABATEMENT		17,100	17,100	
ACCESS EASEMENT MAINTENANCE		-	-	
TRAFFIC SIGNAL MAINT		20,000	20,000	
UTILITIES		16,000	16,000	
STREET LIGHT MAINT.		10,500	10,500	
STREET SWEEPING		9,600	9,600	
LAWN MAINTENANCE		6,500	6,500	
TREE TRIMMING		16,000	16,000	
BUILDING MAINTENANCE		20,000	20,000	
BUILDING MAINT. SERVICE AGREEMENT		13,000	13,000	
OFFICE SUPPLIES		500	500	
SUPPLIES		5,000	5,000	
LAWN MAINT. SUPPLIES		3,000	3,000	
STREET REPAIR MATERIALS		14,000	14,000	
HARDWARE		1,000	1,000	
NPDES PERMIT		3,500	3,500	
POSTAGE		200	200	
FUEL		10,000	10,000	
FUEL REPLACEMENT FUND		-	-	
NON-CAPITAL EQUIPMENT		9,000	9,000	
TOTAL	\$	809,169	\$ 809,169	\$ -

		<u>Total Budgeted</u>	<u>Collected From Other Sources</u>	<u>From Tax Levy</u>
<u>SUMMARY OF CORPORATE FUND EXPENSES:</u>				
EXECUTIVE ADMINISTRATION	\$	1,657,141	\$ 1,657,141	\$ -
POLICE COMMISSION		32,565	32,565	
PUBLIC SAFETY		6,820,521	6,820,519	
TOURISM		215,178	215,178	
BUILDING & ZONING		779,860	779,860	
FINANCE		756,597	756,597	
PUBLIC WORKS		809,169	809,169	
TOTAL CORPORATE FUND EXPENSES	\$	11,071,031	\$ 11,071,029	\$ -
<u>2012 BUSINESS DISTRICT DEBT SERVICE FUND</u>				
PROFESSIONAL SERVICES	\$	900	\$ 900	\$ -
BOND INTEREST		40,470	40,470	
BOND PRINCIPAL		190,000	190,000	
BUSINESS DISTRICT FUND TOTAL	\$	231,370	\$ 231,370	\$ -
<u>WATER FUND</u>				
<u>PUBLIC SERVICES DEPARTMENT - OPERATING & MAINTENANCE</u>				
SALARIES	\$	326,500	326,500	\$ -
PAYROLL TAXES		23,028	23,028	
IMRF		38,650	38,650	
HEALTH & LIFE INSURANCE		88,550	88,550	
DENTAL INSURANCE		2,720	2,720	
UNEMPLOYMENT INSURANCE		2,000	2,000	
PROFESSIONAL SERVICES		8,000	8,000	
CITY ENGINEER		1,000	1,000	
TRAINING & CONFERENCES		6,500	6,500	
CREDIT CARD TRANSACTION FEES		6,000	6,000	
IT SERVICES		5,000	5,000	
MEMBERSHIP & ASSOC FEES		900	900	
MEETING REIMBURSEMENT		200	200	
RISK MANAGEMENT INSURANCE		61,351	61,351	
WORKERS COMPENSATION INSURANCE		63,062	63,062	
EQUIPMENT LEASE & RENTAL		500	500	
EQUIPMENT MAINT. & REPAIR		10,000	10,000	
EQUIPMENT SERVICE AGREEMENT		10,000	10,000	
VEHICLE MAINT. & REPAIR		2,500	2,500	
PHONE SERVICE		6,500	6,500	
COMMUNICATIONS		2,500	2,500	
TRAVEL EXPENSE		100	100	
LEGAL EXPENSE		1,000	1,000	
PUBLIC INFORMATION		-	-	
UNIFORM ALLOWANCE		1,500	1,500	
EMERGENCY SERVICES		7,000	7,000	
UTILITIES		13,000	13,000	
BUILDING MAINTENANCE		15,000	15,000	
BUILDING MAINT SERVICE AGREEMENTS		-	-	
DWC PURCHASE OF WATER		530,100	530,100	
OFFICE SUPPLIES		200	200	
SUPPLIES		2,500	2,500	
WATER METERS		11,000	11,000	
POSTAGE		-	-	
FUEL		5,500	5,500	
FUEL REPLACEMENT FUND		-	-	
NON-CAPITAL EQUIPMENT		5,500	5,500	
INTERFUND LOAN INTEREST EXPENSE		-	-	
TOTAL	\$	1,257,862	\$ 1,257,861	\$ -

		<u>Total Budgeted</u>	<u>Collected From Other Sources</u>	<u>From Tax Levy</u>
WATER FUND TOTAL	\$	1,257,862	\$ 1,257,861	\$ -
<u>MOTOR FUEL TAX FUND</u>				
LABOR SNOW REMOVAL	\$	8,500	\$ 8,500	\$ -
LABOR SNOW OVERTIME		13,000	13,000	
PROFESSIONAL SERVICES		500	500	
SNOW REMOVAL MATERIALS		32,000	32,000	
SALT BARN PROJECT		300,000	300,000	
MFT FUND TOTAL	\$	354,000	\$ 354,000	\$ -
<u>POLICE PENSION FUND</u>				
TRANSFER TO FUND BALANCE	\$	1,142,159	\$ -	\$ 1,142,159
<u>CAPITAL IMPROVEMENT FUND</u>				
PROFESSIONAL SERVICES	\$	20,000	\$ 20,000	\$ -
INVESTMENT MANAGER FEES		600	600	
EQUIPMENT PURCHASE		151,615	151,615	
BOND EXPENSE		349,900	349,900	
INFRASTRUCTURE REPAIRS		50,000	50,000	
ERP SYSTEM UPGRADE		60,000	60,000	
POLICE ETSB SYSTEM & ANNUAL MAINTENANCE		43,607	43,607	
VEHICLE PURCHASES		430,344	430,344	
SALT BARN PROJECT		308,000	308,000	
CAPITAL IMPROVEMENT FUND TOTAL	\$	1,414,066	\$ 1,414,066	\$ -
<u>SUMMARY OF FUND EXPENSES</u>				
CORPORATE FUND	\$	11,071,031		
2012 BUSINESS DISTRICT DEBT SERVICE FUND	\$	231,370		
WATER FUND	\$	1,257,862		
MOTOR FUEL TAX FUND	\$	354,000		
POLICE PENSION FUND	\$	1,142,159		
CAPITAL IMPROVEMENT FUND	\$	1,414,066		
TOTAL OF ALL FUNDS	\$	15,470,488		
<u>CORPORATE FUND PROJECTED REVENUE</u>				
REAL ESTATE TAX	\$	1,109,553		
SALES TAX		3,100,000		
USE TAX		103,823		
UTILITY TAX		275,000		
INCOME TAX		476,061		
REPLACEMENT TAX		5,916		
CANNABIS EXCISE TAX		4,600		
ROAD & BRIDGE TAX		6,760		
AMUSEMENT TAX		450,000		
VIDEO GAMING		605,212		
OTB TAX		250,000		
HOTEL/MOTEL TAX		1,727,231		
CANNABIS SALES TAX		240,000		
FOOD & BEVERAGE TAX		1,158,750		
LIQUOR LICENSES		138,152		
BUSINESS LICENSES		146,000		
MASSAGE LICENSES		3,000		
BUSINESS REGISTRATION FEE		5,000		
CONTRACTOR REGISTRATION FEE		20,000		
VIDEO GAMING LICENSE		120,000		
OTHER LICENSES		40,000		
FRANCHISE FEES		79,000		
BUILDING PERMITS		150,000		
FINES & FORFEITURES		113,500		
SALES & SERVICE FEES		123,100		
ANTENNA INCOME		89,043		
ZONING FEES		5,500		
INTEREST INCOME		580,000		
JULY 4TH SPONSOR		27,000		
EVENT SPONSOR		25,000		
GRANTS		15,709		
MISCELLANEOUS REVENUE		10,000		
TOTAL PROJECTED REVENUE	\$	11,202,910		
<u>BUSINESS DISTRICT DEBT SERVICE FUNDS PROJECTED REVENUE</u>				
BUSINESS DISTRICT TAX	\$	130,000		
HOME RULE SALES TAX		-		
SALES TAX		-		
INTEREST EARNINGS		15,000		
TOTAL PROJECTED REVENUE	\$	145,000		

		<u>Total Budgeted</u>	<u>Collected From Other Sources</u>	<u>From Tax Levy</u>
<u>WATER FUND PROJECTED REVENUE</u>				
ELECTRIC UTILITY TAX	\$	400,000		
PENALTIES & FINES		20,000		
SALE OF WATER		910,000		
WATER METER SALES		1,000		
TAP ON FEES		1,000		
INTEREST INCOME		50,000		
MISCELLANEOUS REVENUE		-		
TOTAL PROJECTED REVENUE	\$	1,382,000		
<u>MOTOR FUEL TAX PROJECTED REVENUE</u>				
MOTOR FUEL TAX ALLOTMENT	\$	61,786		
MOTOR FUEL TAX TRANSPORTATION RENEWAL	\$	63,732		
GRANTS	\$	-		
INTEREST INCOME		-		
TOTAL PROJECTED REVENUE	\$	125,518		
<u>POLICE PENSION FUND PROJECTED REVENUE</u>				
REAL ESTATE TAXES	\$	1,142,159		
TOTAL PROJECTED REVENUE	\$	1,142,159		
<u>CAPITAL IMPROVEMENT FUND REVENUE</u>				
HOME RULE SALES TAX		2,425,308		
DUI RECEIPTS		-		
INTEREST INCOME		14,000		
GRANTS		-		
TOTAL PROJECTED REVENUE	\$	2,439,308		
<u>SUMMARY OF FUND REVENUES</u>				
CORPORATE FUND	\$	11,202,910		
BUSINESS DISTRICT FUND	\$	145,000		
WATER FUND	\$	1,382,000		
MOTOR FUEL TAX FUND	\$	125,518		
POLICE PENSION FUND	\$	1,142,159		
CAPITAL IMPROVEMENT FUND	\$	2,439,308		
TOTAL OF ALL FUNDS	\$	16,436,895		

SECTION 2: That if any section, subdivision, or sentence of this Ordinance shall for any reason be held invalid or unconstitutional, such decision shall not affect the validity of the remaining portion of this ordinance.

SECTION 3: That the City Clerk shall file a certified copy of this Ordinance and levy with the DuPage County Clerk with the time and manner as prescribed by law, and said DuPage County Clerk is hereby authorized and directed to extend the taxes that may be collected in the manner other general taxes are collected, in manner and form provided by law, and this ordinance and levy shall be sufficient authority to do so.

