

MINUTES OF THE REGULAR MEETING OF THE MAYOR AND BOARD OF TRUSTEES OF THE VILLAGE OF WILLOWBROOK HELD ON MONDAY, OCTOBER 8, 2018 AT THE WILLOWBROOK POLICE DEPARTMENT, 7760 QUINCY STREET, 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 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, Director of Finance Carrie Dittman, Chief Robert Schaller, Deputy Chief Lauren Kaspar, Assistant Village Administrator Jeffrey Monteleone, and Deputy Clerk Cindy Stuchl.

A QUORUM WAS DECLARED

3. PLEDGE OF ALLEGIANCE

Mayor Trilla asked Willowbrook Resident Janel Damas to lead everyone in saying the Pledge of Allegiance.

Mayor Trilla provided an update on the environmental issue involving Sterigenics.

Trustee Neal provided an update on the Sterigenics Task Force.

4. VISITORS' BUSINESS

Several residents spoke about issues and concerns relating to Sterigenics.

Mayor Trilla requested that approval and discussion on Item #6 be brought forward at this time.

6. RESOLUTION - A RESOLUTION PROVIDING FOR THE SUBMISSION TO THE ELECTORS OF THE VILLAGE OF WILLOWBROOK, AT THE CONSOLIDATED ELECTION TO BE HELD ON APRIL 2, 2019, A PUBLIC QUESTION AS TO WHETHER THE VILLAGE SHOULD BECOME A HOME RULE UNIT

No discussion was necessary.

MOTION: Made by Trustee Berglund and seconded by Trustee Neal to adopt Resolution No. 18-R-67 as presented.

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

MOTION DECLARED CARRIED

Mayor Trilla requested that approval and discussion on Item #8 be brought forward at this time.

8. MOTION - A MOTION TO APPROVE THE FISCAL YEAR 2017/18 COMPREHENSIVE ANNUAL FINANCIAL REPORT (CAFR) AND MANAGEMENT LETTER

Director Dittman advised that in the Board packet are excerpts of the Annual Audit that was prepared. Highlights included:

- The Village received again this year an unqualified, "clean" opinion on its financial statements. This is the highest level of opinion that the Village can receive. The CAFR will again be submitted to the Government Finance Officers' Association for consideration of a Certificate of Achievement for Excellence in Financial Reporting. If successful, this will be the 30<sup>th</sup> year in row for receiving this award.
- General Fund Revenue exceeded budget by \$770,322 or 9.05%. Director Dittman advised that revenue from building permits was 156.56% higher than budgeted.
- General Fund Expenditures were under budget by \$299,157. The major contributing factor was the deferral of the municipal campus parking lot reconstruction project.
- The net decrease in the General Fund's fund balance was \$1,107,217; the Village had budgeted to draw down \$2,206,527 to complete the police department. The Village's ending General Fund balance for April 30, 2018 is \$5,048,506, of which \$4,862,049 is unrestricted and which represents approximately 191 days of operating expenditures, which exceeds the Village's targeted amount of 120 days.

Director Dittman introduced Kimberly Marshall from BKD, LLP., auditors for the Village of Willowbrook.

Ms. Marshall reviewed highlights of the Comprehensive Annual Financial Report.

MOTION: Made by Trustee Davi and seconded by Trustee Kelly to approve the Fiscal Year 2017/18 Comprehensive Annual Financial Report and Audit Management Letter as presented.

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

MOTION DECLARED CARRIED

5. OMNIBUS VOTE AGENDA

- a. Waive Reading of Minutes (APPROVE)
- b. Minutes - Regular Board Meeting - September 24, 2018 (APPROVE)
- c. Warrants - \$118,854.73 (APPROVE)
- d. Monthly Financial Report - September 30, 2018 (APPROVE)
- e. Resolution - A Resolution Proclaiming Red Ribbon Week in the Village of Willowbrook - Resolution No. 18-R-65 (ADOPT)
- f. Resolution - A Resolution Creating Set Hours for Halloween Solicitation - Resolution No. 18-R-66 (ADOPT)
- g. Motion - Motion to Approve - 2018 Motor Fuel Tax (MFT) Roadway Maintenance Program: Payout #1 - Partial Payment - M&J Asphalt Paving Company, Inc. (PASS)

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 Oggerino 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. ORDINANCE - AN ORDINANCE APPROVING AND AUTHORIZING THE EXECUTION OF THE REDEVELOPMENT AGREEMENT BY AND BETWEEN WILLOWBROOK TOWN CENTER, LLC AND THE VILLAGE OF WILLOWBROOK, DUPAGE COUNTY, ILLINOIS

Item discussed earlier in tonight's meeting.

7. RESOLUTION - A RESOLUTION APPROVING A CONTRACT FOR THE BOARD AND COMMUNITY ROOM RENOVATION TO L.J. MORSE CONSTRUCTION IN THE AMOUNT OF \$353,500

Trustee Mistele recommended that the scope of the project be reduced by postponing the installation of the new HVAC system until further research is done on what would be required of the new facility.

Mayor Trilla was concerned how the two-phase bidding system for the renovations would occur. Administrator Halik advised that he would contact the architect on the project to discuss Trustee Mistele's suggestions, and if they were implemented, would request a change order from the general contractor if necessary.

Trustee Kelly suggested that the resolution should be approved as proposed then decide whether or not to remove the HVAC upgrades later if this is the best course of action. Administrator Halik agreed.

MOTION: Made by Trustee Davi and seconded by Trustee Kelly to adopt Resolution No. 18-R-68 as presented.

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

MOTION DECLARED CARRIED

8. MOTION - A MOTION TO APPROVE THE FISCAL YEAR 2017/18 COMPREHENSIVE ANNUAL FINANCIAL REPORT (CAFR) AND MANAGEMENT LETTER

Item discussed earlier in tonight's meeting.

PRIOR BUSINESS

9. COMMITTEE REPORTS

Trustee Neal provided her report earlier in tonight's meetings.

Trustee Kelly stated that the Village website is hard to negotiate and needs to be addressed. Assistant Administrator Monteleone advised that the current platform will be updated during the next fiscal year and hopefully some of the problems will be addressed at that time.

Trustee Mistele had no report.

Trustee Berglund advised that she had attended the most recent Plan Commission and Parks and Recreation Commission meetings and provided an update to upcoming events and projects.

Trustee Davi had no report.

Trustee Oggerino had no report.

10. ATTORNEY'S REPORT

Attorney Bastian had no report.

11. CLERK'S REPORT

Clerk Hansen advised if anyone has any questions about the upcoming election, to contact the Deputy Clerk's office.

12. ADMINISTRATOR'S REPORT

Administrator Halik had no report.

13. MAYOR'S REPORT

Mayor Trilla provided his report earlier in tonight's meeting.

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 7:30 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.

October 22 , 2018.

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Mayor

Minutes transcribed by Deputy Clerk Cindy Stuchl.