

MINUTES OF THE RESCHEDULED MEETING OF THE MAYOR AND BOARD OF TRUSTEES OF THE VILLAGE OF WILLOWBROOK TO BE HELD ON MONDAY, NOVEMBER 29, 2021, 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 6:30 P.M. by Mayor Frank Trilla.

2. ROLL CALL

Those physically present at roll call were Mayor Frank A. Trilla, Village Clerk Deborah Hahn, Village Trustees Sue Berglund, Umberto Davi, Michael Mistele, Gayle Neal, Greg Ruffolo, Paul Oggerino, Attorney Thomas Bastian, Village Administrator Brian Pabst, Assistant Village Administrator Sean Halloran, Chief Robert Schaller, Deputy Chief Lauren Kaspar, Deputy Clerk Christine Mardegan, Director of Municipal Services Foreman AJ Passero and Planning Consultant Karen Stonehouse.

Absent: None.

A QUORUM WAS DECLARED

3. PLEDGE OF ALLEGIANCE

Mayor Trilla asked Ronald Kanaverskis to lead everyone in saying the Pledge of Allegiance.

4. VISITORS' BUSINESS

None presented and no written comments were received.

OMNIBUS VOTE AGENDA

Mayor Trilla read over each item in the Omnibus Vote Agenda for the record.

5. OMNIBUS VOTE AGENDA:

- a. Waive Reading of Minutes (APPROVE)
- b. Minutes - Special Board Meeting - November 8, 2021 (APPROVE)
- c. Minutes - Regular Meeting - November 8, 2021 (APPROVE)
- d. Warrants - \$387,852.78
- e. RESOLUTION NO. 21-R-75 - A Resolution Approving And Authorizing The Purchase Of Two (2) 2021 Chevrolet

Tahoe Police Patrol Vehicles With Upfitting And Striping At A Cost Not To Exceed \$57,718.11 Per Vehicle (ADOPT)

- f. RESOLUTION NO. 21-R-76 - A Resolution Approving And Authorizing The Village Mayor To Execute An Agreement With Axon Enterprise, Inc. For The Purchase Of the "Axon Auto-tagging" System To Be Used In Conjunction With Body Worn Cameras For The Police Department At An Annual Cost Not To Exceed \$2,808.00 Per Year For Five (5) Years (ADOPT)
- g. MOTION - Board Advice and Consent to Mayor's Appointments to Fill Vacancies in the Plan Commission (PASS)

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

MOTION: Made by Trustee Mistele and seconded by Trustee Berglund to approve the Omnibus Vote Agenda.

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

MOTION DECLARED CARRIED

Village Clerk Hahn had the pleasure of swearing in Ronald Kanaverskis as a new member of the Plan Commissioner.

Ronald Kanaverskis thanked the Board for inviting him to serve as Commissioner.

NEW BUSINESS

- 6. ORDINANCE NO. 21-O-50 - An Ordinance Providing For The Levy Of Taxes For The Fiscal Year Commencing On May 1, 2021 And Ending April 30, 2022, Of The Village Of Willowbrook, DuPage County, Illinois (PASS)

Assistant Administrator Halloran shared that this is procedural motion that was approved at the October 11, 2021 Finance and Administration Committee meeting, staff presented the proposed \$77,441 tax levy for the Special Recreation levy, which funds certain ADA accessible park programs and projects. Staff is asking

for Board approval for a tax levy for \$77,441 which is 3.54% increase from last year.

MOTION: Made by Trustee Mistele and seconded by Trustee Ruffolo to pass Ordinance No. 21-0-50 as presented.

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

MOTION DECLARED CARRIED

7. ORDINANCE NO. 21-0-51 - An Ordinance Amending Title 4 Entitled "Municipal Services" Of The Village Code Of Ordinances By Adding Thereto Chapter 2 Entitled "Community Development Department" (PASS)

Administrator Pabst stated, the Village currently has two departments that manage the building permit process and planning functions: (1) Building and Zoning Department and the (2) Planning and Economic Development Department. To streamline the customer experience, staff is recommending consolidating the Departments into one Department, the Community Development Department. Staff analyzed neighboring towns and found that out of the 33 communities it surveyed, 29 had a Community Development department responsible for planning, building permit, and code enforcement functions. By combining two departments, the Village will increase communication and build efficient processes for residents and businesses.