SECTION 4: That all ordinances or parts of ordinances in conflict with the provisions of this Ordinance are hereby repealed to the extent of the conflict

SECTION 5: That this Ordinance shall be in full force and effect after its passage, approval, and publication in pamphlet form.

SECTION 6: That the City Council of the City of Oakbrook Terrace, Illinois, hereby requests that the County Clerk of DuPage County, Illinois, compute and extend the 2025 property tax for the City of Oakbrook Terrace as if the City were a non-home rule community.

PASSED AND APPROVED This 9th Day Of December, 2025

AYES:

NAYS:

ABSENT:

Paul Esposito, Mayor

ATTEST:

Michael Shadley, City Clerk



MAYOR
Paul Esposito

CITY CLERK
Michael Shadley

CITY ADMINISTRATOR
Tanya Walker

CITY OF OAKBROOK TERRACE

17W275 BUTTERFIELD ROAD
OAKBROOK TERRACE, IL 60181
630-941-8300 FAX 630-617-0036

WARD 1
Alderman Charlie Barbari
Alderman Eric Biskup

WARD 2
Alderman Michael Sarallo
Alderman Dennis Greco

WARD 3
Alderman Robert Rada
Alderman Mary Fitzgerald

I, Michael Shadley, Do Hereby Certify That I Am The Duly Qualified City Clerk Of The City Of Oakbrook Terrace, Du Page County, Illinois, And As Such Officer, I Am The Keeper Of The Records And Files Of The City Council Of Said City Of Oakbrook Terrace, And I Do Certify As Follows:

That This Is A True Copy Of Ordinance No. 25-39 (An Ordinance For the Levying, Assessment and Collection Of Taxes In The Amount of \$1,142,159 For The Fiscal Year Beginning May 1, 2025 And Ending April 30, 2026 For The CityOf Oakbrook Terrace, DuPage County, Illinois), Adopted On The 9th Day Of December 2025, By The City Council Of The City Of Oakbrook Terrace At The Regular City Council Meeting Of the Same Day.

Witness Whereof I Have Hereto Affixed My Official Hand And Seal Of The City On This 9th Day Of December, 2025.

Michael Shadley, City Clerk

(City Seal)

Prepared by and return to:

City of Oakbrook Terrace
17W275 Butterfield Road
Oakbrook Terrace, IL 60181

ORDINANCE NO. 25 - 37

**AN ORDINANCE ABATING THE TAX HERETOFORE LEVIED
FOR THE YEAR 2025 TO PAY DEBT SERVICE ON
\$1,900,000 OF GENERAL OBLIGATION REFUNDING BONDS, SERIES 2021, OF THE CITY OF
OAKBROOK TERRACE**

WHEREAS, the City of Oakbrook Terrace (the “City”) is a home rule unit of local government under Article VII, Section 6 of the 1970 Illinois Constitution and, except as limited by such Section, it may exercise any power and perform any function pertaining to its government and affairs; and

WHEREAS, the City of Oakbrook Terrace previously adopted Ordinance No. 12-50 on November 27, 2012, which provided for the issuance of \$2,810,000 of General Obligation Bonds, Series 2012A, (the “Series 2012A Bonds”) and the levy of a direct annual tax sufficient to pay principal of and interest on said Series 2012A Bonds; and

WHEREAS, the City subsequently adopted Ordinance No. 21-09 on March 9, 2021, and by Ordinance No. 21-09, the City issued \$1,900,000 of General Obligation Refunding Bonds, Series 2021 (the “Series 2021 Bonds”), to pay for the costs for refunding the outstanding Series 2012A Bonds; and

WHEREAS, the City will have pledged revenues (as defined in Ordinance No. 21-09) available for the purpose of paying the debt service remaining due for the Series 2021 Bonds during the next succeeding bond year; and

WHEREAS, since the Series 2012A Bonds have been refunded and defeased by the issuance of the Series 2021 Bonds, and Ordinance No. 20-52 abated certain taxes levied for all future years for the Series 2012A Bonds pursuant to Ordinance No. 12-50; and

WHEREAS, it is necessary and in the best interest of the City that the tax amount to be levied for the year 2023 for the Series 2021 Bonds (originally issued pursuant to Ordinance No. 21-09) be abated; and

NOW, THEREFORE, BE IT ORDAINED by the Mayor and the City Council of Oakbrook Terrace, DuPage County, State of Illinois, as follows:

SECTION 1: Abatement of Tax. The amount of the tax heretofore levied for the year 2025 for the Series 2021 Bonds (pursuant to Ordinance No. 21-09) is hereby abated in its entirety.

SECTION 2: Filing of Ordinance. Upon the adoption of this Ordinance, the City Clerk shall file a certified copy hereof with the County Clerk of DuPage County, Illinois, and it shall be the duty of said County Clerk to abate said tax levied for the year 2025 in accordance with the provisions hereof.

SECTION 3: Effective Date. This Ordinance shall be in full force and effect from and after its passage and approval as provided by law.

ADOPTED this 9th day of December 2025, pursuant to a roll call vote as follows:

AYES:

NAYES:

ABSENT:

ABSTENTION:

APPROVED by me this 9th day of December 2025.

Paul Esposito, Mayor of the City of Oakbrook
Terrace, DuPage County, Illinois

ATTEST:

Michael Shadley, Clerk of the City of
Oakbrook Terrace, DuPage County, Illinois

MAYOR
Paul Esposito

CITY CLERK
Michael Shadley

CITY ADMINISTRATOR
Tanya Walker



CITY OF OAKBROOK TERRACE

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Alderman Charlie Barbari
Alderman Eric Biskup

WARD 2
Alderman Michael Sarallo
Alderman Dennis Greco

WARD 3
Alderman Robert Rada
Alderman Mary Fitzgerald

I, Michael Shadley, Do Hereby Certify That I Am The Duly Qualified City Clerk Of The City Of Oakbrook Terrace, Du Page County, Illinois, And As Such Officer, I Am The Keeper Of The Records And Files Of The City Council Of Said City Of Oakbrook Terrace, And I Do Certify As Follows:

That This Is A True Copy Of Ordinance No. 25-37 (An Ordinance Abating The Tax Heretofore Levied For The Year 2025 To Pay Debt Service On \$1,900,000 Of General Obligation Refunding Bonds, Series 2021, For The City Of Oakbrook Terrace, DuPage County, Illinois), Adopted On The 9th Day Of December 2025, By The City Council Of The City Of Oakbrook Terrace At The Regular City Council Meeting Of the Same Day.

Witness Whereof I Have Hereto Affixed My Official Hand And Seal Of The City On This 9th Day Of December 2025.

Michael Shadley, City Clerk

(City Seal)

Prepared by and return to:

City of Oakbrook Terrace
17W275 Butterfield Road
Oakbrook Terrace, IL 60181

ORDINANCE NO. 25 - 38

**AN ORDINANCE ABATING THE TAX HERETOFORE LEVIED
FOR THE YEAR 2025 TO PAY DEBT SERVICE ON
THE \$3,695,000 OF GENERAL OBLIGATION REFUNDING BONDS, SERIES 2013,
OF THE CITY OF OAKBROOK TERRACE**

WHEREAS, the City of Oakbrook Terrace (the “City”) is a home rule unit of local government under Article VII, Section 6 of the 1970 Illinois Constitution and, except as limited by such Section, it may exercise any power and perform any function pertaining to its government and affairs; and

WHEREAS, the City previously adopted Ordinance No. 8-42 on November 25, 2008, which provided for the issuance of \$5,000,000 of General Obligation Building Bonds, Series 2008 (the “Series 2008 Bonds”), and the levy of a direct annual tax sufficient to pay principal of and interest on said Series 2008 Bonds; and

WHEREAS, the City subsequently adopted Ordinance No. 13-12 on February 12, 2013, and by Ordinance No. 13-12, the City issued \$3,695,000 of General Obligation Refunding Bonds, Series 2013 (the “Series 2013 Bonds”), to pay for the costs for refunding the outstanding Series 2008 Bonds; and

WHEREAS, the City will have pledged revenues (as defined in Ordinance No. 13-12) available for the purpose of paying the debt service remaining due for the Series 2013 Bonds during the next succeeding bond year; and

WHEREAS, since the Series 2008 Bonds have been refunded and defeased by the issuance of the Series 2013 Bonds, and Ordinance No. 13-64 abated certain taxes levied for all future years for the Series 2008 Bonds pursuant to Ordinance No. 08-42; and

WHEREAS, it is necessary and in the best interest of the City of Oakbrook Terrace that the tax heretofore levied for the year 2025 for the Series 2013 Bonds (originally issued pursuant to Ordinance No. 13-12) be abated; and

NOW, THEREFORE, BE IT ORDAINED by the Mayor and the City Council of Oakbrook Terrace, DuPage County, State of Illinois, as follows:

SECTION 1: Abatement of Tax. The amount of the tax heretofore levied for the year 2025 for the Series 2013 Bonds (pursuant to Ordinance No. 13-12) is hereby abated in its entirety.

SECTION 2: Filing of Ordinance. Upon the adoption of this Ordinance, the City Clerk shall file a certified copy hereof with the County Clerk of DuPage County, Illinois, and it shall be the duty of said County Clerk to abate said tax levied for the year 2025 in accordance with the provisions hereof.

SECTION 3: Effective Date. This Ordinance shall be in full force and effect from and after its passage and approval as provided by law.

ADOPTED this 9th day of December 2025, pursuant to a roll call vote as follows:

AYES:

NAYES:

ABSENT:

ABSTENTION:

APPROVED by me this 9th day of December 2025.

Paul Esposito, Mayor of the City of
Oakbrook Terrace, DuPage County, Illinois

ATTESTED and filed in my office,
this 10th day of December 2024.

Michael Shadley, Clerk of the City of
Oakbrook Terrace, DuPage County, Illinois



MAYOR
Paul Esposito

CITY CLERK
Michael Shadley

CITY ADMINISTRATOR
Tanya Walker

CITY OF OAKBROOK TERRACE

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Alderman Charlie Barbari
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Alderman Michael Sarallo
Alderman Dennis Greco

WARD 3
Alderman Robert Rada
Alderman Mary Fitzgerald

I, Michael Shadley, Do Hereby Certify That I Am The Duly Qualified City Clerk Of The City Of Oakbrook Terrace, Du Page County, Illinois, And As Such Officer, I Am The Keeper Of The Records And Files Of The City Council Of Said City Of Oakbrook Terrace, And I Do Certify As Follows:

That This Is A True Copy Of Ordinance No. 25-38 (An Ordinance Abating The Tax Heretofore Levied For The Year 2025 To Pay Debt Service On \$3,695,000 Of General Obligation Refunding Bonds, Series 2013, For The City Of Oakbrook Terrace, DuPage County, Illinois), Adopted On The 9th Day Of December 2025, By The City Council Of The City Of Oakbrook Terrace At The Regular City Council Meeting Of the Same Day.

