

MINUTES OF THE REGULAR MEETING OF THE MAYOR AND BOARD OF TRUSTEES OF THE VILLAGE OF WILLOWBROOK TO BE HELD ON MONDAY, JULY 27, 2020, AT 6:30 P.M. AT THE WILLOWBROOK POLICE DEPARTMENT TRAINING ROOM, 7760 QUINCY STREET, WILLOWBROOK, DUPAGE COUNTY, ILLINOIS .

DUE TO THE COVID 19 PANDEMIC, THE VILLAGE WILL BE UTILIZING A ZOOM CONFERENCE CALL FOR THIS MEETING.

1. CALL TO ORDER

The meeting was called to order at the hour of 6:35 p.m. by Mayor Frank Trilla.

2. ROLL CALL

Those present at roll call were Mayor Frank A. Trilla, Trustees, Terrence Kelly, and Michael Mistele. Also, present was Deputy Clerk Christine Mardegan.

Present Via Conference Call, Due to the COVID-19 Pandemic, were Village Clerk Leroy R. Hansen, Trustees Sue Berglund, Umberto Davi and Gayle Neal.

ABSENT: Village Administrator Brian Pabst and Trustee Paul Oggerino.

Also present Via conference call, due to COVID-19 Pandemic, were Village Attorney Thomas Bastian, Assistant Village Administrator Michael Mertens, Director of Finance Carrie Dittman, Chief Robert Schaller, Deputy Chief Lauren Kaspar, Superintendent of Public Works Joe Coons, Interim Superintendent of Parks & Recreation John Fenske, Building Official Roy Giuntoli and Planning Consultant Ann Choi.

A QUORUM WAS DECLARED

3. PLEDGE OF ALLEGIANCE

Mayor Trilla asked Trustee Kelly to lead everyone in saying the Pledge of Allegiance.

4. VISITORS' BUSINESS

None presented and no written comments were received.

5. OMNIBUS VOTE AGENDA

- a. Waive Reading of Minutes (APPROVE)
- b. Minutes - Regular Board Meeting - July 13, 2020 (APPROVE)
- c. Warrants - \$ 113,090.90 (APPROVE)
- d. ORDINANCE - An Ordinance Extending Temporary Executive Powers Pursuant to 65 ILCS 5/11-1-6

Ordinance No. 20-O-29 (PASS)

- e. Motion - A Motion to Approve the 2019 Motor Fuel (MFT) Roadway Maintenance Program - Pay Estimate No. 2 (FINAL) - Chicagoland Paving Contractors, Inc. (PASS)

Mayor Trilla asked the Board if there were any items to be removed from Omnibus Vote Agenda.

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

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

MOTION DECLARED CARRIED

NEW BUSINESS

- 6. ORDINANCE - An Ordinance Amending Section 3-12-5 Entitled "Classifications," of Chapter 12 Entitled "Liquor," of Title 3 Entitled "Business" of the Village Code of Ordinances of the Village of Willowbrook, DuPage County, Illinois (PASS)

Attorney Bastian related an application was received for a liquor license for a nail salon. The Village amended its classification to permit the sale of beer/wine at nail salons only to patrons of the salon. They are limited to two (2) drinks. This is a class N license. This ordinance will increase the class licenses from one (1) to two (2).

MOTION: Made by Trustee Davi and seconded by Trustee Berglund to pass Ordinance No. 20-O-30 as presented.

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

- 7. ORDINANCE - An Ordinance for text amendments to amend Section 9-6-1 General Conditions, Section 9-8-4 District Standards, Section 9-12-10 Temporary Uses, and any other relevant sections for clarity, of Title 9 - Zoning Title of the Village of the Willowbrook Municipal Code, to allow for the following: temporary outside activities including, but not limited to, outdoor dining on private property, service businesses to utilize exterior space to conduct business activities, outdoor dining in the M-1 Light Manufacturing District, and outdoor dining to extend beyond September 30th of each year. (PASS)