With the creation of this new Department, staff is requesting a new position to the Village, the Community Development Director. This position will oversee planning, economic development, building permit process, and code enforcement operations. The new Community Development Director will manage third-party contractors, represent the Village at the Plan Commission, stay abreast of best practices, innovations, current trends, and new legislation involving how municipal community development-related services are provided. Lastly, the Village's expectation of this employee is to be entrepreneurial, customer-focused, and results-driven. Based on a market analysis of neighboring towns, the pay range for this position will be \$110,000 to \$130,000.

MOTION: Made by Trustee Mistele and seconded by Trustee Oggerino to pass Ordinance No. 21-0-51 as presented.

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

MOTION DECLARED CARRIED

8. ORDINANCE NO. 21-O-52 - An Ordinance Creating The Full-time Employment Position "Recreational Services Coordinator" For The Village Of Willowbrook (PASS)

Assistant Administrator Halloran stated that this ordinance will increase services for Parks and Recreation. In 2015 there was an agreement made with the Burr Ridge Park District which has cost the Village \$30,000 per year. With this position that contract with expire, then we will come to the board for approval. The Recreational Services Coordinator will be responsible for the following: all club programs, special events, and senior events.

MOTION: Made by Trustee Mistele and seconded by Trustee Ruffolo to pass Ordinance No. 21-O-52 as presented.

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

MOTION DECLARED CARRIED

9. ORDINANCE NO. 21-O-53 - An Ordinance Approving A Minor Amendment To Allow For The Installation Of A Drive-In Door And Loading Dock In The Village Of Willowbrook, DuPage County, Illinois (PASS)

Consultant Stonehouse thanked the Mayor. I'm pleased to be making my first presentation to the Village Board since I started as consulting planner here a couple months ago.

The subject property is part of Willowbrook Centre, a Planned Unit Development originally approved by the Village in 1988. The underlying zoning of the property is M-1 Light Manufacturing.

The PUD amendment is requested by the property owner, a trust, represented here by John Stoetzel of Illinois Industrial Properties. The amendment is requested to allow construction of a new drive-in door and loading dock at 7700 Griffin Way. The loading improvements will facilitate the use of the space by a prospective tenant, Lincoln Electric.

- The building is configured for two tenants, and it does have a drive-in door and loading dock at the opposite corner of

the building, but that loading area is accessible only by the building's other tenant, Datamation.

- Per Section 9-13-4(C) 6(b) of the Zoning Ordinance, major changes are distinguished from minor changes, and specifies that minor changes may be approved by the Village Board by ordinance without a public hearing or consideration by the Plan Commission. The installation of the loading improvements is classified as a minor change because it is not one of the seven listed major changes.
- The proposed drive-in door and loading dock are following the Zoning Ordinance. The number of parking spaces will be reduced by 5, but the available parking after construction will be 95 spaces, still well above the 78 spaces the Zoning Ordinance would require for this building.
- The proposed changes have been reviewed by Tri-State Fire Protection District and by our Village engineers, and we recommend that this Minor PUD Amendment be approved.

MOTION: Made by Trustee Davi and seconded by Trustee Oggerino to go into closed session.

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

MOTION DECLARED CARRIED

Attorney Bastian recommended the Board postpone item 10 until after the closed session.

The Mayor called for a motion to recess to closed session for 5 ILCS 120/2(c) (1) of the Illinois open meetings act-to consider the appointment, employment, compensation, discipline, performance, or dismissal of a specific employee.

MOTION: Made by Trustee Mistele and seconded by Trustee Davi to recess into Closed Session at 6:45 p.m.

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

MOTION DECLARED CARRIED

Recessed into Closed Session.

At 7:54 p.m., upon return from Closed Session, a roll call vote was taken.

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

MOTION DECLARED CARRIED

Upon return to Open Session, an additional roll call vote was then taken.