Witness Whereof I Have Hereto Affixed My Official Hand And Seal Of The City On This 9th Day Of December 2025.

Michael Shadley, City Clerk

(City Seal)

Prepared by and return to:

City of Oakbrook Terrace 17W275
Butterfield Road
Oakbrook Terrace, IL 60181



Interdepartmental Memo

To: Mayor Esposito, City Council, Tanya Walker

From: Claudia Romo, Human Resources

Re: Risk Management Services 2026

Date: November 25, 2025

We are approaching the renewal period for the City's Property, Casualty, and Workers' Compensation insurance coverage. We have received updated quotes and pricing from our insurance broker, Marsh McLennan Agency.

Marsh McLennan Agency continues to serve as the City's broker for risk management services, and we believe they consistently prioritize the City's best interests in securing coverage. The proposed insurance package provides comprehensive protection, including general liability, automobile, property, equipment, law enforcement, crime, workers' compensation, cyber (privacy), and extended coverage. All current policies are scheduled to expire on December 31, 2025.

The Workers' Compensation renewal reflects a 3.5% decrease, or \$6,616, from last year. This reduction is primarily due to decreased payroll exposure and fewer injury claims.

The Illinois Public Risk Fund (IPRF), one of the state's largest workers' compensation carriers and our long-standing provider, has allocated a 2026 Safety Grant of \$31,947 to the City of Oakbrook Terrace.

The Cyber Liability renewal came in at an increase of \$44 (.52%) over expiring premium. However, a change in carriers to Houston Casualty Company is recommended, resulting in significant savings—46%, or \$3,910—along with a reduced deductible (\$5,000 compared to \$10,000).

The Storage Tank Pollution Liability renewal increased by 10%, or \$213, due to the aging of the tanks and the associated higher risk of failure and claims. It is recommended that the tanks be replaced before reaching 20 years of service.

Our review of the materials submitted by Marsh McLennan Agency indicates a 0.40% increase, or \$1,473, in the 2026 renewal for Risk Management Services.

Obsidian Specialty is offering an alternative to the Travelers renewal, resulting in savings of 9.07%, or \$33,642. This new program—developed by Marsh McLennan Agency earlier this year for municipal clients in Illinois—provides the City with substantial cost savings as well as a two-year rate guarantee. Therefore, we recommend selecting Obsidian as the City's Property and Casualty insurance carrier due to the advantageous terms and cost savings it provides.



PROPOSAL FOR INSURANCE SERVICES

Presented for

City of Oakbrook Terrace

Client Address

17 West 275 Butterfield Road
Oakbrook Terrace, IL 60181

Policy Term

12/28/2025 – 12/28/2026

12/31/2025 - 12/31/2026

1/1/2026 – 1/1/2027

Date Presented

11/10/2025

Producer

Bobby Dufkis
Miranda Leininger

Executive Summary

We appreciate the opportunity to present this proposal to you.

Our proposal was developed with your specific insurance and risk management needs in mind. If additional information is needed for you to facilitate your decision-making process, please let us know.

The overall renewal with your incumbent carriers resulted in an increase of 0.40% or \$1,473. This is attributable to our marketing efforts as Travelers was originally going to offer a renewal with a 10-15% increase but came down in pricing after learning of the alternative option being offered. Obsidian Specialty is offering an alternative option from Travelers for a savings of 9.07% or \$33,642 from the renewal with Travelers. Obsidian Specialty is a new program that MMA developed this year to offer to our municipal clients in the state of Illinois, and affords the city a large savings, as well as a 2-year rate guarantee.

The workers' compensation renewal is down by 3.5% or \$6,616 from last year, which is largely attributable to the decrease in payroll exposure. IPRF is offering a safety grant in the amount of \$31,947 for the 2026 policy year.

The cyber liability renewal came in at an increase of \$44 (.52%) over expiring, however, we are recommending a change to a new carrier (Houston Casualty Company) for significant savings in premium (46% / \$3,910) as well as a lower deductible (\$5,000 vs \$10,000).

The storage tank pollution renewal is up by 10% / \$213 over the prior year. We will continue to see slight increases in cost as the tanks continue to age; the older they become, the more likely there is to be failure of the tanks which would result in a claim. We recommend replacing storage tanks before they reach 20 years of age, at which point your terms and pricing would become far more restrictive.

Discussion Topics

Optional Quotes

Coverage	Description	Premium
Property & Liability Package	Obsidian	\$150,133
Cyber	HCC \$1M/\$5k	\$4,647 (Proposed)
	CFC \$1M/\$10k	\$8,557

Subjectivities

Coverage	Subjectivity
Workers' Compensation	<ul style="list-style-type: none">• Written request to bind• Completed rescission letter
Cyber	CFC: <ul style="list-style-type: none">• Confirmation of no claims prior to binding,• Satisfactory confirmation that you have downloaded & registered our incident response mobile app, details of which can be found with your policy documents. (30 days post binding)
	HCC PRIOR TO BINDING: <ul style="list-style-type: none">• A completed TMHCC Declaration of No Known Claims, Circumstances or Changes (NGPDNC-12022), signed by the owner, President, CEO or COO signed and dated the date of the bind order or thereafter;• A signed CFC Cyber Private Enterprise Insurance Application Form and TMHCC Ransomware Supplemental Application, dated within 45 days of the effective date.

Premium Summary

Policy	Expiring	Renewal	Obsidian
Property & Equipment	\$51,226	\$49,786	\$150,133
Crime	Included	\$1,403	Included
General Liability	\$16,775	\$17,424	Included
Law Enforcement Liability	\$27,020	\$33,522	Included
Public Officials Liability	\$8,485	\$9,017	Included
Employment Practices Liability	\$12,470	\$14,563	Included
Employee Benefits Liability	\$192	\$192	Included
Auto	\$27,994	\$30,386	Included
Workers' Compensation	\$187,004	\$180,388	\$180,388
Umbrella Liability	\$29,344	\$28,955	Included
Cyber Liability	\$8,513	\$4,647	\$4,647
Storage Tank Pollution	\$2,040	\$2,253	\$2,253
Total	\$371,063	\$372,536	\$337,421

Premium Payment

Policy	Payment Terms
Property, General Liability, Automobile, Law Enforcement Liability, Public Management Liability, Employment Practices Liability, Crime, Auto, Umbrella	Travelers: Direct Bill, Annual Installment Obsidian: Agency Bill, Annual or Quarterly
Cyber	Agency bill, paid in full
Pollution Liability	Agency bill, paid in full
Workers Compensation	Direct bill, one installment

Premium Finance Quotes may be available upon request.



Interdepartmental Memo

To: Tanya Walker, Interim City Administrator / Finance Director

From: Craig Ward, Director of Public Services

Re: Salt Storage Facility Pay Request #2

Date: December 1, 2025

I agree with Christopher Burke Engineering for payment of pay request #2 to Bulk Storage Inc in the amount of \$228,449.14.

The project is moving along very well. This payout is for the completion of the concrete walls for our salt storage facility.

APPLICATION AND CERTIFICATION FOR PAYMENT

AIA DOCUMENT G702CMa

PAGE ONE OF

1

PAGES 2

TO OWNER:

PROJECT:

Oakbrook Terrace
Salt Barn

0

APPLICATION NO:

1

Distribution to:

☒ X

OWNER

☒ X

ARCHITECT

☒ X

CONTRACTOR

☐

☐

FROM

VIA OWNER'S
REPRESENTATIVE:

PERIOD TO:

CONTRACTOR:

Bulk Storage Inc.

28101 S. Yates Ave

Beecher, IL 60401

CONTRACT FOR:

VIA ARCHITECT:

PROJECT NO.

01.R920032.B0130

CONTRACTOR'S APPLICATION FOR PAYMENT

Application is made for payment, as shown below, in connection with the Contract. Continuation Sheet, AIA Document G703, is attached.

1. ORIGINAL CONTRACT SUM	\$	627,627.76
2. Net change by Change Orders		
3. CONTRACT SUM TO DATE (Line 1 ± 2)	\$	627,627.76
4. TOTAL COMPLETED & STORED TO	\$	373,795.38

DATE (Column G on G703)		
5. RETAINAGE:		
a. 10 % of Completed Work (Column D + E on G703)	\$	37,379.54
b. 10 % of Stored Material (Column F on G703)	\$	-
Total Retainage (Lines 5a + 5b or Total in Column I of G703)	\$	37,379.54
6. TOTAL EARNED LESS RETAINAGE (Line 4 Less Line 5 Total)	\$	336,415.84
7. LESS PREVIOUS CERTIFICATES FOR PAYMENT (Line 6 from prior Certificate and ret from prior)	\$	-
8. CURRENT PAYMENT DUE	\$	336,415.84
9. BALANCE TO FINISH, INCLUDING RETAINAGE (Line 3 less Line 6)	\$	291,211.92

CHANGE ORDER SUMMARY	ADDITIONS	DEDUCTIONS
Total changes approved in previous months by Owner	\$ -	\$ -
Total approved this Month	\$ -	\$ -
TOTALS	\$ -	\$ -
NET CHANGES by Change Order	\$ -	

The undersigned Contractor certifies that to the best of the Contractor's knowledge, information and belief the Work covered by this Application for Payment has been completed in accordance with the Contract Documents that all amounts have been paid by the Contractor for Work for which previous Certificates for Payment were issued and payments received from the Owner, and that current payment shown herein is now due.

CONTRACTOR:

By: _____ Date: _____

State of: Indiana

County of:

Subscribed and sworn to before

me this

day of

Notary Public:

My Commission expires:

CERTIFICATE FOR PAYMENT

In accordance with the Contract Documents, based on on-site observations and the data comprising the application the Architect certifies to the Owner that to the best of the Architect's knowledge, information and belief the Work has progressed as indicated, the quality of the Work is in accordance with the Contract Documents, and the Contractor is entitled to payment of the AMOUNT CERTIFIED.

AMOUNT CERTIFIED \$

(Attach explanation if amount certified differs from the amount applied. Initial all figures on this Application and on the Continuation Sheet that are changed to conform with the amount certified.)

ARCHITECT:

By: _____ Date: _____

CONSTRUCTION MANAGER:

By: _____ Date: _____

OWNER:

By: _____ Date: _____

This Certificate is not negotiable. The AMOUNT CERTIFIED is payable only to the Contractor named herein. Issuance, payment and acceptance of payment are without prejudice to any rights of the Owner or Contractor under this Contract.

