

MINUTES OF THE REGULAR MEETING OF THE MAYOR AND BOARD OF TRUSTEES OF THE VILLAGE OF WILLOWBROOK HELD ON MONDAY, NOVEMBER 26, 2012 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 Robert Napoli.

2. ROLL CALL

Those present at roll call were Mayor Robert Napoli, Clerk Leroy Hansen, Trustees Dennis Baker, Terrence Kelly, Michael Mistele, Sue Berglund, Umberto Davi, and Frank Trilla.

ABSENT: None

Also present were Village Administrator Timothy Halik, Village Attorney William Hennessy, Chief Mark Shelton, Deputy Chief Paul Oggerino, Interim Finance Director Carrie Dittman, Planning Consultant JoEllen Charlton, Management Analyst Garrett Hummel, and Deputy Clerk Cindy Stuchl.

A QUORUM WAS DECLARED

3. PLEDGE OF ALLEGIANCE

Mayor Napoli asked Trustee Mistele 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 - November 12, 2012 (APPROVE)
- c. Warrants - \$199,601.27 (APPROVE)
- d. Resolution - A Resolution Waiving the Competitive Bidding Process and Authorizing the Mayor and Village Clerk to Accept a Proposal from North American Salt Company to Provide Bulk Treated Rock Salt for use in the Village's 2012/2013 Snow & Ice Control Program - No. 12-R-52 (ADOPT)
- e. Resolution - Resolution Initiating the Submission of a Public Question to the Electors of the Village of Willowbrook, DuPage County, Illinois, of Whether the

Village should have the Authority Under Public Act 096-0176 to Arrange for the Supply of Electricity for its Residential and Small Commercial Retail Customers who have not Opted out of such Program - No. 12-R-53 (ADOPT)

- f. Resolution - A Resolution Authorizing the Chief of Police to Execute a Tactical Diversion Task Force Agreement with the Federal Drug Enforcement Administration - No. 12-R-54 (ADOPT)
- g. Motion - A Motion to Approve an Application for a License to Hold a Raffle - Willowbrook/Burr Ridge Chamber of Commerce (APPROVE)

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

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

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

MOTION DECLARED CARRIED

NEW BUSINESS

6. DELINQUENT WATER BILLS

Administrator Halik stated that at this time there were no delinquent water bills.

7. ORDINANCE - AN ORDINANCE PROVIDING FOR THE LEVY OF TAXES FOR THE FISCAL YEAR COMMENCING ON MAY 1, 2012 AND ENDING APRIL 30, 2013, OF THE VILLAGE OF WILLOWBROOK, DUPAGE COUNTY, ILLINOIS

Finance Director Dittman advised that one component in the Parks and Recreation Department budget is the Special Recreation Tax Levy. The tax impact for a home owner with a home market value of \$300,000.00 would be approximately \$15.00.

The ordinance was presented to the Finance and Administration Committee meeting on November 12, 2012 and was recommended by the committee.

MOTION: Made by Trustee Baker, seconded by Trustee Mistele to approve Ordinance No. 12-0-24, as presented.

PREVIOUS ROLL CALL VOTE: AYES: Trustees Baker, Berglund, Davi, Kelly, Mistele, and Trilla. Nays: None. ABSENT: None.

MOTION DECLARED CARRIED

8. ORDINANCE - AN ORDINANCE AMENDING SPECIAL USE PERMIT NO. 88-23, AS APPROVED IN ORDINANCE NO. 88-0-23 AND AMENDED IN ORDINANCES 88-0-46 AND 88-0-17 AUTHORIZING A MAJOR CHANGE TO A PUD TO ALLOW A VOCATIONAL TRADE SCHOOL NOT TO EXCEED 51,000 SQUARE FEET IN THE 500 JOLIET ROAD BUILDING AND ASSOCIATED APPROVALS AND RELIEF - WILLOWBROOK CENTER PUD

Planning Consultant Charlton stated that the property is a 12-acre lot at the northwest corner of Madison and Frontage Road. This building has been vacant for a long time. Consultant Charlton explained that there are two ordinances in the packet. The vocational school is requesting more parking than is required by code. The current code requires two parking spaces for every five persons in the building. It is more likely that there will be one space for every person. Draft #1 includes the staff recommended restrictions that dictate what type of uses can occupy space in the building not dedicated to vocational school use. Draft #2 excludes the restrictions and was recommended by the Plan Commission.

Trustee Baker questioned if the Village code would need to be amended. Consultant Charlton stated that staff believes the code is outdated and trade schools need to be better addressed. Consultant Charlton stated that this process is currently being worked on.

Trustee Mistele requested clarification that this is a modification to an existing planned development. Consultant Charlton stated that it is because the current usage is for a manufacturing district and needed the PUD amended to add usage for the vocational school.

