

MINUTES OF THE REGULAR MEETING OF THE MAYOR AND BOARD OF TRUSTEES OF THE VILLAGE OF WILLOWBROOK HELD ON MONDAY, NOVEMBER 10, 2014 AT THE VILLAGE HALL, 7760 QUINCY STREET, IN THE VILLAGE OF WILLOWBROOK, DUPAGE COUNTY, ILLINOIS.

1. CALL TO ORDER

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

2. ROLL CALL

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

ABSENT: None

Also present were Village Attorney Thomas Bastian, Village Administrator Timothy Halik, Chief Mark Shelton, Deputy Chief Mark Altobella, Management Analyst Garrett Hummel, and Deputy Clerk Cindy Stuchl.

A QUORUM WAS DECLARED

3. PLEDGE OF ALLEGIANCE

Mayor Trilla asked Deputy Chief Altobella to lead everyone in saying the Pledge of Allegiance.

4. VISITORS' BUSINESS

None presented.

5. OMNIBUS VOTE AGENDA

- a. Waive Reading of Minutes (APPROVE)
- b. Minutes - Regular Board Meeting - October 27, 2014 (APPROVE)
- c. Warrants - \$152,198.26 (APPROVE)
- d. Monthly Financial Report - October 31, 2014 (APPROVE)
- e. Resolution - A Resolution Authorizing the Village Administrator's Acceptance of Change Order Numbers 19 and 20 - Electrical Revisions and Lower Level Reception Counter Security Glazing - Village Hall Renovation Project, and Ratifying and Confirming the Village Administrator's Prior Execution of Said Change Orders - Resolution No. 14-R-56 (ADOPT)

- f. Plan Commission Recommendation - Application for a Special Use Permit - Compassionate Care Center Medical Cannabis Dispensary, 7550/7560 Quincy Street (RECEIVE)

Mayor Trilla asked the Board if there were any items to be removed from the Omnibus Vote Agenda.

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

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

MOTION DECLARED CARRIED

NEW BUSINESS

6. RESOLUTION - A RESOLUTION WAIVING THE COMPETITIVE BIDDING PROCESS AND AUTHORIZING THE MAYOR AND VILLAGE CLERK TO ACCEPT A PROPOSAL FOR THE PURCHASE AND INSTALLATION OF OFFICE FURNITURE, 835 MIDWAY DRIVE (NEW VILLAGE HALL) - RIEKE OFFICE INTERIORS

Administrator Halik advised that staff has been working with several furniture vendors to outfit the new Village Hall. Designs were received from five (5) vendors. After review by staff and plan changes made, proposals were due on October 6th and were reviewed by the Municipal Services Committee on October 13th. After review, the proposal submitted by Rieke Office Interiors out of Elgin was recommended.

Rieke Office Interiors provides custom, wood laminate office furniture. This will enable pieces to maximize available space. All items carry a lifetime warranty, exclusive of normal wear and tear. The only exception is the chairs, in which the mechanical components have a lifetime warranty, but the upholstery and foam carry a 5-year warranty.

The proposal includes desk workstations, tables, bookcases, file cabinets, chairs and miscellaneous furniture needed to fully outfit the building. The cost of the proposal is \$129,460 installed. Lead time is four to six weeks. Anticipated installation would be mid-December.

Administrator Halik advised that some of the vendors offered TCPN pricing or SPC pricing which are cooperative and state bid pricing. Because Rieke builds custom furniture, they are not part of the state purchasing program.

MOTION: Made by Trustee Mistele and seconded by Trustee Oggerino to adopt Resolution No. 14-R-57 as presented.

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

MOTION DECLARED CARRIED

7. RESOLUTION - A RESOLUTION AUTHORIZING THE MAYOR AND VILLAGE CLERK TO ACCEPT AND EXECUTE A PROPOSAL FOR UNDERGROUND STORAGE TANK REMOVAL, ENVIRONMENTAL CONSULTING, AND EARLY ACTION REMEDIATION SERVICE, 7760 QUINCY STREET - METRO TANK AND PUMP COMPANY

Administrator Halik reminded the Board that during the Budget Workshop, the issue was raised involving the increasing costs of maintaining the fueling station located at the Village Hall facility. It was decided that the fueling station should be taken out of service and an alternate fueling method be identified.

The Village received a proposal from Metro Tank and Pump Company. The proposal includes a site evaluation by Marlin Environmental. If contamination is found, Metro will apply for State Leaking Underground Storage Tank funding. This fund would pay for the removal of the tank and all contaminated soil. The Village would only be required to pay a \$5,000 deductible.

Once the Village no longer has an operating fuel pump, a revolving charge account would be opened with a fleet card program through World Fuel Services. The fleet card can be used at multiple service stations.

Monthly billing will be performed by World Fuel Services. The Village would pay the pump price, less sales tax. One card would be obtained for each Village vehicle.

Trustee Davi questioned what would happen if there is no soil contamination. Administrator Halik advised that the contract on the agenda tonight would be nullified and the Village would have to pay for the removal. After speaking with the vendor, there will likely be contamination found in the soil. The cost for just the removal of the tank would be approximately \$30,000, if paid by ourselves.

Trustee Davi also questioned how to prevent the card being used for personal use. Administrator Halik stated that vehicle fuel

usage will be closely monitored through the Vantage Card Program.

Mayor Trilla suggested that current mileage should be marked whenever the card is used.

Trustee Neal questioned when the Fleet card would begin. Administrator Halik advised that the cards would be activated prior to the fuel tank work begins.

Trustee Kelly stated that the resolution to be approved at tonight's meeting is only for the work from Metro Tank and Pump Company. Attorney Bastian advised that it would be appropriate to have a resolution or motion pertaining to the Fleet Card Program on the next meeting's agenda.

MOTION: Made by Trustee Davi and seconded by Trustee Mistele to adopt Resolution No. 14-R-58 as presented.

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

MOTION DECLARED CARRIED

PRIOR BUSINESS

8. COMMITTEE REPORTS

Trustee Neal had no report.

Trustee Kelly related that on Friday, November 7, 2014, Lake Hinsdale Village hosted a Veteran's Day memorial event. Trustee Kelly wished to thank the elected officials and Village staff that was in attendance.

Trustee Mistele had no report.

Trustee Berglund had no report.

Trustee Davi had no report.

Trustee Oggerino had no report.

9. ATTORNEY'S REPORT

Attorney Bastian had no report.

10. CLERK'S REPORT

Clerk Hansen had no report.

11. ADMINISTRATOR'S REPORT

Administrator Halik reminded the Board that there will be only one (1) Board meeting during the month of December. The meeting will be held on December 15, 2014 at 6:30 p.m.

12. MAYOR'S REPORT

Mayor Trilla stated that he was in attendance at the Veteran's Day event at Lake Hinsdale Village and presented former Trustee Dennis Baker with a retirement plaque from the Village.

13. EXECUTIVE SESSION

Mayor Trilla stated that there was no need for Executive Session during tonight's meeting.

14. ADJOURNMENT

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

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

MOTION DECLARED CARRIED

PRESENTED, READ and APPROVED.

November 24, 2014.

Mayor

Minutes transcribed by Deputy Clerk Cindy Stuchl.