CONTINUATION SHEET

AIA DOCUMENT G703

PAGE 2 OF 2 PAGES

AIA Document G702, APPLICATION AND CERTIFICATION FOR PAYMENT, containing

Contractor's signed certification is attached.

In tabulations below, amounts are stated to the nearest dollar.

Use Column I on Contracts where variable retainage for line items may apply.

APPLICATION #: 1

APPLICATION DATE: 9/3/2025

PERIOD TO: 8/5/25 to 9/5/2025

ARCHITECT'S PROJECT NO: 01.R920032.B0130

PROJECT

NAME Oakbrook Terrace Salt Barn

A	B	C	D	E	G	H		I	J
ITEM NO.	DESCRIPTION OF WORK	SCHEDULED VALUE	WORK COMPLETED		MATERIALS PRESENTLY STORED (NOT IN D OR E)	TOTAL COMPLETED AND STORED TO DATE (D+E+F)	%(G ÷ C)	BALANCE TO FINISH (C - G)	RETAINAGE
			FROM PREVIOUS APPLICATION (D + E)	THIS PERIOD					10%
									This period
1	General Conditions, Bonds, Engineering Fees and Mobilization	\$ 41,039.00	\$ 20,519.50	\$ 10,259.75	\$ -	\$ 30,779.25	75.0%	\$ 10,259.75	\$ 3,077.93
2	Sub Grade - Grade Beam and Concrete Foundation Wall	\$ 243,572.63	\$ -	\$ 243,572.63	\$ -	\$ 243,572.63	100.0%	\$ -	\$ 24,357.26
3	Salt Dome provide and installation	\$ 243,572.63	\$ -	\$ -	\$ -	\$ -	0.0%	\$ 243,572.63	\$ -
4	Paving	\$ 99,443.50	\$ 99,443.50		\$ -	\$ 99,443.50	100.0%	\$ -	\$ 9,944.35



CHRISTOPHER B. BURKE ENGINEERING, LTD.

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

November 24, 2025

City of Oakbrook Terrace
17W275 Butterfield Road
Oakbrook Terrace, IL 60181

Attention: Mr. Craig Ward, Public Services Director

Subject: Contractor's Pay Request No. 2
Salt Storage Barn
City of Oakbrook Terrace
(CBBEL Project No. 01.R920032.B0130)

Dear Mr. Ward:

Attached please find Pay Application No. 2 from Bulk Storage, Inc. in the amount of **\$228,449.14** for work performed on the subject project. Christopher B. Burke Engineering, Ltd. (CBBEL) has reviewed the pay request and believes it is representative of the work performed to date. The current status of the contract as we understand is as follows:

Original Contract Amount	\$627,627.76
Change Orders to Date	\$ 0.00
Total Current Contract Amount	\$627,627.76
 Total Amount Earned to Date	 \$373,795.38
10% Retainage	(\$ 37,379.54)
Amount Paid to Date	(\$107,966.70)
Total Due This Period	\$228,449.14

CBBEL recommends payment to Bulk Storage, Inc. in the amount of **\$228,449.14** for work completed to date.

If you have any questions, please do not hesitate to contact me.

Sincerely,

John P. Caruso, PE
Vice President
Head, Mechanical/Electrical Engineering Dept.

JPC/pjb

Cc: Dan Lynch, CBBEL



BULK STORAGE inc.

28101 South Yates Ave., Beecher, Illinois 60401-3603

708-946-9595 Fax: 708-946-7898 • info@bulkstorageinc.com

Invoice

DATE	INVOICE #
9/23/2025	16848-13A...

BILL TO

City of Oakbrook Terrace
17W125 Butterfield Rd.
Oakbrook Terrace, IL 60181

PROJECT NUMBER	TERMS	PROJECT
01.R920032.B0130		40x60 on 10' Wall Salt Barn

DESCRIPTION	QTY	RATE	AMOUNT
Progress Invoice #2 - Completion of The Concrete Walls and Grade Beam For The Salt Storage Barn Job Site Address : 17W130 Butterfield Rd. Oakbrook Terrace, IL 60181		253,832.38	253,832.38
		Balance Due	\$253,832.38

ORDINANCE NO. 26 - _____**AN ORDINANCE AMENDING THE PROVISIONS OF SECTION 33.064 ENTITLED
“SECRETARY” OF CHAPTER 33 ENTITLED “DEPARTMENTS, BOARDS AND
COMMISSIONS” OF TITLE III ENTITLED “ADMINISTRATION” OF THE
CODE OF OAKBROOK TERRACE, ILLINOIS**

WHEREAS, the City of Oakbrook Terrace, Illinois (the “City”) is a home-rule unit of local government under Article VII, Section 6, of the 1970 Illinois Constitution and, except as limited by such section, it may exercise any power and perform any function pertaining to its government and affairs;

WHEREAS, the City has created a Board of Police Commissioners (the “Board”) pursuant to Division 2.1 of Article 10 of the Illinois Municipal Code (65 ILCS 5/10-2.1-1 *et seq.*);

WHEREAS, among the responsibilities and duties of the Secretary of the Board of Police Commissioners is to keep the minutes of the Board of Police Commissioners’ proceedings, shall be custodian of all papers pertaining to the business of the Board of Police Commissioners and shall keep a record of all examinations held;

WHEREAS, the Illinois Freedom of Information Act allows the public access to public records maintained by government agencies;

WHEREAS, the Illinois Personnel Records Review Act grants employees the right to inspect their personnel records, which include documents used in determining employment qualifications, promotions, transfers, compensation, discharge or other disciplinary actions;

WHEREAS, the Chief of Police, the City Clerk, the City’s Freedom of Information Act Officers, the City Administrator and certain of their subordinates require access to the records of the Board of Police Commissioners to perform the duties and functions of their positions; and

WHEREAS, it is deemed necessary, desirable and in the best interest of the City of Oakbrook Terrace to amend Section 33.064 of the Code of Oakbrook Terrace, Illinois, to clarify the right to access records of the Board of Police Commissioners;

NOW, THEREFORE, BE IT ORDAINED by the Mayor and the City Council of the City of Oakbrook Terrace, DuPage County, Illinois:

Section 1: The preamble of this ordinance set forth above is incorporated herein by this reference.

Section 2: Section 33.064 entitled “Secretary” of Chapter 33 entitled “Departments, Boards and Commissions” of Title III entitled “Administration” of the Code of Oakbrook Terrace, Illinois, as amended, is hereby further amended to read as follows:

§ 33.064 SECRETARY.

The Board may employ a recording secretary or may designate one of its own members to act as such. The secretary shall keep the minutes of the Board's proceedings, shall be custodian of all papers pertaining to the business of the Board, shall keep a record of all examinations held and perform such other duties as the Board shall prescribe. All records of the Board shall be accessible to the Chief of Police, the City Clerk, the City's Freedom of Information Act Officers, the City Administrator and certain of their subordinates that require access to the records of the Board to perform the duties and functions of their positions.

Section 3: All ordinances or parts of ordinances in conflict with the provisions of this ordinance are hereby repealed to the extent of the conflict.

Section 4: If any provision of this ordinance, or the application of any provision of this ordinance, is held unconstitutional or otherwise invalid, such occurrence shall not affect other provisions of this ordinance, or their application, that can be given effect without the unconstitutional or invalid provision or its application. Each unconstitutional or invalid provision or application of such provision is severable, unless otherwise provided by ordinance.

Section 5: This ordinance shall be in full force and effect upon its passage and approval as provided by law.

ADOPTED this 13th day of January 2026, pursuant to a roll call vote as follows:

AYES _____
NAYES: _____
ABSENT: _____
ABSTENTION: _____

APPROVED by me this 13th day of January 2026.

Paul Esposito, Mayor of the City of
Oakbrook Terrace, DuPage County, Illinois

ATTESTED and filed in my office
this 13th day of January 2026.

Michael Shadley, Clerk of the City of
Oakbrook Terrace, DuPage County, Illinois

ORDINANCE NO. 26 - _____

**AN ORDINANCE AMENDING THE PROVISIONS OF SECTION 33.064 ENTITLED
“SECRETARY” OF CHAPTER 33 ENTITLED “DEPARTMENTS, BOARDS AND
COMMISSIONS” OF TITLE III ENTITLED “ADMINISTRATION” OF THE
CODE OF OAKBROOK TERRACE, ILLINOIS**

WHEREAS, the City of Oakbrook Terrace, Illinois (the “City”) is a home-rule unit of local government under Article VII, Section 6, of the 1970 Illinois Constitution and, except as limited by such section, it may exercise any power and perform any function pertaining to its government and affairs;

WHEREAS, the City has created a Board of Police Commissioners (the “Board”) pursuant to Division 2.1 of Article 10 of the Illinois Municipal Code (65 ILCS 5/10-2.1-1 *et seq.*);

WHEREAS, among the responsibilities and duties of the Secretary of the Board of Police Commissioners is to keep the minutes of the Board of Police Commissioners’ proceedings, shall be custodian of all papers pertaining to the business of the Board of Police Commissioners and shall keep a record of all examinations held;

WHEREAS, the Illinois Freedom of Information Act allows the public access to public records maintained by government agencies;

WHEREAS, the Illinois Personnel Records Review Act grants employees the right to inspect their personnel records, which include documents used in determining employment qualifications, promotions, transfers, compensation, discharge or other disciplinary actions;

WHEREAS, the Chief of Police, the City Clerk, the City’s Freedom of Information Act Officers, the City Administrator and certain of their subordinates require access to the records of the Board of Police Commissioners to perform the duties and functions of their positions; and

WHEREAS, it is deemed necessary, desirable and in the best interest of the City of Oakbrook Terrace to amend Section 33.064 of the Code of Oakbrook Terrace, Illinois, to clarify the right to access records of the Board of Police Commissioners;

NOW, THEREFORE, BE IT ORDAINED by the Mayor and the City Council of the City of Oakbrook Terrace, DuPage County, Illinois:

Section 1: The preamble of this ordinance set forth above is incorporated herein by this reference.

Section 2: Section 33.064 entitled “Secretary” of Chapter 33 entitled “Departments, Boards and Commissions” of Title III entitled “Administration” of the Code of Oakbrook Terrace, Illinois, as amended, is hereby further amended to read as follows:

§ 33.064 SECRETARY.

