

MINUTES OF THE REGULAR MEETING OF THE MAYOR AND BOARD OF TRUSTEES OF THE VILLAGE OF WILLOWBROOK HELD ON MONDAY, MAY 11, 2015 AT THE VILLAGE POLICE STATION BUILDING, 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 Attorney Michael R. Durkin, Village Administrator Timothy Halik, Chief Mark Shelton, Deputy Chief Mark Altobella, Interim Finance Director Carrie Dittman, Assistant to the Village Administrator Garrett Hummel, and Deputy Clerk Cindy Stuchl.

A QUORUM WAS DECLARED

3. PLEDGE OF ALLEGIANCE

Mayor Trilla asked Village Attorney Durkin to lead everyone in saying the Pledge of Allegiance.

4. OATHS OF OFFICE - VILLAGE TRUSTEE

Village Clerk Hansen administered the oaths of office for the reelected terms of Village Trustees Sue Berglund, Helen "Gayle" Neal, and Paul Oggerino.

5. ROLL CALL

Those present at the second roll call were Trustees Sue Berglund, Umberto Davi, Terrence Kelly, Michael Mistele, Gayle Neal, and Paul Oggerino.

ABSENT: None

Clerk Hansen advised the rest of Board and staff were still in attendance.

6. VISITORS' BUSINESS

None presented.

7. OMNIBUS VOTE AGENDA

- a. Waive Reading of Minutes (APPROVE)
- b. Minutes - Regular Board Meeting - April 27, 2015 (APPROVE)
- c. Warrants - \$117,424.09 (APPROVE)
- d. Monthly Financial Report - April 30, 2015 (APPROVE)
- e. Ordinance - An Ordinance Amending Section 3-12-5: Entitled "Classifications," of Chapter 12, Entitled "Liquor," of Title 3, Entitled "Business," of the Village Code of Ordinances of the Village of Willowbrook, Illinois - Ordinance No. 15-O-11 (PASS)
- f. Ordinance - An Ordinance Authorizing the Sale and/or Disposition of Surplus Personal Property of the Village of Willowbrook, DuPage County, Illinois - Ordinance No. 15-O-12 (PASS)
- g. Resolution - A Resolution Authorizing the Mayor and Village Clerk to Execute an Agreement to Complete a Water Tank Rehabilitation Project - Era Valdivia Contractors, Inc., Chicago - Pulled for Discussion
- h. Resolution - A Resolution Authorizing the Mayor and Village Clerk to Accept and Execute a Proposal for Professional Engineering Services between the Village of Willowbrook and Christopher B. Burke Engineering, Ltd. - Water Tank Rehabilitation Projects - Resolution No. 15-R-22 (ADOPT)
- i. Resolution - A Resolution Authorizing the Mayor and Village Clerk to Accept and Execute a Proposal for the Purchase of a Konica Minolta BIZHUB C654E Copier System - Resolution No. 15-R-23 (ADOPT)
- j. Resolution - A Resolution Authorizing the Acceptance of Change Order Number 38 - Structural Modifications - Village Hall Renovation Project - Resolution No. 15-R-24 (ADOPT)
- k. Resolution - A Resolution Waiving the Competitive Bidding Process and Authorizing the Mayor and Village Clerk to Execute a Certain Agreement - Tree and Stump Removal Services - Between the Village of Willowbrook and Pessina Tree Services, LLC - Resolution No. 15-R-25 (ADOPT)
- l. Resolution - A Resolution Authorizing the Chief of Police to Place an Order for three 2015 Ford Taurus Police Vehicles Through the Suburban Purchasing Cooperative - Resolution No. 15-R-26 (ADOPT)

- m. Motion - Motion to Approve - Village Hall Renovation Contract: Payout #7 - Final Payment, FBG Construction Corporation (PASS)

Mayor Trilla asked the Board if there were any items to be removed from the Omnibus Vote Agenda. Trustee Mistele recommended that Item 7g be tabled at this time. The signed agreement had not been received as of the beginning of tonight's Board meeting.

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

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

MOTION DECLARED CARRIED

MOTION: Made by Trustee Neal and seconded by Trustee Mistele to table Item 7g until a future meeting.

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

MOTION DECLARED CARRIED

#### NEW BUSINESS

#### 8. MAYOR'S APPOINTMENTS TO COMMITTEES OF THE BOARD OF TRUSTEES

Mayor Trilla related that all of the Committee chairmen have been retained in their positions. The supportive members have been changed in an effort to expand their experiences. Trustees Kelly and Berglund will serve on the Public Safety Committee, Trustees Mistele and Oggerino will serve on the Municipal Services Committees, and Trustees Davi and Neal will serve on the Finance and Administration Committee.

MOTION: Made by Trustee Mistele and seconded by Trustee Berglund to concur with Mayor's Committee Appointments.

