

MINUTES OF THE REGULAR MEETING OF THE MAYOR AND BOARD OF TRUSTEES OF THE VILLAGE OF WILLOWBROOK TO BE HELD ON MONDAY, OCTOBER 24, 2022, 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 Trilla, Village Clerk Deborah Hahn, Village Trustees Mark Astrella, Sue Berglund, Michael Mistele, Gayle Neal, Greg Ruffolo, Attorney Michael Durkin, Village Administrator Sean Halloran, Assistant to the Village Administrator Alex Arteaga, Chief Financial Officer Michael Rock, Director of Community Development Michael Krol, Director of Parks and Recreation Dustin Kleefisch, Chief Robert Schaller, Deputy Chief Lauren Kaspar, Deputy Chief Benjamin Kadolph, Deputy Clerk Christine Mardegan and Public Works Foreman AJ Passero.

Present via conference call, due to the COVID-19 Pandemic, was Trustee Umberto Davi.

ABSENT: None.

A QUORUM WAS DECLARED

3. MOTION TO ALLOW TRUSTEE DAVI - A MOTION TO ALLOW TRUSTEE DAVI TO ATTEND THE MEETING REMOTELY.

Trustee Neal asked the Board to allow Trustee Davi to attend the meeting remotely.

MOTION: Made by Trustee Neal and seconded by Trustee Astrella to allow Trustee Umberto Davi to attend the meeting remotely.

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

MOTION DECLARED CARRIED

4. PLEDGE OF ALLEGIANCE

Mayor Trilla asked Director Michael Krol lead everyone in saying the Pledge of Allegiance.

5. VISITORS' BUSINESS

None present and no written comments were received.

6. OFFICIAL APPOINTMENT TO RANK OF PATROL OFFICER

a. Alexander Strockis

Clerk Hahn had the honor of swearing in the new patrol officer. Mayor Trilla thanked the family of Officer Strockis for attending the meeting to witness the swearing in ceremony.

OMNIBUS VOTE AGENDA

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

7. OMNIBUS VOTE AGENDA:

- a. Waive Reading of Minutes (Approve)
- b. Minutes - Board of Trustees Meeting October 10, 2022 (APPROVE)
- c. Warrants \$619,692.39
- d. RESOLUTION NO. 22-R-56 - A RESOLUTION APPROVING AND AUTHORIZING THE EXECUTION AND ACCEPTANCE OF A TEMPORARY AND EXCLUSIVE EASEMENT AGREEMENT WITH 645 JOLIET LLC (ADOPT)
- e. RESOLUTION NO. 22-R-57 - A RESOLUTION APPROVING AND AUTHORIZING THE EXECUTION OF A MEMORANDUM OF UNDERSTANDING AND AGREEMENT BETWEEN THE VILLAGE OF WILLOWBROOK AND THE UNITED STATES COAST GUARD (ADOPT)
- f. ORDINANCE NO. 22-O-41 - AN ORDINANCE OF THE VILLAGE OF WILLOWBROOK DECLARING AND AUTHORIZING THE SALE, DISPOSAL OR TRADE-IN OF SURPLUS PERSONAL PROPERTY OWNED BY THE VILLAGE OF WILLOWBROOK (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 Ruffolo to approve the Omnibus Vote Agenda as presented.

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

MOTION DECLARED CARRIED

NEW BUSINESS

8. ORDINANCE NO. 22-0-41 - SUPPLEMENTAL APPROPRIATION ORDINANCE OF THE VILLAGE OF WILLOWBROOK, DUPAGE COUNTY, ILLINOIS FOR THE FISCAL YEAR BEGINNING MAY 1, 2022 AND ENDING APRIL 30, 2023 (PASS)

Administrator Halloran presented that staff is asking for the approval for supplemental appropriation for general fund, business district and general obligation funds.

As the Board is aware when it comes to expenditures from the General Fund we are on a good track. Right now, for five months of the year, we are at 42% and, overall, the general fund expenditures are at 38%, Community Development is coming in low, as is Parks and Recreation.

The areas where we are over budget were areas over which we did not have direct control. Despite the ongoing recession, staff has been able to manage expenditures within the budgeted amount except for the following amounts:

- Village Entry Signs
- Village Administrator's Office - Contingency
- Village Administrator's Office - Personnel
- Parks and Recreation - Personnel

Areas beyond our control were included the delivery of office copiers and the Village gateway signs, both budgeted in the prior fiscal year.

In total, the budget amendment for the General Fund is an estimated \$388,444. During the annual appropriation ordinance presentation, staff lowered the appropriation amount from 100% over the budgeted amount to 50%. The justification was to show more transparency to the Board. We are also recommending reducing the budget by an additional \$399,000.

