

MINUTES OF THE REGULAR MEETING OF THE MAYOR AND BOARD OF TRUSTEES OF THE VILLAGE OF WILLOWBROOK HELD ON MONDAY, NOVEMBER 28, 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, Gayle Neal, and Paul Oggerino.

ABSENT: None

Also present were Village Administrator Timothy Halik, Director of Finance Carrie Dittman, Chief Mark Shelton, Deputy Chief Robert Schaller, Assistant to the Village Administrator Garrett Hummel, Deputy Clerk Cindy Stuchl, 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

Mr. and Mrs. Tadeusz Zborowski, of the 7600 block of Brookbank Road, spoke to the Board in reference to concerns over their water bill.

***NOTE: Village Attorney Thomas Bastian arrived at 6:33 p.m.

5. OMNIBUS VOTE AGENDA

- a. Waive Reading of Minutes (APPROVE)
- b. Minutes - Regular Board Meeting - November 14, 2016 (APPROVE)
- c. Warrants - \$578,509.26 (APPROVE)
- d. Resolution - A Resolution Acknowledging Requirements of the Illinois Department of Transportation (IDOT) as they Pertain to the Maintenance of the Village Owned

- Utilities Located within State Rights-of-Ways - Resolution No. 16-R-65 (ADOPT)
- e. Resolution - A Resolution Authorizing the Village Administrator's Acceptance of Project Change Order Number 5 - Building Canopy Re-Construction - Police Expansion/Renovation Project, and Ratifying and Confirming the Village Administrator's Prior Execution of Said Change Order - Resolution No. 16-R-66 (ADOPT)
 - f. Motion to Approve - 67th Street & Clarendon Hills Road Intersection Improvement Project: Payout #3 - Final Payment - Crowley-Sheppard Asphalt, Inc. (APPROVE)
 - g. Motion to Approve - Police Building Expansion/Renovation Project: Payout #2 - Partial Payment - L.J. Morse Construction (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 Davi 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. DELINQUENT WATER BILLS

Administrator Halik advised that there were two (2) delinquent water bills. Staff requested authorization to proceed in accordance with past practices, which was granted.

7. PROCLAMATION - A PROCLAMATION RECOGNIZING WILLOWBROOK RESIDENT HELENE COX FOR HER EFFORTS TO OBTAIN A PEDESTRIAN CROSSING AT ILLINOIS ROUTE 83 AND 67TH STREET FOR THE SAFETY OF ALL PEDESTRIANS

Mayor Trilla presented Ms. Helene Cox with a proclamation and thanked her for her efforts in obtaining a pedestrian crossing signal at the intersection of Route 83 and 67th Street.

8. ORDINANCE - AN ORDINANCE PROVIDING FOR THE LEVY OF TAXES FOR THE FISCAL YEAR COMMENCING ON MAY 1, 2016 AND ENDING APRIL 30, 2017 OF THE VILLAGE OF WILLOWBROOK, DUPAGE COUNTY, ILLINOIS

Director Dittman advised that one component in the Parks and Recreation Department budget is the Special Recreation Tax Levy. This tax is solely for the use of ADA accessible park programs, membership dues to the Gateway Special Recreation Association, and other park related needs for special recreation. The tax impact for a home owner with a home market value of \$300,000.00 would be approximately \$18.32.

The ordinance was presented to the Finance and Administration Committee meeting on November 12, 2016 and was recommended by the committee.

MOTION: Made by Trustee Mistele and seconded by Trustee Berglund to pass Ordinance No. 16-O-46 as presented.

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

MOTION DECLARED CARRIED

9. ORDINANCE - AN ORDINANCE AMENDING THE VILLAGE OF WILLOWBROOK PERSONNEL POLICIES AND PROCEDURES MANUAL BY ADDING THERETO THE VILLAGE OF WILLOWBROOK TRAVEL AND BUSINESS EXPENSE REIMBURSEMENT POLICY

Attorney Bastian stated that this new law is an unfunded mandate from Springfield that only applies to non-home rule municipalities, school districts, community college districts, and units of local government.

Director Dittman related that on July 22, 2016, Governor Rauner signed the Local Government Travel Expense Control Act into law which requires non-home rule units of local government to adopt by ordinance or resolution a local expense reimbursement policy and to approve by roll call vote by the Village corporate authorities any expenses that exceed the maximum allowable reimbursements. The act also prohibits the reimbursement of certain expenses such as entertainment-related expenses.

The act takes effect on January 1, 2017 and the Village must adopt an expense policy before this date. Required elements of the policy include types of official business for which travel, meal, and

lodging expenses are allowed; maximum allowable reimbursement amount; and a standard form for submission.

Director Dittman advised that the current personnel manual addresses mileage reimbursement but there is no official expense and travel policy.

The draft policy was presented to the Finance and Administration Committee meeting on November 14, 2016. Amendments recommended by the committee and Village Attorney are included in tonight's ordinance.

The roll call vote for travel expenses can be included in the Omnibus Vote Agenda.

Director Dittman stated that the maximum travel amount is set at \$2,500 per budget year per the purchasing authority level currently set by the Village Board. There is one slight discrepancy in the Police Union contract. The contract allows for reimbursement per state statute. This reimbursement is less than the new policy. Administrator Halik advised that an MOU will be drafted to allow sworn officers to abide by the new policy.

Administrator Halik related that only expenses that exceed the maximum amount would need a roll call vote by the Board.

MOTION: Made by Trustee Davi and seconded by Trustee Kelly to pass Ordinance No. 16-O-47 as presented.

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

MOTION DECLARED CARRIED

10. MOTION - A MOTION TO APPROVE THE CALENDAR YEAR 2017 PAYMENT TO THE INTERGOVERNMENTAL RISK MANAGEMENT AGENCY (IRMA) AND DISCUSSION OF THE DISTRIBUTION OF THE CREDIT AMOUNT TO ELIGIBLE EMPLOYEES

Assistant to the Village Administrator Hummel informed the Village Board that IRMA issues an annual premium notice in December to the Village based upon each member's revenues and claims experience. The Village experienced an excellent loss history during the past five years which enabled the Village to earn a credit for the 2017 calendar year. The estimated credit is \$30,482.

The Board annually considers approval of the annual premium to IRMA for continued liability insurance coverage. In addition, the

Board must approve if the credit is to be divided amongst the eligible employees as a safety incentive.

Assistant Hummel also reviewed the IRMA annual premium for calendar year 2017. The premium for this year is \$193,017, which is \$51,017 under budget.

MOTION: Made by Trustee Mistele and seconded by Trustee Davi to approve the 2017 payment to IRMA and distribution of the credit amount to eligible employees.

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

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 had no report.

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 there will only be one Village Board meeting in December which will be held on December 19, 2016.

15. MAYOR'S REPORT

Mayor Trilla had no report.

16. CLOSED SESSION

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

17. ADJOURNMENT

MOTION: Made by Trustee Mistele and seconded by Trustee Oggerino, to adjourn the Regular Meeting at the hour of 6:55 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.

December 19, 2016.

Mayor

Minutes transcribed by Deputy Clerk Cindy Stuchl.