Trustee Mistele questioned if the building owners are in support of the higher parking density. Consultant Charlton stated that it was the owners that recommended the changes that are included in the ordinance.

MOTION: Made by Trustee Mistele and seconded by Trustee Berglund to approve Ordinance No. 12-0-25 (Draft #1) as presented.

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

MOTION DECLARED CARRIED

9. ORDINANCE - AN ORDINANCE GRANTING A SPECIAL USE FOR A DRIVE THROUGH RESTAURANT FOR CHICK-FIL-A, AND AMENDING SPECIAL USE PERMIT NO. 06-27 AS APPROVED IN ORDINANCES NO. 06-O-27 AND 07-O-10 AND AMENDED IN ORDINANCE 07-O-22, 09-O-29, AND 11-O-12 TO AUTHORIZE MINOR CHANGES TO THE PLAT OF SUBDIVISION AND PUD - WILLOWBROOK TOWN CENTER/CHICK-FIL-A

Planning Consultant Charlton stated that this proposal is for the last available site in the Willowbrook Town Center. This restaurant will include a drive through. Parking issues raised by staff and the Plan Commission have been addressed. Deliveries are proposed on the east side of the building and have agreed to conditions that limits what time deliveries must be completed by 6:00 a.m.

This proposal does not allow separate access from Plainfield Road. Entry must be made through the shopping center.

Consultant Charlton also stated that Chick-Fil-A is not open on Sundays and should not interfere with parking during football season at Buffalo Wild Wings.

Harlem Irving will also be constructing a new shopping center identification sign at the Plainfield and Route 83 intersection. There is no commercial advertising and will only state "Willowbrook Town Center". This sign is in response to concerns from the Village that citizens have had trouble locating the center by name.

Trustee Berglund expressed traffic and parking concerns in the area of Portillo's and was concerned that this will cause a horrendous amount of traffic. Consultant Charlton stated that parking requirements are being met and exceeded.

Trustee Trilla questioned the 6:00 a.m. delivery requirement. Consultant Charlton stated that this is a condition that is proposed in the ordinance by staff and the Plan Commission to ensure no vehicular conflicts with delivery trucks would occur.

MOTION: Made by Trustee Davi and seconded by Trustee Baker to approve Ordinance No. 12-O-26 as presented.

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

MOTION DECLARED CARRIED

10. RESOLUTION - A RESOLUTION AUTHORIZING THE MAYOR AND VILLAGE CLERK TO ACCEPT A PROPOSAL FOR THE PURCHASE OF REPORT WRITING/RECORDS MANAGEMENT COMPUTER PROGRAM SYSTEM - CRIMINAL ACTIVITY POLICE ENFORCEMENT RECORDS SYSTEM (CAPERS)

Chief Shelton stated that the current report writing system has been in use since 1995 and is antiquated. The CAPERS System is integrated with Southwest Central Dispatch and is used by several surrounding municipalities.

The Village's IT consultant has been contacted, has experience with this program and has verified that it will work with the Village's new computer systems.

Mayor Napoli questioned if the maintenance fee is standard. Chief Shelton stated that the other companies looked in to had comparable fees or higher.

Trustee Mistele questioned the recurring maintenance fee. Chief Shelton stated that the fee is an annual fee. This program is web-based and the fee includes all updates, maintenance, training, and 24-7 tech support.

Trustee Mistele questioned if this interfaces with LiveScan and mobile terminals. Chief Shelton stated that once the current contract with the LiveScan is up, CAPERS can be included. Chief Shelton stated that once updated mobile terminals are received from Southwest Central and they will also interface with the system.

MOTION: Made by Trustee Kelly and seconded by Trustee Baker to adopt Resolution No. 12-R-55 as presented.

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

MOTION DECLARED CARRIED

11. MOTION - A MOTION TO APPROVE A PROPOSAL FOR THE PURCHASE AND INSTALLATION OF HIGH EFFICIENCY LIGHTING FOR THE VILLAGE HALL - TWIN SUPPLIES LIGHTING, LTD.

Management Analyst Hummel reviewed with the Board that at the August 27th Village Board, a resolution was passed to pursue grant funding for an energy efficient lighting project for the Village Hall. The Village was approved for funding under the Illinois Energy Now and Illinois Clean Energy grants for a total of \$29,471.73. The project involves the replacement of all light bulbs and fixtures throughout the Village Hall.

There is customization available within the grant in regards to the 2'x4' lighting fixtures. Different options include retrofitting the existing fixtures, a combination of retrofitting and replacement, or complete replacement of all fixtures.

This item was reviewed by the Municipal Services Committee and recommended the complete replacement of all fixtures at a cost of \$8,148.39 to the Village.