The Board may employ a recording secretary or may designate one of its own members to act as such. The secretary shall keep the minutes of the Board's proceedings, shall be custodian of all papers pertaining to the business of the Board, shall keep a record of all examinations held and perform such other duties as the Board shall prescribe. All records of the Board shall be accessible to the Chief of Police, the City Clerk, the City's Freedom of Information Act Officers, the City Administrator and certain of their subordinates that require access to the records of the Board to perform the duties and functions of their positions.

Section 3: All ordinances or parts of ordinances in conflict with the provisions of this ordinance are hereby repealed to the extent of the conflict.

Section 4: If any provision of this ordinance, or the application of any provision of this ordinance, is held unconstitutional or otherwise invalid, such occurrence shall not affect other provisions of this ordinance, or their application, that can be given effect without the unconstitutional or invalid provision or its application. Each unconstitutional or invalid provision or application of such provision is severable, unless otherwise provided by ordinance.

Section 5: This ordinance shall be in full force and effect upon its passage and approval as provided by law.

ADOPTED this 13th day of January 2026, pursuant to a roll call vote as follows:

AYES _____

NAYES: _____

ABSENT: _____

ABSTENTION: _____

APPROVED by me this 13th day of January 2026.

Paul Esposito, Mayor of the City of
Oakbrook Terrace, DuPage County, Illinois

ATTESTED and filed in my office
this 13th day of January 2026.

Michael Shadley, Clerk of the City of
Oakbrook Terrace, DuPage County, Illinois

ORDINANCE NO. 26 - __

AN ORDINANCE AMENDING CHAPTER 31 OF THE CODE OF THE CITY OF OAKBROOK TERRACE, ILLINOIS REGARDING DECORUM AND POLICY

WHEREAS, the City of Oakbrook Terrace, Illinois, (the “City”) is a home-rule unit of local government under Article VII, Section 6, of the 1970 Illinois Constitution and, except as limited by such section, it may exercise any power and perform any function pertaining to its government and affairs;

WHEREAS, the City recognizes that the public exchange of diverse ideas, viewpoints and robust debate are essential to democratic self-governance;

WHEREAS, the Mayor and City Council, as elected officials of the City, recognize the importance of engaging in free and spirited debate, while maintaining the highest standards of civility, honesty and mutual respect; and

WHEREAS, in order to publicly declare a commitment to civil discourse and to express concern for the common good and wellbeing of all residents of the City, the Mayor and City Council have determined it to be necessary, desirable and in the best interest of the City to amend the Code of Oakbrook Terrace, Illinois to encourage decorum at and set policy for the meetings of the City’s council, boards and commissions;

NOW, THEREFORE, BE IT ORDAINED by the Mayor and the City Council of the City of Oakbrook Terrace, DuPage County, Illinois:

Section 1: The recitals set forth above are incorporated herein by this reference.

Section 2: Section 31.04 entitled “Council Meetings” of Chapter 31 entitled “City Council” of Title III entitled “Administration” of the Code of Oakbrook Terrace, Illinois, as amended, is hereby further amended to read as follows:

§ 31.04 – Council meetings.

- (A) Regular meetings of the City Council shall be held on the second and fourth Tuesdays of each month. The regular meetings of the Council shall commence at 7:00 p.m. and end whenever business is completed or a motion to adjourn is approved. At all regular meetings, the City Council may act upon all matters properly brought before the Council at such meeting.
- (B) The agenda for regular or special Council meetings will be prepared by the office of the City Administrator as coordinator for all information to be submitted and requests for time on the agenda. The Mayor or any two Alderpersons jointly may request that an item be placed on the agenda, but if the Mayor or any Alderperson objects to the inclusion of an item on the agenda, only the City Council as a whole has the authority to approve the inclusion of an agenda item on the final agenda.

- (C) (1) Special meetings may be called by the Mayor or by any three members of the Council in writing filed with the office of the City Administrator at least 56 hours prior to the time specified for such meeting. At least 48 hours in advance of the requested meeting, the office of the City Administrator shall provide written notice of the special meeting to the Mayor and the members of the City Council. The written notice shall specify the time, place and purpose of such meeting and shall include an agenda of the items to be considered. Notice of the special meeting shall be posted and provided to any news media as may be required by the Open Meetings Act. Notice of the special meeting shall be given to all members of the City Council by depositing notice of the special meeting and the agenda for the meeting in the City Hall mailbox of the Mayor and each Alder~~personman~~ not less than 48 hours prior to the special meeting or by delivery to a predetermined home address, by fax at a predetermined fax number or by e-mail at a predetermined e-mail address. The foregoing notwithstanding, notice to the Mayor and each Alder~~personman~~ of the special meeting shall be effective when deposited in the proper mailbox at City Hall. The written minutes of the special meeting shall state that notice of the special meeting was provided as required by this section. Transactions of any business that may come before the City Council at a regular meeting may properly come before the City Council at a special meeting.

(2) Emergency special meetings of the City Council may be called by the Mayor, and two Alder~~personsman~~, or one Alder~~personman~~ and the City Clerk. "Emergency" as used herein has the same definition as the term "disaster" has in the Illinois Emergency Management Act. Best notice practicable under the circumstances of the emergency special meeting shall be given to the public, the news media, and the City Council, but, in any event, shall comply with the Illinois Open Meetings Act. Any business as may be required to address the emergency may be considered.

- (D) All meetings shall be open to the public to the extent required by law.

Section 3: Section 31.06 entitled "Duties of the Presiding Officer" of Chapter 31 entitled "City Council" of Title III entitled "Administration" of the Code of Oakbrook Terrace, Illinois, as amended, is hereby further amended to read as follows:

§ 31.06 - Duties of the presiding officer.

(A) The presiding officer shall preserve order and decorum and may speak to points of order in preference to other members, and shall decide all questions of order subject to appeal.

(B) The Mayor shall encourage all Alderpersons to participate in City Council discussions and shall give each member a reasonable opportunity to speak on any item before the City Council.

(C) The Mayor is responsible for keeping all meetings of the City Council orderly and efficient by recognizing each Alderperson for discussion, limiting

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speaking time of individual Alderpersons as necessary to promote efficiency, encouraging debate among Alderpersons, and ensuring discussions are limited to items being considered by the City Council

(D) In case of any disturbances or disorderly conduct, the presiding officer shall have the power to require the chamber to be cleared.

Section 4: Section 31.18 entitled “Protocol for addressing chair; debate” of Chapter 31 entitled “City Council” of Title III entitled “Administration” of the Code of Oakbrook Terrace, Illinois, as amended, is hereby further amended to read as follows:

§ 31.18 - Protocol for addressing chair, debate.

- (A) Every member, previous to his or her speaking, making a motion or seconding the same, shall address himself or herself to the presiding officer and say “Mr. Mayor” or “Madame Mayor”; ~~or and he or she~~ shall not proceed with his or her remarks until first recognized and named by the ~~Chair~~ Mayor. He or she shall confine himself or herself to the question under debate, direct his or her comments to the Mayor as presiding officer, avoiding reference to personalities and refraining from impugning the motives of any other member’s argument or vote.
- (B) When two or more members address the presiding officer at the same time, ~~he the~~ presiding officer is to name the member who is to speak first.

Section 5: Section 31.19 entitled “Call of members to order” of Chapter 31 entitled “City Council” of Title III entitled “Administration” of the Code of Oakbrook Terrace, Illinois, as amended, is hereby further amended to read as follows:

§ 31.19 - Call of members to order.

- (A) When a member is speaking, no other member shall hold any private discussion, nor pass between the speaker and the chair. A member when called to order by the Chair, shall thereupon discontinue speaking and take his or her seat; and the order of ruling of the chair shall be binding and conclusive, subject only to the right of appeal.
- (B) During a meeting, any Alderperson may appeal to the City Council as a whole from a procedural ruling or decision made by the Mayor. If the appeal is seconded, the Alderperson making the appeal may make a brief statement before the Mayor is allowed to state his or her position. The Mayor shall then put the ruling on the appeal to a majority vote of the City Council.

Section 6: Chapter 31 entitled “City Council” of Title III entitled “Administration” of the Code of Oakbrook Terrace, Illinois, as amended, is hereby further amended by adding thereto a subchapter entitled “Decorum and Policy” including Section 31.25 entitled “Introduction,” Section 31.26 entitled “City Government Relations,” Section 31.27 entitled “City Council Meetings” and Section 31.28 entitled “Penalty” to read as follows:

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DECORUM AND POLICY**§ 31.25 — Introduction.**

(A) Mission statement. It is the policy of the City of Oakbrook Terrace (the “City”), to provide, support, implement and maintain high quality services and facilities in order to promote, protect and enhance the health, safety, welfare and quality of life of its citizens.

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(B) Purpose of Subchapter. The Mayor and City Council (the “City Council”) are the corporate authorities and governing body for the City, and, therefore, bear much responsibility for the integrity of governance. The City Council is responsible for its own development (both as a body and as individuals), duties, discipline and performance. This subchapter (the “Subchapter”) is designed to ensure effective and efficient governance. By adopting the guidelines set forth in this Subchapter, the Mayor and City Council acknowledge their responsibility to one another, the City’s staff and to the public. The provisions of this Subchapter establish foundational standards for appropriate decision-making, effective procedures and ethical conduct in the service of the City and its residents.

(C) Civility pledge – Illinois Municipal League. The Illinois Municipal League has adopted the Civility Pledge set forth in this subsection which encourages the core tenets of civility. The elected and appointed officials of the City are asked to sign the Civility Pledge and adhere to it during all public meetings and in all official actions. The Civility Pledge states:

In the interest of civility, I pledge to promote civility by listening, being respectful of others, acknowledging that we are all striving to support and improve our community and understanding that we each may have different ideas for achieving that objective.

<https://iml.org/civility>

(D) Changes and Supplements to Subchapter. The City Council shall review this Subchapter periodically to determine whether any changes are necessary or advisable due to changes in law or policy. The City Administrator shall present any proposed changes to this Subchapter to the City Council for consideration. All changes to this Subchapter must be approved by a simple majority vote of the City Council.

§ 31.26 - City Government Relations.

(A) Aldersperson Responsibilities.

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(1) Alderspersons shall attend all meetings of the City Council and any committees or commissions on which they serve.

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(2) Alderspersons shall be prepared to contribute to discussions related to issues and business to be addressed at City Council meetings.

(3) Alderpersons shall understand and respect the separation of City Council responsibilities and obligations from those of the City Administrator and staff and of the Mayor.

(4) Alderpersons shall make decisions regarding City policies based upon reports, facts, data and study and not based on personal interests or bias.

(5) Alderpersons shall employ an objective approach to policy matters that come before the City Council and be consistent in treating similar situations and issues similarly. Alderpersons shall avoid favoritism and the appearance of favoritism.

