

MINUTES OF THE REGULAR MEETING OF THE MAYOR AND BOARD OF TRUSTEES OF THE VILLAGE OF WILLOWBROOK HELD ON MONDAY, OCTOBER 10, 2016 AT THE BURR RIDGE POLICE DEPARTMENT, TRAINING ROOM, 7700 COUNTY LINE ROAD, VILLAGE OF BURR RIDGE, 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, and Gayle Neal.

ABSENT: Trustee Paul Oggerino

Also present were Village Attorney Thomas Bastian, Village Administrator Timothy Halik, Chief Mark Shelton, Deputy Chief Robert Schaller, Assistant to the Village Administrator Garrett Hummel, and Administrative Intern Tiffany Kolodziej.

A QUORUM WAS DECLARED

3. PLEDGE OF ALLEGIANCE

Mayor Trilla asked Administrative Intern Kolodziej 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 - September 26, 2016 (APPROVE)
- c. Warrants - \$283,777.53 (APPROVE)
- d. Monthly Financial Report - September 30, 2016 (APPROVE)
- e. Resolution - A Resolution Creating Set Hours for Halloween Solicitation - Resolution No. 16-R-56 (ADOPT)
- f. Resolution - A Resolution Proclaiming Red Ribbon Week in the Village of Willowbrook - Resolution No. 16-R-57 (ADOPT)
- g. Motion to Approve - 2016 Motor Fuel Tax (MFT) Roadway Maintenance Program: Payout #2 - partial Payment - Crowley-Sheppard Asphalt, Inc. (APPROVE)

- h. Motion to Approve - 67<sup>th</sup> Street & Clarendon Hills Road Intersection Improvement Project: Payout #2 - Partial Payment - Crowley-Sheppard Asphalt, Inc. (APPROVE)

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, and Neal. NAYS: None. ABSENT: Trustee Oggerino.

MOTION DECLARED CARRIED

NEW BUSINESS

6. RESOLUTION - A RESOLUTION AUTHORIZING THE MAYOR AND VILLAGE CLERK TO ACCEPT AND EXECUTE AN AGREEMENT AND FIRST AMENDMENT TO THE AGREEMENT FOR THE CONSTRUCTION/RENOVATION OF THE POLICE BUILDING LOCATED AT 7760 QUINCY STREET - L.J. MORSE CONSTRUCTION COMPANY, AURORA

Administrator Halik reminded the Board that the consensus at the last Board meeting was to accept Bid alternates #1, #2, and #3 for the police building renovation project. The project base bid will be paid from the Village LAFAR capital improvement fund. Alternate bid #2, which involves the façade upgrade will be paid from the Village general fund reserve. Alternate bids #1 and #3, which involves the vehicle canopy and duty locker upgrade, will be paid from the police forfeiture fund.

The final bid price for this project is \$3,152,000. Once the required insurance and bonds are received, construction should commence in the near future.

MOTION: Made by Trustee Mistele seconded by Trustee Kelly to adopt Resolution 16-R-58 as presented.

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

MOTION DECLARED CARRIED

7. RESOLUTION - A RESOLUTION ACCEPTING A PROPOSAL FOR PROJECT CONSTRUCTION MANAGEMENT SERVICES RELATING TO THE COMPLETION OF THE POLICE BUILDING RENOVATION PROJECT, 7760 QUINCY STREET - INTEGRATED PROJECT MANAGEMENT COMPANY, INC. AND AUTHORIZING THE MAYOR AND VILLAGE CLERK TO EXECUTE THE PROPOSAL

Administrator Halik advised that during the design and bidding phase of the police renovation project, the Village hired a project consultant, Integrated Project Management Company, to assist. The scope of the consulting services will include conducting weekly construction meetings, providing assistance in processing payout requests, reviewing change order requests, tracking progress against budget throughout the project, providing monthly status reports, coordinating equipment installations, and coordinating the personnel move back into the building once complete.

The estimate for completing these tasks would be ten (10) hours per week over the 40-week planned duration of construction.

The estimated fee to provide these services would be approximately \$78,000.

Trustee Mistele stated that this service would provide a person to overview the project and ease up on work for Village staff during the construction process and help to manage the budget.

MOTION: Made by Trustee Davi seconded by Trustee Mistele to adopt Resolution 16-R-59 as presented.

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

MOTION DECLARED CARRIED

8. MOTION - BOARD ADVICE AND CONSENT TO MAYOR'S APPOINTMENT TO FILL A VACANCY IN THE PARKS & RECREATION COMMISSION - CATHERINE KACZMAREK

Mayor Trilla related that he was approached by new Willowbrook resident, Catherine Kaczmarek, who wished to get involved. Mayor Trilla stated that there has been a vacancy on the Parks & Recreation Commission for a long time.

MOTION: Made by Trustee Mistele seconded by Trustee Kelly to consent to the appointment of Catherine Kaczmarek to the Parks & Recreation Commission.

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

MOTION DECLARED CARRIED

PRIOR BUSINESS

9. COMMITTEE REPORTS

Trustee Neal had no report.

Trustee Kelly had no report.

Trustee Mistele had no report.

Trustee Berglund had no report.

Trustee Davi had no report.

10. ATTORNEY'S REPORT

Attorney Bastian had no report.

11. CLERK'S REPORT

Clerk Hansen had no report.

12. ADMINISTRATOR'S REPORT

Administrator Halik had no report.

13. MAYOR'S REPORT

Mayor Trilla had no report.

14. CLOSED SESSION

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

15. ADJOURNMENT

MOTION: Made by Trustee Mistele and seconded by Trustee Berglund, to adjourn the Regular Meeting at the hour of 6:39 p.m.

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

MOTION DECLARED CARRIED

PRESENTED, READ and APPROVED.

October 24, 2016.

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Mayor

Minutes transcribed by Deputy Clerk Cindy Stuchl.