

MINUTES OF THE SPECIAL MEETING OF THE MAYOR AND BOARD OF TRUSTEES OF THE VILLAGE OF WILLOWBROOK HELD ON MONDAY, OCTOBER 24, 2022, AT 5:30 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 5:30 p.m. by Mayor Frank Trilla.

2. ROLL CALL

Those physically present at roll call were Mayor Frank A. Trilla, Village Clerk Deborah Hahn, Trustees Mark Astrella, Sue Berglund, Michael Mistele, Gayle Neal and Greg Ruffolo, Village Administrator Sean Halloran, Assistant to the Village Administrator Alex Arteaga, Director of Community Development Michael Krol, Chief Financial Officer Michael Rock, Director of Parks and Recreation Dustin Kleefisch, Deputy Clerk Christine Mardegan, Chief Robert Schaller, Deputy Chief Lauren Kaspar, Deputy Chief Benjamin Kadolph, and Public Works Foreman AJ Passero.

Present via conference call, due to the COVID-19 pandemic: Trustee Umberto Davi

Absent: none

A QUORUM WAS DECLARED

3. MOTION TO APPROVE - A MOTION TO ALLOW TRUSTEE DAVI TO ATTEND REMOTELY.

MOTION: Made by Trustee Neal and seconded by Trustee Ruffolo to allow Trustee Davi to attend remotely.

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

MOTION DECLARED CARRIED

4. PLEDGE OF ALLEGIANCE

Mayor Trilla asked Deputy Clerk Mardegan to lead everyone in saying the pledge of allegiance.

5. VISITOR'S BUSINESS

None present and no written comments were received.

6. DISCUSSION - GARFIELD AVE SIDEWALK AND CROSSWALK PROJECT UPDATE

Administrator Halloran introduced the topic and indicated that tonight and update and answer the Board's questions as the project now has some additional complications.

- On June 10, 2019, the Board of Trustees approved an Intergovernmental Agreement (IGA) with the Village of Burr Ridge for the construction of a sidewalk along Garfield Avenue.
- At the April 11, 2022, Board of Trustees meeting, the Village Board approved the dissolution of the IGA with Burr Ridge and authorized Village staff to finish the construction of the sidewalk, which lowered the costs from \$55,000 to \$20,000.
- The Public Works department worked with local contractors and completed the sidewalk project by May/June of 2022.
- Since July 2022, the Village of Burr Ridge notified staff of their plans to complete their portion of the project, which would include a crosswalk within the Village of Willowbrook. From July to now, Village of Willowbrook staff has been working with their counterparts in Burr Ridge to review the crosswalk proposals.
- In the last six weeks, Village of Willowbrook staff has asked several traffic engineers for a review of the crosswalk placement at Rogers Farm Road due to safety concerns.
- Burr Ridge offered to install two used Rapid Rectangular Flashing Beacons (RRFB) with the crosswalk. This proposal would come at a cost to the Village of Willowbrook of \$7,500
- All three of the Village's engineers providing information were against the use of the RRFBs.
- Village of Willowbrook's response to the RRFB:
  - RRFB's are not the recommended treatment unless the 85th percentile speed on Garfield is 40 mph.
  - The Federal Highway Administration (FHWA) have not yet issued full approval of the use of RRFB's, and staff believes the research of their effectiveness continues
  - The FHWA requires that each state keep a record of all RRFB's installed within the state. IDOT is the keeper of the record all RRFB's installed in Illinois
- The recommendations of the Village's engineers are as follows:

- Two W11-2 pedestrian signs, each with W16-7P slanted down arrow plaques
- Based on IDOT's Policy TRA-23 guidelines, the recommended treatment would be the pedestrian crossing signs with push button activated circular yellow flashing lights with timing of a length necessary for a pedestrian to cross. The recommendation is to install one on each side of the crosswalk.

The overall cost of these recommendations is \$10-\$15,000. While Willowbrook staff is pleased with the current progress of discussions between the two communities, a final agreement has not been made.

After several practical questions, the Board agreed with the engineers' findings and staff recommendations for types of signage for the crosswalk and directed staff to continue discussions with Burr Ridge to complete the project.