Trustee Mistele stated that with Option #3, the entire building can be updated.

MOTION: Made by Trustee Mistele and seconded by Trustee Davi to approve the Proposal-Option #3 as presented.

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

MOTION DECLARED CARRIED

12. DISCUSSION - ETHICS ORDINANCE

Attorney Hennessy stated that a new draft ethics ordinance had been sent to Board members for their review. The consensus of the Board was to have the ethics ordinance on the next Village Board agenda for further discussion and approval.

13. PRESENTATION - FISCAL YEAR 2012/13 BUDGET PREVIEW

Administrator Halik summarized the budget considerations, schedule for the budget workshops, and proposal deadlines with final approval to occur on April 22, 2013.

Administrator Halik reviewed what had occurred throughout the past year, including grant funding efforts, Village awards, policy changes, Village purchases, and miscellaneous projects.

Management Analyst Hummel reviewed the results of the 2012 Citizen Survey. 98.7% of the respondents stated that they were satisfied or very satisfied with the quality of life in Willowbrook. 86.9% believe that they receive a fair level of service for the amount of tax dollars they pay.

Interim Finance Director Dittman stated that the general fund financial performance was greater than budgeted. Ms. Dittman stated that the budgeted number of operating days for FY 12/13 was 134 days, with projected estimates, the actual could be 175 days. Daily operating costs have dropped due to the expenditure reductions that the Village Board has instituted.

Ms. Dittman stated that sales tax and places of eating tax revenue trends are increasing due largely to the Town Center.

Ms. Dittman stated that sales tax represents approximately 44% of the general fund revenues. This could have a negative impact during the 2013 IDOT resurfacing project of Kingery Highway.

Administrator Halik stated that Sikich conducted a benchmark survey of communities with populations of less than 20,000. In all cases, Willowbrook ranked better than the benchmarks in revenue per capita, expenditures per capita, and percentage of general fund expenditures.

Administrator Halik stated that looking forward to the next fiscal year, there will be continued conservative revenue estimates, continued pursuit of grant opportunities towards planned capital purchases, there will be no reductions in Village services, and spending for necessary capital purchases only.

Administrator Halik reviewed proposed capital spending for the upcoming year. The Police Department is proposing two new squad cars, sound proofing the booking room and an exhaust fan in the evidence room. The Parks and Recreation Department will be looking at the results of the master plan and its recommendations. The Public Works Department will be implementing the EAB Integrated Management Plan. The Water Department will be upgrading its software program and a security system.

Administrator Halik stated there are additional budget issues that will need consideration. These issues include funding for a

multi-year EAB Integrated Management Plan, an analysis of the water fund due to an additional rate increase from the City of Chicago and DuPage Water Commission, funding for a document archival storage system, funding for the local share of our STP roadway grant, park land acquisition, SLEP contribution buy-out, financial and accounting software options, and an engineering analysis of the Village's water towers.

Mayor Napoli congratulated the staff on a job well done. Trustee Mistele stated that it has been an excellent job for the last 4-5 years that even through the rough economic times, this Village can still talk about reserves, the ability to continue with services, and still cut costs.

PRIOR BUSINESS

14. COMMITTEE REPORTS

Trustee Baker had no report.

Trustee Kelly had no report.

Trustee Mistele had no report.

Trustee Berglund had no report.

Trustee Davi had no report.

Trustee Trilla had no report.

15. ATTORNEY'S REPORT

Attorney Hennessy had no report.

16. CLERK'S REPORT

Clerk Hansen had no report.

17. ADMINISTRATOR'S REPORT

Administrator Halik stated that copies of all Committee minutes are in the back of the Board packet.

18. MAYOR'S REPORT

Mayor Napoli had no report.

19. EXECUTIVE SESSION

- a. REVIEW 2012 MINUTES - Pursuant to 5 ILCS 120/2(c)(21) Regarding the Minutes of Executive Session Meetings That Were Lawfully Closed Under the Open Meetings Act
- b. Consideration of the Appointment of a Specific Employee of the Public Body Pursuant to Chapter 5 ILCS 120/2(c)(1)

RECESS INTO EXECUTIVE SESSION

MOTION: Made by Trustee Baker and seconded by Trustee Kelly to recess into Executive Session at the hour of 7:57 p.m.

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

MOTION DECLARED CARRIED

The Board reconvened the Regular Meeting at the hour of 8:15 p.m.

20. ADJOURNMENT

MOTION: Made by Trustee Baker and seconded by Trustee Mistele, to adjourn the Regular Meeting at the hour of 8:15 p.m.

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

MOTION DECLARED CARRIED

PRESENTED, READ and APPROVED.

December 17 , 2012.

Mayor

Minutes transcribed by Deputy Clerk Cindy Stuchl.