

MINUTES OF THE REGULAR MEETING OF THE PRESIDENT AND BOARD OF TRUSTEES OF THE VILLAGE OF WILLOWBROOK HELD ON MONDAY, JANUARY 10, 2011 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 7:00 p.m. by Village President Robert Napoli.

2. ROLL CALL

Those present at roll call were President Robert Napoli, Clerk Leroy Hansen, Trustees Dennis Baker, Umberto Davi, Terrence Kelly, Michael Mistele, Sandra O'Connor and Paul Schoenbeck.

ABSENT: None.

Also present were Village Administrator Timothy Halik, Village Attorney William Hennessy, Chief of Police Mark Shelton, Deputy Chief Paul Oggerino, Intern Garrett Hummel, and Executive Secretary Deborah Hahn.

A QUORUM WAS DECLARED

3. PLEDGE OF ALLEGIANCE

President Napoli asked Clerk Hansen to lead everyone in saying the Pledge of Allegiance.

4. OMNIBUS VOTE AGENDA

- a. Waive Reading of Minutes (Approve)
- b. Minutes - Regular Board Meeting - December 13, 2010 (Approve)
- c. Warrants - January 10, 2011 - \$256,700.37 (APPROVE)
- d. Monthly Financial Report - December 31, 2010 - \$17,454,427.17 - (APPROVE)
- e. Application for License to Hold a Raffle for the Darien Woman's Club - (APPROVE)
- f. Motion to Approve Expenditure for Replacement of Intoximeter EC/IR Serial #04162 - (APPROVE)
- g. A Resolution Appointing an Authorized Agent to the Illinois Municipal Retirement Fund (IMRF) - (ADOPT)
- h. A Resolution Appointing a Delegate and Alternate Delegate to the Intergovernmental Risk Management Agency (IRMA) - (ADOPT)

- i. A Resolution Appointing a Delegate and Alternate Delegate to the South Central DuPage Benefit Pool (SCDBP)-(ADOPT)
- j. Motion to Approve - 2010 MFT Roadway Maintenance Program Payout #2 - Final, James D. Fiala Paving Co. - (APPROVE)
- k. A Resolution Approving a Plat of Easement - 321 60th Court - (ADOPT)

President Napoli asked the Board if there was any item to be removed from the Omnibus Vote Agenda.

Trustee Schoenbeck asked to be removed from the vote on Items 4c and 4j.

Trustee O'Connor asked to vote separately on Item 4c due to an unexplained invoice of \$165.00 from Sikich. Administrator Halik advised that this bill was for IT services performed to retrieve an archived Sikich email for the Ethics Officer's investigation.

President Napoli asked that this item be deferred until the Village receives a copy of the email that was requested.

MOTION: Made by Trustee Davi, seconded by Trustee Baker to approve the Omnibus Vote Agenda for Items 4a, 4b, 4d - 4j.

ROLL CALL VOTE: AYES: Trustees Baker, Kelly, Mistele, Davi, O'Connor and Schoenbeck voted present on Items 4c and 4j. NAYS: None. ABSENT: None

MOTION DECLARED CARRIED

NEW BUSINESS

5. VISITOR'S BUSINESS (Public comment is limited to three minutes per person on agenda items only)

None present.

6. MOTION TO APPROVE - INSTALLATION OF A FALL ARREST SYSTEM ON THE INTERIOR CLIMBING LADDER, LAKE HINSDALE WATER TOWER - ERA VALDIVIA CONTRACTORS, INC.

Administrator Halik advised the Board that IRMA conducted its annual hazard survey of all Village owned facilities. During this inspection they observed that currently the Lake Hinsdale Water Tower is not equipped with a fall arrest system on the

permanent ladder within the water tower and OSHA and IDOL regulations require that a fall arrest system be retrofitted on this permanent ladder.

Staff has determined that the proposed rigid aluminum system is superior to the cable system and recommended this fall arrest system be obtained from Era Valdivia Contractors, Inc. at a cost of \$5,000.00.

MOTION: Made by Trustee Mistele, seconded by Trustee Baker to purchase a fall arrest system from Era Valdivia Contractors, Inc. for the Lake Hinsdale Water Tower.

ROLL CALL VOTE: AYES: Trustees Baker, Kelly, Mistele, Davi, O'Connor and Schoenbeck. NAYS: None ABSENT: None

7. AN ORDINANCE ABATING THE TAXES HERETOFORE LEVIED FOR THE YEAR 2010 TO PAY THE PRINCIPAL AND INTEREST ON THE \$2,050,000 GENERAL OBLIGATION BONDS (ALTERNATE REVENUE SOURCE), SERIES 2008 OF THE VILLAGE OF WILLOWBROOK, DUPAGE COUNTY, ILLINOIS (APPROVE)

Administrator Halik advised the Board that in July 2008, the Village issued \$2,050,000 in General Obligation Bonds (Alternative Revenue Source) for the construction of the new public works facility and the completion of the 75th Street extension project.