#### 7. PRESENTATION - VILLAGE NEWSLETTER DISCUSSION

Assistant to the Village Administrator Arteaga presented the idea of creating a biannual Village newsletter. With feedback from residents, staff has explored the idea of initiating a village-wide newsletter, in an effort to improve communication and engagement with the community.

Previously, from 2011 to 2020, the Village had published tri-annual newsletters and fun guides with summer, fall, and winter/spring editions.

Staff has been working with Element Consulting Network to create layout designs and obtain pricing quotes. The idea is to print 3,500 newsletters, based on a current mailing of 1,200 utility bills, and to ensure every household in the Village received a copy, and copies available at the various Village buildings.

Proposed content for the first edition to be published in November 2022 includes, Mayor's message, winter Village events, water billing rate structure and billing frequency changes overview, staffing updates, and Village projects end of year updates.

Administrator Halloran added that part of the purpose was to meet the residents where they are rather than have the residents meet us where we're at. Additional ideas for content might include FYI information for Village processes such as permitting, tips for home maintenance, and other general topics.

Mr. Arteaga continued, indicating that staff has been relying on the consultant to get the project off the ground with the idea that within

the first 3 or 4 editions, the project would move to in-house handling. A sample of a front page was provided.

Estimated costs for the mid-November edition include:

- Printing of 3,500 newsletters: \$2,371.53
- Postage of 3,500 newsletters: \$1,500
- Element Consulting Network fees for Coordination of Newsletter Printing & Design: \$2,500
- Grand total: \$6,371.53. Staff plans to use contingency funds to cover the costs for 2022-2023 fiscal year.

The Mayor opened the discussion with the idea that he feels the Village has a poor record when it comes to communication with the residents. He liked the idea and that it can be produced for a reasonable cost, eventually lowering the costs with an in-house production.

The consensus of the Board was that the newsletter is a great initiative, expressed hope to expand on the Village's methods of communication, and offered additional information they would like to see communicated in this manner.

#### 8. ADMINISTRATOR'S REPORT

Village Administrator Halloran updated the Board on the progress of the CRC (Community Resource Center) remodeling:

- Theater signage in place
- Interior signage in place
- Painting finished
- Almost all windows installed
- Parking lot is done

He indicated that we've been fortunate to have been subject to minimal supply chain issues, and we still hope to open the CRC by the end of the year.

Chief Schaller updated the Board on the following items:

- Regarding an email received from the Illinois Law Enforcement Training and Standards Board (ILETSB) regarding a roster review of mandatory training completion: Completing the training of 27 officers is a labor-intensive task and difficult to cover the various requirements for all officers throughout the year. Deputy Kaspar received an email that we are one of the few departments in the state with a 100% compliance rate. Kudos to Deputy Chief Kaspar for this accomplishment. The Mayor and Board concurred and offered their congratulations as well

- Deputy Chief Kadolph is the in-house CALEA (Commission on Accreditation For Law Enforcement Agencies) coordinator who recently completed the remote on-site assessments. Deputy Chief Kadolph received correspondence from Bruce Robertson of CALEA, the assessor for the remote on-site assessment. In his message, Mr. Robertson sang the praises of Deputy Kadolph's attention to detail, extreme professionalism and indicated he was a pleasure to work with. Everything expected was completed and ready.

Chief Schaller indicated that we are well on our way to accreditation. The Mayor and Board applauded Kadolph for his excellent work.

- Chief Schaller also provided an update on the work of the TAC Unit who are working collaboratively with other DuPage County law enforcement agencies on "saturation nights". On these nights, they go out in groups on the same radio channel. These nights are extremely beneficial to our citizens in stopping crime.

The Chief outlined three recent incidents experienced by the unit in which they were able to work effectively as a deterrent, gather additional intelligence on suspects and suspected crimes, and work cooperatively with other jurisdictions to further their investigations.

Chief Schaller repeated his praise of the TAC unit and the work they do. He also expressed his appreciation to the Board in allowing the department to equip themselves with the necessary tools for the job.

#### ADJOURNMENT

MOTION: Made by Trustee Mistele and seconded by Trustee Berglund to adjourn the Regular Meeting at the hour of 6:02 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.

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Frank A. Trilla, Mayor

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Village Board Special Meeting Minutes  
October 24, 2022

Minutes transcribed by Deputy Clerk Christine Mardegan.