We're confident our budget expenditures are in line with where they should be, we're asking for additional funds due to the uncontrolled expenditures. We're confident we'll be able to maintain our expenditures in the backdrop of inflation, as well a recession.

Trustee Neal asked if the date of September 2020 was used on the Monthly Operating Revenues in line with our budget year. Administrator Halloran agreed and also advised it was to provide the last end of the month figures available.

MOTION: Made by Trustee Mistele and seconded by Trustee Astrella to pass Ordinance 22-0-41 as presented.

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

MOTION DECLARED CARRIED

9. ORDINANCE NO. 22-0-42 - ORDINANCE WAIVING COMPETITIVE BIDDING, APPROVING AND AUTHORIZING THE EXECUTION OF A PURCHASE AGREEMENT WITH ULINE, INC. FOR THE PURCHASE OF FURNITURE FOR THE VILLAGE COMMUNITY RESOURCE CENTER (PASS)

Assistant to the Administrator Arteaga provided the following information. On August 12, Village staff released a Request for Proposal (RFP) #004 for the Furnishing of the Community Resource Center (CRC), with bids due for this RFP by September 21st.

Staff received one bid from Rework Furniture in the amount of \$72,690. Following the submission of Rework Furniture's bid, staff determined that the furnishing of the CRC could be done for a lower amount if staff were to purchase furniture items directly from Uline, a general commercial and industrial goods provider. Staff met with Uline representatives to create a cost estimate for the furnishing of the CRC which resulted in a final cost estimate of \$44,751.24.

If staff were to purchase CRC furniture through Uline rather than Rework Furniture, it would result in a cost savings of \$ 27,938.76.

Mayor Trilla asked if Carrie Navins, the Recreational Services Coordinator, was involved with the selection of the furniture items for the CRC. Mr. Arteaga indicated she was.

MOTION: Made by Trustee Astrella and seconded by Trustee Berglund to pass Ordinance 22-0-42 as presented.

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

MOTION DECLARED CARRIED

10. RESOLUTION NO. 22-R-58 - A RESOLUTION APPROVING AND AUTHORIZING THE EXECUTION OF AN AGREEMENT BETWEEN THE VILLAGE OF WILLOWBROOK AND THE WILLOWBROOK ECONOMIC DEVELOPMENT PARTNERSHIP (ADOPT)

Administrator Halloran reminded the Board, at the April 11, 2022, Village Board meeting a general obligation bond offering of \$10,000,000 was made, based on a staff presentation at the March 28, 2022 Committee of the Whole meeting.

The General Obligation Bond is planned to be used for certain capital projects and the formation of an economic development partnership, specifically the Willowbrook Economic Development Partnership (WEDP). We are asking for the Board to approve the agreement with WEDP which is a three-year agreement that is laid out in four terms. These are the terms:

Term	Months	Dates	Funding Amount
Term 1	6	October 2022 – April 30, 2023	\$170,000
Term 2	12	May 1, 2023 – April 30, 2024	\$330,000
Term 3	12	May 1, 2024 – April 30, 2025	\$330,000
Term 4	6	May 1, 2025 – October 25, 2025	\$170,000

The timing of the terms is designed to match the Village's fiscal year. The WEDP is expected to come back to the Board during budget season to discuss their goals and plans for the following year. The funding for the WEDP stems from the General Obligation Bond, approved in April 2022, not the General Fund.

Trustee Mistele stated that Article V of the bylaws of the WEDP indicates that an executive committee is optional and wondered what the thoughts were on that issue.

Interim Economic Development Director Brian Pabst responded that the feeling was to bring this before the Development Board for input before deciding one way or another, to allow that body the choice.

Trustee Mistele asked if the WEDP had a full board. Director Pabst indicated, yes, we have seven (7) members.

Trustee Neal pointed out that, under Section 7.0 WEDP Strategic Plan in the Agreement between the Village and the WEDP, point 7.1 specifies a timeline for presentation of the WEDP strategic plan. She suggested that the presentation of the strategic plan

should coincide with the term end dates of the agreement, i.e., at the end of each Village fiscal year.

Mayor Trilla responded that the WEDP would present their annual budget before the end of the Village's fiscal year. Director Pabst added that it will be part of the budget. It would be justifying the line items with the Village Board for approval.

Trustee Neal asked for clarification of the bylaws that were they mention "Board", it refers to the WEDP board, and when Willowbrook Village Board is meant, it will specifically note "Village Board". Director Pabst indicated that was correct.

Mayor Trilla reassured the Trustees that every year the WEDP will have to come to the Village Board for funding.

Attorney Durkin asked Trustee Neal if that was sufficient clarification with regards to Section 7.0 of the agreement. Trustee Neal said yes it does. This is so new to us; the planning and the budget are in effect the same document. Administrator Halloran commented that the budget tells the plan.