The DuPage County Clerk automatically prepares an annual property tax levy extension for the payment of the bond debt service unless an annual tax abatement ordinance is filed with the Clerk's office. The Village Board will have to pass an ordinance of abatement every year until the bonds are paid off in 2027.

MOTION: Made by Trustee Mistele, seconded by Trustee Davi to approve Ordinance 11-0-01 for a tax abatement for the General Obligation Bonds.

ROLL CALL VOTE: AYES: Trustees Baker, Kelly, Mistele, Davi, O'Connor and Schoenbeck. NAYS: None ABSENT: None.

8. A RESOLUTION AUTHORIZING THE VILLAGE PRESIDENT AND VILLAGE CLERK TO ACCEPT A PROPOSAL TO PROVIDE HUMAN RESOURCE CONSULTING SERVICES - EMPLOYEE HANDBOOK UPDATE, SIKICH, LLLP - (ADOPT)

Administrator Halik advised the Board that the Personnel Manual was updated approximately 2 years ago. Since that time, employment laws have changed which need to be incorporated into the Village's Personnel Manual.

Staff reached out to Sikich and asked for a proposal to prepare the updated handbook. Sikich's quote was \$5,580.00 for the handbook update. Funds for this expense are available in the FY10/11 line item for consulting HR services.

Trustee O'Connor asked if the Village had sought other quotes from companies.

Administrator Halik advised that due to Sikich's familiarity with the Village, they would be the best fit.

MOTION: Made by Trustee Baker, seconded by Trustee Davi to approve Resolution 11-R-05 to accept Sikich LLP to update employment laws in the Employee Handbook.

ROLL CALL VOTE: AYES: Trustees Baker, Kelly, Mistele, Davi, and Schoenbeck. NAYS: O'Connor ABSENT: None.

9. COMMITTEE REPORTS

Trustee Baker had no report.

Trustee Kelly had no report.

Trustee Mistele had no report.

Trustee Davi had no report.

Trustee O'Connor advised the Board that the State of Illinois is 5 months in arrears with the Village of Willowbrook for income tax payments and some villages are seeing even a higher number of months.

Trustee Schoenbeck had no report.

10. ATTORNEY'S REPORT

Attorney Hennessy advised that per President Napoli's direction, he contacted the Ethics Officer for a status report on his Code of Ethics investigation matter. He reported the following:

"The record reflects I believe you transmitted the matter for his consideration on October 13, 2010. I spoke to him today, pursuant to your direction, and said he has made substantial progress thus far, but he has not yet been able to interview the subject of the investigation, nor has he been able to speak to the attorney for the subject of the investigation. During the course of the last few months, I did receive an email and telephone call from an attorney who indicated he was about to become the attorney of record for the subject of the investigation. That was about the second week in December. About a week later, he called me to say he was not involved in it and had not been formally retained by the subject. Mr. Novelle indicated to me that he would be shortly concluding his investigation if he does not receive the cooperation needed to interview the subject. That is the only time I contacted the Ethics Officer".

11. CLERK'S REPORT

No Report.

12. ADMINISTRATOR'S REPORT

With the resignation of Finance Director Sue Stanish, who was responsible for the village's Human Resource issues, Staff asked the Sikich Company if they could act as a consultant for HR Services, if a situation arises that is beyond the scope of Staff's capabilities. Sikich advised that they offer a subscription service on a trial basis for a three-month period for \$550.00 for 3 hours of HR consultation time. After the three hours, it is based on an hourly rate depending on the services needed.

President Napoli reminded the Board that this was discussed and approved at a previous Board meeting to have Sikich provide HR services on an "as needed" basis.

Administrator Halik was given permission to sign the 3-month contract which begins February 1, 2011 - April 30, 2011.

13. PRESIDENT'S REPORT

President Napoli advised that on January 19, 2011, the DMMC has their legislative dinner meeting, which he is a member. The Chairman will give a report. Most of the time legislators show up, some of the Representatives, some of the Senators, but not

all the time. Everyone has received notice of this meeting. If anyone wants to go, please let Tim know.

I have one matter that I need to bring up. Trustee Schoenbeck, you have consistently made some reservations and not shown up, which has cost the tax payers money in the past three years. So, if you make reservations, please make sure you show up.

14. EXECUTIVE SESSION

None held.

15. ADJOURNMENT

MOTION: Made by Trustee Mistele, seconded by Trustee Baker to adjourn the meeting at the hour of 7:21 p.m.

ROLL CALL VOTE: AYES: Trustees Baker, Kelly, Mistele, Davi, O'Connor and Schoenbeck. NAYS: None; ABSENT: None.

MOTION DECLARED CARRIED

PRESENTED, READ and APPROVED,

_____, 2010

Village President

Minutes transcribed by Debbie Hahn.