(6) Alderpersons shall not take any public or private action that might compromise the City Council or City Administration and shall represent the City in a professional, courteous and civil manner.

(7) Alderpersons shall recognize that they have no legal authority as individuals to determine policy, direct staff or speak for the City Council, and that decisions can only be made by a majority vote during an open meeting.

(8) Alderpersons shall participate in City Council development and educational opportunities and make every effort to learn the responsibilities associated with their role as Alderperson.

(B) City Council and Staff Relations.

(1) In General. The Mayor and City Council acknowledge that their relationship with the City Administrator is critical for ensuring effective governance. The City Administrator is an administrative officer of the City and the primary link between the City Council and City staff. For these reasons, the City Council and the City Administrator must understand their respective roles and responsibilities.

(2) Duties of the Mayor.

(a) The duties of the Mayor are more specifically set forth in Sections 31.06 and 32.011 of this Code, along with the City's Personnel Policy and Procedures Manual and the Illinois Municipal Code.

(b) Except as otherwise provided by this Code or other law or unless the Mayor has delegated the authority to another person, the Mayor is directly responsible for the hiring, firing and discipline of City staff.

(3) Responsibilities of the City Council.

(a) The Council shall be the legislative division of the city government that concerns itself primarily with questions of policy and governance rather than administrative matters reserved for the Mayor and/or the City

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Administrator. It shall also perform such other duties and have such powers as may be authorized by statute.

(b) The City Council is committed to implementing policies, ordinances, resolutions and other decisions through delegation to and coordination with the City Administrator.

(c) The City Council is committed to retaining competent, key employees and to trusting their professional judgment and recognizing their authority and responsibilities.

(d) The City Council recognizes the valuable experience and skills of City staff and shall cooperate with the City Administrator in promoting a positive, productive work environment in the City.

(e) The City Council acknowledges that the City staff serves at the direction of the Mayor and the City Administrator. Alderpersons shall not bypass the Mayor or City Administrator to direct, manage or critique staff.

(f) In preparation for meetings, any questions Alderpersons may have related to items on the meeting agendas shall be submitted to the City Administrator in advance of the meeting to allow staff time to address the question and provide a comprehensive answer.

(g) Alderpersons shall present questions, requests for information, complaints and other communications for staff directly to the City Administrator, who shall relay these items to staff. When submitting questions and requests to the City Administrator, Alderpersons shall be sensitive to the many responsibilities and significant workload of City staff.

(h) The City Council shall refrain from intruding into administrative issues and personal involvement in the day-to-day operations of the City, which are the responsibility of the City Administrator. Concerns regarding staff performance should not be raised during open session.

(i) Members of the City Council shall conduct themselves in a professional and respectful manner during City Council meetings and in communicating with the City Administrator and City staff.

(4) Responsibilities of the City Administrator.

(a) The duties of the City Administrator are more specifically set forth in Section 32.052 of this Code, along with the City's Personnel Policy and Procedures Manual and the City Administrator's employment contract.

(b) The City Administrator shall be responsible to the Mayor and City Council for the proper administration of the affairs of the city assigned to the City Administrator by the Mayor.

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(c) When so assigned by the Mayor, the City Administrator is directly responsible for the direction of the day-to-day affairs, activities and services of the City, including supervising City staff in carrying out the policies adopted by the City Council. In the absence of such assignment, the Mayor shall be directly responsible for the direction of the day-to-day affairs, activities and services of the City, including supervising City staff in carrying out the policies adopted by the City Council.

(d) The City Administrator may recommend for adoption by the City Council such measures as he or she deems necessary or prudent and may take part in City Council discussions related to matters concerning the operations and wellbeing of the City.

(e) In preparation for meetings of the City Council, the City Administrator shall designate the appropriate staff member to address each agenda item and shall see that each presentation is prepared and presented in order to inform and educate the City Council on the issues which require City Council action.

(f) Following an election, the City Administrator shall make sure that staff has prepared information needed for the orientation of new Alderpersons and inform them of any educational conferences and seminars available.

(C) Media.

(1) In General. These guidelines are designed to help ensure fair relationships with print, radio and television reporters. The City Council and City Administrator recognize that the news media provide an important link between the City Council and the public. It is the City Council's desire to establish a professional working relationship with the news media to help maintain a well-informed and educated citizenry.

(2) Guidelines.

(a) In order to preserve decorum, efficiency and professionalism during City Council meetings, the media is expected to refrain from disrupting City Council business. Conversations and interviews should occur outside meetings when the City Council is in session.

(b) On administrative matters and when so assigned by the Mayor, the City Administrator is the spokesperson for the City, unless he or she has appointed a member of staff to present information on the agenda and has delegated responsibility to engage with the media on a given topic.

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(c) The Mayor, or his or her designee, is the primary spokesperson for the City on matters regarding policy decisions and information appearing on a City Council meeting agenda.

(d) Individual Alderpersons do not have the authority to speak on behalf of the City, the Mayor other Alderpersons, or staff. If an Alderperson appears on behalf of the City before another unit of government or agency, a community organization or through the media for the purpose of commenting on an issue, the Alderperson shall state the majority position of the City Council, if known, on that issue. If the position of the majority of the City Council is not known, the Alderperson should refrain from speaking on it, or clarify that the majority position of the City Council is not known. Personal opinions and comments that differ from the majority opinion of the City Council may be expressed if the Alderperson clarifies that these statements do not represent the position of the City Council.

§ 31.27 - City Council Meetings

Meeting Procedures and Decorum. In addition to the responsibilities of the Mayor and City Council as set forth above in this Subchapter, the following requirements and guidelines shall govern all regular, special and emergency meetings held by the City Council:

(A) Participation by Alderpersons. An Alderperson who has been absent from one or more meetings is responsible for staying informed about actions taken and items discussed during a meeting which he or she did not attend.

(B) Conduct During Meetings. During meetings of the City Council, the Mayor and Alderpersons:

- (1) Shall preserve order and decorum;
- (2) Shall not interrupt or delay proceedings;
- (3) Shall participate in City Council discussions and strive to affirmatively vote on motions, resolutions and ordinances that come before the City Council, rather than abstaining without reason;
- (4) Shall accept, respect and abide by the majority vote of the City Council, even when they are part of a minority position on such actions or they have a personal disagreement with the decision;
- (5) Shall observe the rules set forth in this Code and this Subchapter;
- (6) Shall demonstrate respect and courtesy to other members of the Council, City staff and to members of the public;
- (7) Shall refrain from unprofessional, critical or derogatory remarks regarding other members of the City Council, City staff or members of the public;

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(8) Shall acknowledge that differences of opinion are to be expected and viewed as debate on an item, rather than argument; and

(9) Shall refrain from raising personnel issues (including appointment, employment, compensation, discipline, performance or dismissal) pertaining to City staff in open session.

(C) Closed Session and Confidentiality. City Council members shall keep confidential all written materials and discussions, including, but not limited to, the topics and/or information provided to them and considered during closed session. This limitation includes information provided to the City Council outside of closed session when the information is considered exempt from disclosure under the Freedom of Information Act, including, without limitation, attorney-client communications.

§ 31.27 - Violations; penalties.

A finding that any public officer or employee has violated any provision of this Subchapter shall, to the extent permitted by state law, constitute cause for reprimand, censure or other appropriate disciplinary action.

Section 7: Section 32.25 entitled “Attendance at council meetings; keeping records of all proceedings” of Chapter 32 entitled “Officers and Employees” of the Subchapter entitled “City Clerk” of Title III entitled “Administration” of the Code of Oakbrook Terrace, Illinois, as amended, is hereby further amended to read as follows:

§ 32.25 – Attendance at council meetings; keeping records of all proceedings.

(A) The City Clerk shall attend all meetings of the City Council.

(B) The City Clerk shall enter a record of all proceedings at the City Council meetings into the journal of the City Council.

(C) The City Clerk, any Deputy Clerk or any other designee of the Clerk shall produce a set of minutes of all proceedings of the City Council for the review and approval of the City Council.

(D) The City Clerk shall tape all closed meetings of the City Council pursuant to the Illinois Open Meetings Act (ILCS Ch. 5, Act 120, §§ 1 *et seq.*), shall secure such tapes in a safe place where they shall be kept in confidentiality, and shall otherwise assure that the requirements of the Open Meetings Act are met with respect to their release and destruction. If the City Clerk cannot attend a closed City Council meeting for whatever reason, the Clerk, a Deputy Clerk, or another designee of the Clerk shall be responsible for assuring compliance with the requirements of this section. The person taking minutes for such meeting shall tape the meeting and then provide the City Clerk or a Deputy Clerk with the original tape for security thereof. No copies of such tape shall be made by any person other than the City Clerk or a Deputy Clerk.

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(E) Closed session minutes shall be kept separate and confidential and are not subject to public disclosure unless the City Council has approved them for release to the public. Closed meetings minutes shall be reviewed by the City Council on a semi-annual basis, in closed session. At that time, the City Council shall discuss whether the need for confidentiality still exists with regard to all or part of particular minutes, or whether all or part of the minutes no longer require confidential treatment and should be made public for inspection. The City Council may ask for assistance from the City's Corporation Counsel on which minutes should be made available for public inspection. The resolution describing the closed session minutes which no longer require confidential treatment and should be made public for inspection shall be approved in open session.

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(F) The verbatim recordings of closed sessions shall be maintained by the Clerk for 18 months, at which time they may be destroyed, subject to the approval of the City Council to destroy a particular recording and the approval of the minutes of the closed session in accordance with this Subchapter and the Open Meetings Act. Closed session recordings and minutes may not be disseminated electronically unless a majority of the City Council approves dissemination to City Council members as part of the City Council's semi-annual review of its closed session meeting minutes. Unless the City Council has made a determination that a verbatim recording of a closed session no longer requires confidential treatment, or otherwise consents to disclosure, the verbatim recording of closed sessions shall not be open for public inspection unless required by court order. The Mayor and Alderpersons shall have access to verbatim recordings of closed session, provided that:

(1) Access is granted at the City's main office or official storage location for such recordings;

(2) Access is provided in the presence of a records secretary, an administrative official for the City, or any elected official for the City; and

(3) No verbatim recording is recorded or removed from the City's main office or official storage location without prior approval of the City Council or by court order.

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Section 8: All ordinances or parts of ordinances in conflict with the provisions of this ordinance are hereby repealed to the extent of the conflict.

Section 9: If any provision of this ordinance, or the application of any provision of this ordinance is held unconstitutional or otherwise invalid, such occurrence shall not affect other provisions of this ordinance or their application that can be given effect without the unconstitutional or invalid provision or its application. Each unconstitutional or invalid provision or application of such provision is severable, unless otherwise provided by ordinance.