Director Pabst the comments that we are hearing tonight will be incorporated in a modified agreement between the Village and the WEDP clarifying the strategic plan item.

Trustee Neal asked for clarification of the item "promote and recruit to maintain a diverse local economy" under Next Steps on the Agenda History. What would the legal explanation of the word "recruit" be?

Mayor Trilla answered the effort is to try and bring businesses to Willowbrook. Director Pabst added that the term indicates calling, attending trade shows, providing land use plans, promoting opportunities within the town, and so forth. Mayor Trilla added, instead of recruiting people, we are recruiting businesses or industries.

Attorney Durkin indicated his office will work with the WEDP attorneys on Section 7.0 to amend it to a more acceptable language.

MOTION: Made by Trustee Astrella and seconded by Trustee Berglund to adopt Resolution 22-R-58 as presented.

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

MOTION DECLARED CARRIED

11. RESOLUTION NO. 22-R-59 - A RESOLUTION APPROVING AND AUTHORIZING THE VILLAGE MAYOR TO EXECUTE, AND AUTHORIZING THE VILLAGE CLERK TO ATTEST TO, ON BEHALF OF VILLAGE OF WILLOWBROOK, A FOUR (4) YEAR COLLECTIVE BARGAINING AGREEMENT BETWEEN THE VILLAGE OF WILLOWBROOK AND THE ILLINOIS FOP LABOR COUNCIL (ADOPT)

Chief Schaller stated that the Village of Willowbrook and the Illinois FOP Labor Council have concluded contract negotiations and have reached a tentative four (4) year collective bargaining agreement, effective May 1, 2022, and terminating April 30, 2026, providing for wages and other benefits to members of the Union, subject to the approval by the Village and Union membership.

A copy of the collective bargaining agreement between the Village of Willowbrook and the Illinois FOP Labor Council is attached hereto as Exhibit "A."

Should there be a consensus on the proposed collective bargaining agreement, the Mayor and the Village Clerk would be authorized and directed to execute and attest, respectively, to said collective bargaining agreement on behalf of the Village of Willowbrook. The tentative agreement has been approved and executed by the appropriate representatives of the Illinois FOP Labor Council.

MOTION: Made by Trustee Mistele and seconded by Trustee Astrella to adopt Resolution 22-R-59 as presented.

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

MOTION DECLARED CARRIED

PRIOR BUSINESS

12. TRUSTEE REPORTS

Trustee Neal thanked Director Krol for his time and efforts in explaining the permitting process and PUDs (Planned Unit Developments).

Trustee Ruffolo had no report.

Trustee Mistele had no report.

Trustee Berglund had no report.

Trustee Davi had no report.

Trustee Astrella had no report.

13. ATTORNEY'S REPORT

Attorney Durkin had no report.

14. CLERK'S REPORT

Clerk Hahn informed the Board about the upcoming consolidated election on April 4, 2023. There are three (3) Trustees up for reelection. All the signatures collected must be registered voters. The turn in date begins at 8:30 a.m. on December 12, 2022. If you want your name to appear first on the ballot, you must be the first one to turn in your packet. If there is more than one person arriving at the same time, there will be a lottery. The last day to turn in your packet is December 19, 2022, at 5:00 p.m.

Mayor Trilla questioned how many signatures are needed. Clerk Hahn answered ninety (90), but you should get more than ninety.

Trustee Neal interjected, cautioning to be careful about going over as sometimes they will pull overages as being excessive.

There is a standard number of signatures due based on a formula calculated on the votes cast in the last election. Mayor Trilla asked if she could provide the formula, which she did. Starting with the total votes casts, which was 646, take 5% of that, round it off and add 50.

15. ADMINISTRATOR'S REPORT

Administrator Halloran asked Director Kleefisch to report on the recent park's events. Director Kleefisch thanked Administrator Halloran and shared that Pumpkin Flotilla was highly successful. We had sixteen families sign up, it was a nice evening, but the wind and rain cut it short a little bit. A lot of people enjoyed it and we got good feedback on our Facebook page.

This Saturday we had our first Mug Run with thirty-eight participants and we received great feedback from it. A good way to start building momentum with our special events.

Mayor Trilla stated that I attended the Pumpkin Flotilla and it was a momentous event. Director Kleefisch was rowing the canoe himself, public works was great, and this is exactly the way I envisioned it.

16. MAYOR'S REPORT

Mayor Trilla had no report.

17. EXECUTIVE SESSION

There was no need for Executive Session this evening.

18. ADJOURNMENT

MOTION: Made by Trustee Mistele and seconded by Trustee Astrella to adjourn the Regular Meeting at the hour of 7:02 p.m.

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

MOTION DECLARED CARRIED

PRESENTED, READ, and APPROVED.

_____, 2022.

Frank A. Trilla, Mayor

Minutes transcribed by Deputy Clerk Christine Mardegan.