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

MOTION DECLARED CARRIED

Attorney Bastian declared the Board would now return to item 10 on the agenda.

10. Motion to consider and Village Board action regarding the employment of a specific employee of the public body.

Mayor Trilla entertained a motion to terminate the employment contract dated May 10, 2021, for the position of Finance Director of the Village and to terminate the employment of the Finance Director effective November 30, 2021.

MOTION: Made by Trustee Oggerino and seconded by Trustee Neal to terminate an employment contract with the Village Financial Director on November 30, 2021.

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

MOTION DECLARED CARRIED

Attorney Bastian stated the employment of Carrie Dittman is terminated effective tomorrow, November 30, 2021.

PRIOR BUSINESS

11. TRUSTEE REPORTS

Trustee Neal deferred to Chief Schaller regarding the recent CALEA (Commission on Accreditation for Law Enforcement Agencies) certification.

Chief Schaller outlined the accreditation process to date. On November 9, 2021, a full commission review of Willowbrook was held virtually. At that meeting, twenty-one governing bodies reviewed our information and Willowbrook was awarded its 10<sup>th</sup> accreditation since the initial accreditation in 1991. The accreditation is for four years, at which time the process will be repeated.

Mayor Trilla offered his congratulations. Trustee Neale stated that this was a reflection on our officers' commitment and the work of Deputy Chief Kaspar and Nancy Turville, the CALEA accreditation person. Trustee Neal indicated we should be proud of what the department and our staff does.

Trustee Ruffolo had no report.

Trustee Mistele had no report.

Trustee Berglund had no report.

Trustee Davi reported that Willowbrook has, as of this afternoon, two less residents. He indicated his son and his girlfriend had gone over to the dark side and purchased a home in Hinsdale. General laughter followed. Trustee Davi continued by saying he was sure it was going to affect the Village's revenue, to which the Mayor indicated that they would still be most welcome to shop in the Village. This was followed by additional laughter.

Trustee Oggerino had no report.

12. ATTORNEY'S REPORT

Attorney Bastian had no report.

13. CLERK'S REPORT

Clerk Hahn had no report.

14. ADMINISTRATOR'S REPORT

Administrator Pabst reported that we have posted the 2022/2023 budget calendar which provides a general outline of what we are

doing, but that it may change. He indicated there are three budget meetings shown on the calendar, January 13, 2022, February 7, 2022 and a final, tentative meeting on March 16, 2022.

Administrator Pabst explained that the budget process would be slightly different this year and that we would be using a "zero-based budgeting" process, meaning that each department would not automatically get what was awarded last year. Every line item in the budget must be justified.

Assistant Administrator Halloran added that we are adding more description to improve the document and starting the process earlier. The Board would also be asked for its input ahead of time rather than after.

Administrator Pabst indicated he would also like to bring up the zoning code review and asked Assistant Administrator Halloran to cover the topic.

Assistant Administrator Halloran indicated that after the meeting this past summer, the steering committee composed of he, Trustee Neal and Building Inspector Roy Giuntoli, have worked to get the outline into the structure of the new zoning code. Before the code is written, there'll be another meeting to provide direction. The Board will have the opportunity to provide feedback at a meeting to be conducted later this month or in January 2022.

Mayor Trilla complimented Administrator Pabst and Assistant Administrator Halloran on the work they're doing assisting new contributors to the budget planning process and on the time and energy they're investing in the Village staff.

#### 15. MAYOR'S REPORT

The Mayor shared a welcome, positive update on his personal health. The Mayor was also appreciative of the prayers and kind words on his behalf.

#### 16. EXECUTIVE SESSION

The Mayor indicated the Closed Session had been completed and requested a motion to adjourn.

#### 17. ADJOURNMENT

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MOTION: Made by Trustee Neal and seconded by Trustee Davi to adjourn the Regular Meeting at the hour of 8:04 p.m.

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

MOTION DECLARED CARRIED

PRESENTED, READ, and APPROVED.

\_\_\_\_\_, 2021.

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Frank A. Trilla, Mayor

Minutes transcribed by Deputy Clerk Christine Mardegan.