Section 10: This ordinance shall be in full force and effect upon its passage, approval and publication according to law.

ADOPTED this 13th day of January 2026, pursuant to a roll call vote as follows:

AYES _____

NAYES _____

ABSENT _____

ABSTENTION: _____

APPROVED by me this 13th day of January 2026.

Paul Esposito, Mayor of the City of
Oakbrook Terrace, DuPage County, Illinois

ATTESTED and filed in my office,
this 13th day of January 2026.

Michael Shadley, Clerk of the City of
Oakbrook Terrace, DuPage County, Illinois

ORDINANCE NO. 26 - __

AN ORDINANCE AMENDING CHAPTER 31 OF THE CODE OF THE CITY OF OAKBROOK TERRACE, ILLINOIS REGARDING DECORUM AND POLICY

WHEREAS, the City of Oakbrook Terrace, Illinois, (the “City”) is a home-rule unit of local government under Article VII, Section 6, of the 1970 Illinois Constitution and, except as limited by such section, it may exercise any power and perform any function pertaining to its government and affairs;

WHEREAS, the City recognizes that the public exchange of diverse ideas, viewpoints and robust debate are essential to democratic self-governance;

WHEREAS, the Mayor and City Council, as elected officials of the City, recognize the importance of engaging in free and spirited debate, while maintaining the highest standards of civility, honesty and mutual respect; and

WHEREAS, in order to publicly declare a commitment to civil discourse and to express concern for the common good and wellbeing of all residents of the City, the Mayor and City Council have determined it to be necessary, desirable and in the best interest of the City to amend the Code of Oakbrook Terrace, Illinois to encourage decorum at and set policy for the meetings of the City’s council, boards and commissions;

NOW, THEREFORE, BE IT ORDAINED by the Mayor and the City Council of the City of Oakbrook Terrace, DuPage County, Illinois:

Section 1: The recitals set forth above are incorporated herein by this reference.

Section 2: Section 31.04 entitled “Council Meetings” of Chapter 31 entitled “City Council” of Title III entitled “Administration” of the Code of Oakbrook Terrace, Illinois, as amended, is hereby further amended to read as follows:

§ 31.04 – Council meetings.

- (A) Regular meetings of the City Council shall be held on the second and fourth Tuesdays of each month. The regular meetings of the Council shall commence at 7:00 p.m. and end whenever business is completed or a motion to adjourn is approved. At all regular meetings, the City Council may act upon all matters properly brought before the Council at such meeting.
- (B) The agenda for regular or special Council meetings will be prepared by the office of the City Administrator as coordinator for all information to be submitted and requests for time on the agenda. The Mayor or any two Alderpersons jointly may request that an item be placed on the agenda, but if the Mayor or any Alderperson objects to the inclusion of an item on the agenda, only the City Council as a whole has the authority to approve the inclusion of an agenda item on the final agenda.

- (C) (1) Special meetings may be called by the Mayor or by any three members of the Council in writing filed with the office of the City Administrator at least 56 hours prior to the time specified for such meeting. At least 48 hours in advance of the requested meeting, the office of the City Administrator shall provide written notice of the special meeting to the Mayor and the members of the City Council. The written notice shall specify the time, place and purpose of such meeting and shall include an agenda of the items to be considered. Notice of the special meeting shall be posted and provided to any news media as may be required by the Open Meetings Act. Notice of the special meeting shall be given to all members of the City Council by depositing notice of the special meeting and the agenda for the meeting in the City Hall mailbox of the Mayor and each Alderperson not less than 48 hours prior to the special meeting or by delivery to a predetermined home address, by fax at a predetermined fax number or by e-mail at a predetermined e-mail address. The foregoing notwithstanding, notice to the Mayor and each Alderperson of the special meeting shall be effective when deposited in the proper mailbox at City Hall. The written minutes of the special meeting shall state that notice of the special meeting was provided as required by this section. Transactions of any business that may come before the City Council at a regular meeting may properly come before the City Council at a special meeting.
- (2) Emergency special meetings of the City Council may be called by the Mayor, and two Alderpersons, or one Alderperson and the City Clerk. "Emergency" as used herein has the same definition as the term "disaster" has in the Illinois Emergency Management Act. Best notice practicable under the circumstances of the emergency special meeting shall be given to the public, the news media, and the City Council, but, in any event, shall comply with the Illinois Open Meetings Act. Any business as may be required to address the emergency may be considered.
- (D) All meetings shall be open to the public to the extent required by law.

Section 3: Section 31.06 entitled "Duties of the Presiding Officer" of Chapter 31 entitled "City Council" of Title III entitled "Administration" of the Code of Oakbrook Terrace, Illinois, as amended, is hereby further amended to read as follows:

§ 31.06 - Duties of the presiding officer.

- (A) The presiding officer shall preserve order and decorum and may speak to points of order in preference to other members and shall decide all questions of order subject to appeal.
- (B) The Mayor shall encourage all Alderpersons to participate in City Council discussions and shall give each member a reasonable opportunity to speak on any item before the City Council.
- (C) The Mayor is responsible for keeping all meetings of the City Council orderly and efficient by recognizing each Alderperson for discussion, limiting speaking time of individual Alderpersons as necessary to promote efficiency,

encouraging debate among Alderpersons, and ensuring discussions are limited to items being considered by the City Council

(D) In case of any disturbances or disorderly conduct, the presiding officer shall have the power to require the chamber to be cleared.

Section 4: Section 31.18 entitled “Protocol for addressing chair; debate” of Chapter 31 entitled “City Council” of Title III entitled “Administration” of the Code of Oakbrook Terrace, Illinois, as amended, is hereby further amended to read as follows:

§ 31.18 - Protocol for addressing chair, debate.

- (A) Every member, previous to his or her speaking, making a motion or seconding the same, shall address himself or herself to the presiding officer and say “Mr. Mayor” or “Madame Mayor”; and he or she shall not proceed with his or her remarks until first recognized and named by the Mayor. He or she shall confine himself or herself to the question under debate, direct his or her comments to the Mayor as presiding officer, avoiding reference to personalities and refraining from impugning the motives of any other member’s argument or vote.
- (B) When two or more members address the presiding officer at the same time, the presiding officer is to name the member who is to speak first.

Section 5: Section 31.19 entitled “Call of members to order” of Chapter 31 entitled “City Council” of Title III entitled “Administration” of the Code of Oakbrook Terrace, Illinois, as amended, is hereby further amended to read as follows:

§ 31.19 - Call of members to order.

- (A) When a member is speaking, no other member shall hold any private discussion, nor pass between the speaker and the chair. A member when called to order by the Chair, shall thereupon discontinue speaking and take his or her seat; and the order of ruling of the chair shall be binding and conclusive, subject only to the right of appeal.
- (B) During a meeting, any Alderperson may appeal to the City Council as a whole from a procedural ruling or decision made by the Mayor. If the appeal is seconded, the Alderperson making the appeal may make a brief statement before the Mayor is allowed to state his or her position. The Mayor shall then put the ruling on the appeal to a majority vote of the City Council.

Section 6: Chapter 31 entitled “City Council” of Title III entitled “Administration” of the Code of Oakbrook Terrace, Illinois, as amended, is hereby further amended by adding thereto a subchapter entitled “Decorum and Policy” including Section 31.25 entitled “Introduction,” Section 31.26 entitled “City Government Relations,” Section 31.27 entitled “City Council Meetings” and Section 31.28 entitled “Penalty” to read as follows:

DECORUM AND POLICY

§ 31.25 – Introduction.

(A) Mission statement. It is the policy of the City of Oakbrook Terrace (the “City”), to provide, support, implement and maintain high quality services and facilities in order to promote, protect and enhance the health, safety, welfare and quality of life of its citizens.

(B) Purpose of Subchapter. The Mayor and City Council (the “City Council”) are the corporate authorities and governing body for the City, and, therefore, bear much responsibility for the integrity of governance. The City Council is responsible for its own development (both as a body and as individuals), duties, discipline and performance. This subchapter (the “Subchapter”) is designed to ensure effective and efficient governance. By adopting the guidelines set forth in this Subchapter, the Mayor and City Council acknowledge their responsibility to one another, the City’s staff and to the public. The provisions of this Subchapter establish foundational standards for appropriate decision-making, effective procedures and ethical conduct in the service of the City and its residents.

(C) Civility pledge – Illinois Municipal League. The Illinois Municipal League has adopted the Civility Pledge set forth in this subsection which encourages the core tenets of civility. The elected and appointed officials of the City are asked to sign the Civility Pledge and adhere to it during all public meetings and in all official actions. The Civility Pledge states:

In the interest of civility, I pledge to promote civility by listening, being respectful of others, acknowledging that we are all striving to support and improve our community and understanding that we each may have different ideas for achieving that objective.

<https://iml.org/civility>

(D) Changes and Supplements to Subchapter. The City Council shall review this Subchapter periodically to determine whether any changes are necessary or advisable due to changes in law or policy. The City Administrator shall present any proposed changes to this Subchapter to the City Council for consideration. All changes to this Subchapter must be approved by a simple majority vote of the City Council.

§ 31.26 - City Government Relations.

(A) Alderperson Responsibilities.

(1) Alderpersons shall attend all meetings of the City Council and any committees or commissions on which they serve.

(2) Alderpersons shall be prepared to contribute to discussions related to issues and business to be addressed at City Council meetings.

- (3) Alderpersons shall understand and respect the separation of City Council responsibilities and obligations from those of the City Administrator and staff and of the Mayor.
- (4) Alderpersons shall make decisions regarding City policies based upon reports, facts, data and study and not based on personal interests or bias.
- (5) Alderpersons shall employ an objective approach to policy matters that come before the City Council and be consistent in treating similar situations and issues similarly. Alderpersons shall avoid favoritism and the appearance of favoritism.
- (6) Alderpersons shall not take any public or private action that might compromise the City Council or City Administration and shall represent the City in a professional, courteous and civil manner.
- (7) Alderpersons shall recognize that they have no legal authority as individuals to determine policy, direct staff or speak for the City Council, and that decisions can only be made by a majority vote during an open meeting.
- (8) Alderpersons shall participate in City Council development and educational opportunities and make every effort to learn the responsibilities associated with their role as Alderperson.

(B) City Council and Staff Relations.