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

MOTION DECLARED CARRIED

9. RESOLUTION - A RESOLUTION AUTHORIZING THE MAYOR AND VILLAGE CLERK TO ACCEPT AND EXECUTE A PROPOSAL FOR AN ENTERPRISE RESOURCE PLANNING (ERP) SOFTWARE SYSTEM AND SERVICES - BS&A SOFTWARE

Interim Finance Director Dittman related that after a needs assessment was conducted by Sikich, LLC, vendors submitted proposals for a new Enterprise Resource Planning software system. After demonstrations were conducted, the software system from BS&A Software was determined to be the best fit for the Village.

Trustee Mistele questioned how long the implementation will take. Ms. Dittman stated that it could take between 6 - 9 months. The new software will be installed in phases.

Trustee Neal asked if the hours of support were satisfactory with staff. Ms. Dittman advised that that the hours of support are 7:30 a.m. - 7:30 p.m. with quick response times within eight hours, and more likely to be less than an hour to resolve issues.

Administrator Halik advised that BS&A Software has been very successful among municipal clients. Some of the local municipalities that use BS&A are Northbrook and Burr Ridge.

Trustee Davi questioned if there could be any disruption during implementation. Ms. Dittman stated that the Village will be running parallel systems with the old software for the first couple of months for each module.

MOTION: Made by Trustee Mistele and seconded by Trustee Neal to adopt Resolution No. 15-R-27 as presented.

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

MOTION DECLARED CARRIED

10. RESOLUTION - A RESOLUTION AUTHORIZING THE ACCEPTANCE OF CHANGE ORDER NUMBER 1 - ADDITIONAL LUMINAIRES - LED STREETLIGHT CONVERSION PROJECT

Administrator Halik advised that an extremely low bid was received to convert 64 of the Village's streetlights to LED technology. Based on the low bid, an additional cost was requested from the vendor to replace all streetlights throughout the Village.

The Village has received two grants in the amount of \$117,000 to offset most of the costs of this project. The total costs to the Village are \$34,381.25 to convert all existing streetlights to the LED technology.

Administrator Halik advised that the next step after the replacements is to apply for a lower electric rate through ComEd, at which time we will realize savings on energy as well.

MOTION: Made by Trustee Mistele and seconded by Trustee Oggerino to adopt Resolution No. 15-R-28 as presented.

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

MOTION DECLARED CARRIED

PRIOR BUSINESS

11. COMMITTEE REPORTS

Trustee Neal had no report.

Trustee Kelly had no report.

Trustee Mistele had no report.

Trustee Berglund had no report.

Trustee Davi related that there was a presentation on Comcast at the Finance Committee and will be brought before the Board at the next Board meeting.

Trustee Oggerino had no report.

12. ATTORNEY'S REPORT

Attorney Bastian had no report.

13. CLERK'S REPORT

Clerk Hansen had no report.

14. ADMINISTRATOR'S REPORT

Administrator Halik reminded the Board that due to the Memorial Day Holiday, the next Board meeting will be held on Tuesday, May 26, 2015.

15. MAYOR'S REPORT

Mayor Trilla stated that he had a conversation with a Regional Vice President from Whole Foods. He related the Whole Foods that will be opening soon in Elmhurst will closely resemble the new Willowbrook store if any Board member would like to check it out.

16. EXECUTIVE SESSION

- a. Appointment, Employment, Compensation, Performance of a Specific Employee Pursuant to 5 ILCS 120/2(c)(1)
- b. Appointment, Employment, Compensation, Performance of a Specific Employee Pursuant to 5 ILCS 120/2(c)(1)

RECESS INTO EXECUTIVE SESSION

MOTION: Made by Trustee Kelly and seconded by Trustee Davi to recess into Executive Session at the hour of 6:50 p.m.

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

MOTION DECLARED CARRIED

The Board reconvened the Regular Meeting at the hour of 7:39 p.m.

Those present at roll call after reconvening 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 Attorney Michael Durkin, and Village Administrator Timothy Halik.

17. RESOLUTION - A RESOLUTION AUTHORIZING THE MAYOR AND VILLAGE CLERK TO ENTER INTO AN EMPLOYMENT AGREEMENT BETWEEN THE VILLAGE OF WILLOWBROOK AND CAROLINE A. DITTMAN AS ITS DIRECTOR OF FINANCE

MOTION: Made by Trustee Mistele and seconded by Trustee Berglund to adopt Resolution No. 15-R-29 as presented.

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

MOTION DECLARED CARRIED

18. ADJOURNMENT

MOTION: Made by Trustee Mistele and seconded by Trustee Oggerino, to adjourn the Regular Meeting at the hour of 7:41 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.

May 26, 2015.

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Mayor

Minutes transcribed by Deputy Clerk Cindy Stuchl.