Consultant Choi stated, "of the many businesses within the Village that have been significantly and adversely affected by the ongoing COVID-19 pandemic, places of eating/drinking have been hit especially hard. The proposed changes to the zoning code would allow for places of eating/drinking establishments such as fast-food establishments and production brewery taprooms to have outdoor dining through a temporary permit process to be applied for annually during the state of emergency but also when the emergency is lifted, and to allow for outdoor dining to extend until December 1st. Currently, a fast-food restaurant or the brewery in town cannot apply for a temporary permit unless it is part of a PUD. Outdoor dining is also not allowed beyond September 30 of each year. Any relief from the off-street parking requirements or allowing service businesses such as health clubs to hold outdoor classes is already covered under the Executive Order 2020-2021 and will not require changes to be made to the zoning code. As you may recall Mayor Trilla signed Executive Order 2020-2021 to allow for the use of private property for temporary outside activities in keeping with Phase four (4) of the Governor's Restore Illinois Plan. The Executive order waives all fees for temporary permits for restaurants, fast food establishments, the Brewery and health clubs during the state of emergency. On July 8, the Plan Commission Voted unanimously to recommend the text amendment to the Board."

Trustee Mistele stated "this simply confirms what we have been doing for the last three or four months."

Mayor Trilla responded, "Correct."

MOTION: Made by Trustee Mistele and seconded by Trustee Kelly to pass Ordinance No. 20-O-31 as presented.

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

8. RESOLUTION - A Resolution Approving and Authorizing an Intergovernmental Agreement with DuPage County for the Cares Act Grant. (ADOPT)

Assistant Administrator Mertens advised, DuPage County received approximately \$161 million from the Federal CARES Act to pay for COVID-19 related expenses. A portion of that money will be dispersed to local municipalities at a per capita amount of \$51.84 for local municipal reimbursement of COVID-19 related expenses. The reimbursable expenses must be for COVID-19 related expenses that occurred between March 1, 2020 and December 30, 2020 per the US Department of Treasury guidelines.

Mayor Trilla asked, "If we purchase equipment or supplies will it be reimbursed by the county?"

Assistant Administrator Mertens stated, "Yes, that is correct. Some other examples would be cleaning products, PPE equipment, glass materials for separation, computers for staff to work from home and any additional hours used related to COVID-19."

Mayor Trilla asked if we are researching ways to get additional PPE.

Assistant Administrator Mertens responded, "The Village has some supplies and we are investigating keeping our supply well stocked."

Mayor Trilla strongly suggested that the Village order 20,000 to 40,000 masks if this pandemic continues. "Since the county is offering this money, it would be waste not to get what is needed for the safety of our employees."

Trustee Kelly inquired about gloves.

Assistant Administrator Mertens stated, "We have a few cases of gloves and the Police Department has them as well. Our focus is on getting more cleaning supplies and masks."

Trustee Kelly asked if there were any shields that could protect the receptionists since they come into closer contact with the public.

Assistant Administrator Mertens responded that the reception area and the Building Department has new glass. The Police Department has ordered some shields for their interrogation room.

Mayor Trilla said, "Mike, I think Trustee Kelly was referring to the face shield masks for each employee."

Assistant Administrator Mertens stated that has not been addressed yet.

Chief Schaller added, "The Police Department has the protective face shield masks. The 1090 face masks are still not readily available. They are extremely difficult to obtain."

Mayor Trilla asked that staff buy products made in the USA.

Trustee Mistele asked, "How much have we identified as being reimbursed from the county?"

Director Dittman stated, "The spreadsheet indicated that we are at \$42,000 through June which covers computers, PPE and payroll expenses."

Trustee Kelly shared that in the report last month Willllowbrook is eligible for \$450,000 in reimbursements.

Trustee Mistele added, "If it is approved by DuPage County."

MOTION: Made by Trustee Kelly and seconded by Trustee Neal to pass Resolution No. 20-R-35 as presented.