- (1) In General. The Mayor and City Council acknowledge that their relationship with the City Administrator is critical for ensuring effective governance. The City Administrator is an administrative officer of the City and the primary link between the City Council and City staff. For these reasons, the City Council and the City Administrator must understand their respective roles and responsibilities.
- (2) Duties of the Mayor.
 - (a) The duties of the Mayor are more specifically set forth in Sections 31.06 and 32.011 of this Code, along with the City's Personnel Policy and Procedures Manual and the Illinois Municipal Code.
 - (b) Except as otherwise provided by this Code or other law or unless the Mayor has delegated the authority to another person, the Mayor is directly responsible for the hiring, firing and discipline of City staff.
- (3) Responsibilities of the City Council.
 - (a) The Council shall be the legislative division of the city government that concerns itself primarily with questions of policy and governance rather than administrative matters reserved for the Mayor and/or the City

Administrator. It shall also perform such other duties and have such powers as may be authorized by statute.

(b) The City Council is committed to implementing policies, ordinances, resolutions and other decisions through delegation to and coordination with the City Administrator.

(c) The City Council is committed to retaining competent, key employees and to trusting their professional judgment and recognizing their authority and responsibilities.

(d) The City Council recognizes the valuable experience and skills of City staff and shall cooperate with the City Administrator in promoting a positive, productive work environment in the City.

(e) The City Council acknowledges that the City staff serves at the direction of the Mayor and the City Administrator. Alderpersons shall not bypass the Mayor or City Administrator to direct, manage or critique staff.

(f) In preparation for meetings, any questions Alderpersons may have related to items on the meeting agendas shall be submitted to the City Administrator in advance of the meeting to allow staff time to address the question and provide a comprehensive answer.

(g) Alderpersons shall present questions, requests for information, complaints and other communications for staff directly to the City Administrator, who shall relay these items to staff. When submitting questions and requests to the City Administrator, Alderpersons shall be sensitive to the many responsibilities and significant workload of City staff.

(h) The City Council shall refrain from intruding into administrative issues and personal involvement in the day-to-day operations of the City, which are the responsibility of the City Administrator. Concerns regarding staff performance should not be raised during open session.

(i) Members of the City Council shall conduct themselves in a professional and respectful manner during City Council meetings and in communicating with the City Administrator and City staff.

(4) Responsibilities of the City Administrator.

(a) The duties of the City Administrator are more specifically set forth in Section 32.052 of this Code, along with the City's Personnel Policy and Procedures Manual and the City Administrator's employment contract.

(b) The City Administrator shall be responsible to the Mayor and City Council for the proper administration of the affairs of the city assigned to the City Administrator by the Mayor.

(c) When so assigned by the Mayor, the City Administrator is directly responsible for the direction of the day-to-day affairs, activities and services of the City, including supervising City staff in carrying out the policies adopted by the City Council. In the absence of such assignment, the Mayor shall be directly responsible for the direction of the day-to-day affairs, activities and services of the City, including supervising City staff in carrying out the policies adopted by the City Council.

(d) The City Administrator may recommend for adoption by the City Council such measures as he or she deems necessary or prudent and may take part in City Council discussions related to matters concerning the operations and wellbeing of the City.

(e) In preparation for meetings of the City Council, the City Administrator shall designate the appropriate staff member to address each agenda item and shall see that each presentation is prepared and presented in order to inform and educate the City Council on the issues which require City Council action.

(f) Following an election, the City Administrator shall make sure that staff has prepared information needed for the orientation of new Alderpersons and inform them of any educational conferences and seminars available.

(C) Media.

(1) In General. These guidelines are designed to help ensure fair relationships with print, radio and television reporters. The City Council and City Administrator recognize that the news media provide an important link between the City Council and the public. It is the City Council's desire to establish a professional working relationship with the news media to help maintain a well-informed and educated citizenry.

(2) Guidelines.

(a) In order to preserve decorum, efficiency and professionalism during City Council meetings, the media is expected to refrain from disrupting City Council business. Conversations and interviews should occur outside meetings when the City Council is in session.

(b) On administrative matters and when so assigned by the Mayor, the City Administrator is the spokesperson for the City, unless he or she has appointed a member of staff to present information on the agenda and has delegated responsibility to engage with the media on a given topic.

(c) The Mayor, or his or her designee, is the primary spokesperson for the City on matters regarding policy decisions and information appearing on a City Council meeting agenda.

(d) Individual Alderpersons do not have the authority to speak on behalf of the City, the Mayor other Alderpersons, or staff. If an Alderperson appears on behalf of the City before another unit of government or agency, a community organization or through the media for the purpose of commenting on an issue, the Alderperson shall state the majority position of the City Council, if known, on that issue. If the position of the majority of the City Council is not known, the Alderperson should refrain from speaking on it, or clarify that the majority position of the City Council is not known. Personal opinions and comments that differ from the majority opinion of the City Council may be expressed if the Alderperson clarifies that these statements do not represent the position of the City Council.

§ 31.27 - City Council Meetings

Meeting Procedures and Decorum. In addition to the responsibilities of the Mayor and City Council as set forth above in this Subchapter, the following requirements and guidelines shall govern all regular, special and emergency meetings held by the City Council:

(A) Participation by Alderpersons. An Alderperson who has been absent from one or more meetings is responsible for staying informed about actions taken and items discussed during a meeting which he or she did not attend.

(B) Conduct During Meetings. During meetings of the City Council, the Mayor and Alderpersons:

- (1) Shall preserve order and decorum;
- (2) Shall not interrupt or delay proceedings;
- (3) Shall participate in City Council discussions and strive to affirmatively vote on motions, resolutions and ordinances that come before the City Council, rather than abstaining without reason;
- (4) Shall accept, respect and abide by the majority vote of the City Council, even when they are part of a minority position on such actions or they have a personal disagreement with the decision;
- (5) Shall observe the rules set forth in this Code and this Subchapter;
- (6) Shall demonstrate respect and courtesy to other members of the Council, City staff and to members of the public;
- (7) Shall refrain from unprofessional, critical or derogatory remarks regarding other members of the City Council, City staff or members of the public;

(8) Shall acknowledge that differences of opinion are to be expected and viewed as debate on an item, rather than argument; and

(9) Shall refrain from raising personnel issues (including appointment, employment, compensation, discipline, performance or dismissal) pertaining to City staff in open session.

(C) Closed Session and Confidentiality. City Council members shall keep confidential all written materials and discussions, including, but not limited to, the topics and/or information provided to them and considered during closed session. This limitation includes information provided to the City Council outside of closed session when the information is considered exempt from disclosure under the Freedom of Information Act, including, without limitation, attorney-client communications.

§ 31.27 - Violations; penalties.

A finding that any public officer or employee has violated any provision of this Subchapter shall, to the extent permitted by state law, constitute cause for reprimand, censure or other appropriate disciplinary action.

Section 7: Section 32.25 entitled “Attendance at council meetings; keeping records of all proceedings” of Chapter 32 entitled “Officers and Employees” of the Subchapter entitled “City Clerk” of Title III entitled “Administration” of the Code of Oakbrook Terrace, Illinois, as amended, is hereby further amended to read as follows:

§ 32.25 – Attendance at council meetings; keeping records of all proceedings.

(A) The City Clerk shall attend all meetings of the City Council.

(B) The City Clerk shall enter a record of all proceedings at the City Council meetings into the journal of the City Council.

(C) The City Clerk, any Deputy Clerk or any other designee of the Clerk shall produce a set of minutes of all proceedings of the City Council for the review and approval of the City Council.

(D) The City Clerk shall tape all closed meetings of the City Council pursuant to the Illinois Open Meetings Act (ILCS Ch. 5, Act 120, §§ 1 *et seq.*), shall secure such tapes in a safe place where they shall be kept in confidentiality, and shall otherwise assure that the requirements of the Open Meetings Act are met with respect to their release and destruction. If the City Clerk cannot attend a closed City Council meeting for whatever reason, the Clerk, a Deputy Clerk, or another designee of the Clerk shall be responsible for assuring compliance with the requirements of this section. The person taking minutes for such meeting shall tape the meeting and then provide the City Clerk or a Deputy Clerk with the original tape for security thereof. No copies of such tape shall be made by any person other than the City Clerk or a Deputy Clerk.

(E) Closed session minutes shall be kept separate and confidential and are not subject to public disclosure unless the City Council has approved them for release to the public. Closed meetings minutes shall be reviewed by the City Council on a semi-annual basis, in closed session. At that time, the City Council shall discuss whether the need for confidentiality still exists with regard to all or part of particular minutes, or whether all or part of the minutes no longer require confidential treatment and should be made public for inspection. The City Council may ask for assistance from the City's Corporation Counsel on which minutes should be made available for public inspection. The resolution describing the closed session minutes which no longer require confidential treatment and should be made public for inspection shall be approved in open session.

(F) The verbatim recordings of closed sessions shall be maintained by the Clerk for 18 months, at which time they may be destroyed, subject to the approval of the City Council to destroy a particular recording and the approval of the minutes of the closed session in accordance with this Subchapter and the Open Meetings Act. Closed session recordings and minutes may not be disseminated electronically unless a majority of the City Council approves dissemination to City Council members as part of the City Council's semi-annual review of its closed session meeting minutes. Unless the City Council has made a determination that a verbatim recording of a closed session no longer requires confidential treatment, or otherwise consents to disclosure, the verbatim recording of closed sessions shall not be open for public inspection unless required by court order. The Mayor and Alderpersons shall have access to verbatim recordings of closed session, provided that:

- (1) Access is granted at the City's main office or official storage location for such recordings;
- (2) Access is provided in the presence of a records secretary, an administrative official for the City, or any elected official for the City; and
- (3) No verbatim recording is recorded or removed from the City's main office or official storage location without prior approval of the City Council or by court order.

Section 8: All ordinances or parts of ordinances in conflict with the provisions of this ordinance are hereby repealed to the extent of the conflict.

Section 9: If any provision of this ordinance, or the application of any provision of this ordinance is held unconstitutional or otherwise invalid, such occurrence shall not affect other provisions of this ordinance or their application that can be given effect without the unconstitutional or invalid provision or its application. Each unconstitutional or invalid provision or application of such provision is severable, unless otherwise provided by ordinance.

[The remainder of this page is left blank intentionally.]

Section 10: This ordinance shall be in full force and effect upon its passage, approval and publication according to law.

ADOPTED this 13th day of January 2026, pursuant to a roll call vote as follows:

AYES _____

NAYES _____

ABSENT _____

ABSTENTION: _____

APPROVED by me this 13th day of January 2026.

Paul Esposito, Mayor of the City of
Oakbrook Terrace, DuPage County, Illinois

ATTESTED and filed in my office,
this 13th day of January 2026.

Michael Shadley, Clerk of the City of
Oakbrook Terrace, DuPage County, Illinois