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

9. RESOLUTION - A Resolution Approving and Accepting a Proposal and Authorizing the Village Mayor to Execute a Purchase Agreement with Biomist, Inc. to Provide a Power Sanitizing System for the Village of Willowbrook at a Cost Not To Exceed \$34,807.98 (ADOPT)

Assistant Administrator Mertens shared as a follow-up from the last item, "The Village has investigated various cleaning systems to help sanitize Village vehicles, buildings, and high touch surfaces. On June 6, 2020, a representative from Biomist met with the Public Safety Chair, Police, Public Works, Building and Administrative representatives to review the Biomist Sanitation System. This system utilizes an EPA registered and approved hospital grade disinfectant that is non-corrosive and safe for use on precision equipment and electronics. It is not recommended to be used on tables as it will take off the finish. There is an estimate for a 3-part system. One system would be used in the Police Department at the sally port area for Police vehicles and Public Works vehicles. The second system can be used at the Village Hall, Community Resource Center and at the Police Station. The third system is a backpack portable that could be used at the Public Works and on various equipment at the Parks. Included in the packet is an explanation of these products at a cost of \$34,807.98. It is anticipated that this would be fully reimbursed through the DuPage County Cares Act Grant."

Mayor Trilla stated, "The difference between the Biomist and other chemicals is it can be used on dash boards and electronics. I would like to see this pass if possible."

Trustee Davi asked, "Do we get the product from the same company?"

Assistant Administrator Mertens responded, "Yes, we would buy directly from Biomist. They sell it in different sizes. We are proposing getting a 55-gallon drum for refilling."

Trustee Berglund asked if we have researched other companies. She started to research Enviro-Masters which uses a vaporizer for large rooms and sells other products.

Trustee Neal stated, "I do not think that can be used on electronics Trustee Berglund."

Trustee Mistele stated, "My first concern is the safety of police officers and Village staff. Can these spray bottles be used by hand? If so, would that get us through the next few months?"

Assistant Administrator Mertens answered, "It can be used by hand by the portable backpack system. The bottles can be refilled from the 50-gallon drum. You would have to buy bulk stock to get you through the year."

Chief Schaller commented that each one of these units contain the CO2 canister. The CO2 is used as the propellant which has alcohol in it and is not flammable.

Trustee Berglund feels that staff should be looking into other companies.

Mayor Trilla responded that we have researched other companies.

Trustee Berglund asked, "Will \$34,000 get us through the end of the year?"

Mayor Trilla stated "We are not sure. We have looked into other products, but this is the best product for our needs. If you do not think this is a good idea, vote no."

MOTION: Made by Trustee Davi and seconded by Trustee Kelly to pass Resolution No. 20-R-36 as presented.

PREVIOUS ROLL CALL VOTE: AYES: Mayor Trilla, Trustees Davi, Kelly and Neal. NAYS: Trustees Berglund and Mistele. ABSENT: Oggerino.

PRIOR BUSINESS

10. TRUSTEE 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 was not present.

11. ATTORNEY'S REPORT

Attorney Bastian stated on July 24, the Governor extended the disaster proclamation for an additional thirty (30) days.

12. CLERK'S REPORT

Clerk Hansen had no report.

13. ADMINISTRATOR'S REPORT

Assistant Administrator Mertens shared the update on Groot Industries. Groot Industries began delivering the 65-gallon refuse tote and 65-gallon recycle tote to single-family homes. Residents can request different sizes to meet their needs. The last pick-up for Republic service is Thursday, July 30, 2020. They will be picking up their totes starting Thursday and through the weekend. Groot will begin their service on Monday, August 3, 2020. As a reminder, refuse pick up services were split into three groups. They will be doing a Monday, Tuesday, and Wednesday pick-up. Staff has received several calls related to the new service.

14. MAYOR'S REPORT

Mayor Trilla suggested that the Board visit the DuPage County Health Department website for the current COVID-19 updates.

15. CLOSED SESSION

Mayor Trilla advised there was no need for closed session at tonight's meeting.

16. ADJOURNMENT

MOTION: Made by Trustee Mistele and seconded by Trustee Kelly to adjourn the Regular Meeting at the hour of 7:15 p.m.

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

MOTION DECLARED CARRIED

PRESENTED, READ, and APPROVED.

_____, 2020.

Frank A. Trilla, Mayor

Minutes transcribed by Deputy Clerk Christine Mardegan.