

MINUTES OF THE SPECIAL MEETING OF THE MAYOR AND BOARD OF TRUSTEES OF THE VILLAGE OF WILLOWBROOK HELD ON MONDAY, JANUARY 23, 2023 AT 5:30 P.M. AT THE WILLOWBROOK POLICE DEPARTMENT TRAINING ROOM, 7760 QUINCY STREET, WILLOWBROOK, DUPAGE COUNTY, ILLINOIS .

THE VILLAGE WILL BE OFFERING A ZOOM WEBINAR FOR THE MEETING TO ALLOW MEMBERS OF THE PUBLIC TO ATTEND BY VIDEO OR AUDIO IF DESIRED. IF A MEMBER IS USING ZOOM, PLEASE EITHER USE YOUR PHONE OR COMPUTER, NOT BOTH.

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 Trilla, Trustees Mark Astrella, Sue Berglund, Umberto Davi, Michael Mistele, Gayle Neal and Greg Ruffolo, 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 Clerk Christine Mardegan, Village Attorney Michael Durkin and Public Works Foreman AJ Passero.

Absent: Village Clerk Deborah Hahn and Deputy Chief Benjamin Kadolph.

A QUORUM WAS DECLARED

3. PLEDGE OF ALLEGIANCE

Mayor Trilla asked Foreman Passero to lead everyone in saying the pledge of allegiance.

4. VISITOR'S BUSINESS

None present and no written comments were received.

5. PRESENTATION - POLICE APPRECIATION

Chief Schaller asked Deputy Chief Kaspar to present the information. Deputy Kaspar reviewed the letters of thanks and appreciation from the Chiefs of Police of Elmhurst and Oak Brook that were received commending our officers.

The letter from Elmhurst thanked our two officers, Detective Blake Huntley and Officer David Walega, who worked hand in hand with the Elmhurst PD to capture an alleged catalytic converter thief.

The Oak Brook Chief thanked Willowbrook PD for their assistance in the search for home invasion suspects. Officer Opacian was sent to Oak Brook

to assist in the investigation as well as the arrest of the alleged offender.

Although not included in the agenda packet, Deputy Kaspar also noted that the department has had several notable events in the past few months.

A letter was received commending Officer Lopez and Detective Walega for assisting a young lady who lost an engagement ring stored in an AirPods case while working out at the Midtown Athletic Club. After leaving the premises, realizing she had left the case, she returned to discover the case and the ring were missing. The officers went above and beyond and were able to AirTag the Apple case and locate the contents in Stratford Green (Condominiums, Willowbrook). The owner's son had found the case in the parking lot of the club and returned them to the owner with nothing missing.

Officer James Martino, knowing crime trends in the area, was patrolling Willowbrook Ford one evening, and noticed something off kilter. He observed several cars parked alongside the dealership on 72<sup>nd</sup> Street. He approached the subjects who alluded him and fled the scene. Although the subjects were not apprehended, we believe their intention had been to rob Willowbrook Ford which was prevented by the vigilance of our officer, keeping crime out of Willowbrook.

Officer Inez Bensen, along with Officer Martino and others on the shift, responded to a call for an individual passed out at wheel of a vehicle at Midway (Drive) and (Route) 83. That individual was not only passed out at the wheel and intoxicated, but he was also a felon with a weapon on the floor of the vehicle at his feet. They were able to arrest him and charge him accordingly.

Those are just some of the key points our officers have made in the past few months with great arrests and crime prevention in the area. Our neighboring communities are experiencing similar crime and working together we're working better than in the past.

Mayor Trilla asked if the new radios help with working with other departments. Chief Schaller noted they help due to the interoperability capabilities of the units. There are also some apps being used that also assist in mutual aid situations.

## 6. DISCUSSION - EMPLOYEE HANDBOOK & COMMUNICATION POLICY

Administrator Halloran provided background on the reasons for the update to the Employee Handbook:

- The employee handbook has not been updated since 2012.
- Staff and the Village Board identified this project as a critical strategic initiative for the 2022-2023 fiscal year.
- Staff as a team, representing every department, have worked together since the summer of 2022 to develop the final Employee Handbook.

Staff are proud of the work that has been done and is seeking feedback from the Board. If positive feedback is received, the updated handbook will be added to the next agenda for the Board's approval. This is one of the key strategic initiatives for this year and the goal is to wrap it up.

Administrator Halloran then reviewed the key changes in the document:

- **Introduction:**
  - Includes a summary and purpose of its authority and how it works with local laws and collective bargaining agreements.
- **General Employment Practices:**
  - Policies are updated based on recent federal and state legislation since 2012.
  - Probationary period increased from six months to twelve months.
- **Administrative Policies**
  - Code of Ethics was spelled out more transparently.
    - Mirrors the State Officials and Employees Ethics Act.
    - Clarifies the ban on gifts to Village personnel.
    - Updates the Identity Protection and Theft Prevention Act language to comply with state guidelines
- **Employee Conduct:**
  - Clarifies performance standards for all employees.
  - Outlines disciplinary procedures.
  - Updates the weapons policy on Village grounds and complies with the Illinois Firearms Concealed Carry Act.
  - Use of social media language to guide all employees.
  - Updated guidance regarding computer hardware, software use, and electronic communications.
- **Types of Employment:**
  - Clarifies Exempt and Non-Exempt definitions for employees.
  - Formalizes the Remote-Work Policy that the Board approved in September of 2021.
  - Inserts Childbirth/Adoption Leave of 80 hours.
  - Inserts the following holidays:
    - Juneteenth (matches the Police CBA)
    - Veterans Day

- President's Day (already closed to the public)

- **Types of Employment:**

- Personal Leave - Increases from 8 hours to 40 hours.
  - This doesn't carry over on an annual basis.
- Vacation Leave - Awarded at hire.
- Vacation Leave - Employees must use half their awarded vacation time in a fiscal year.
- Vacation Leave - Increased for employees with 6-14 years of service by having a tiered leave system. Overall leave does not change (5 years, 10 years, and 15 years)
- Vacation Leave - Decrease the maximum bank of vacation leave from "twice the number of hours you would earn annually" to 30 days.
- Vacation Leave Buyback - Create a threshold of staff required to stay under 30 days.
- Vacation Leave Rollover - As part of the buyback, staff can roll over additional days via a check or into a 457 plan.
- Sick Leave Abuse Language - 3 missed consecutive days require a physician's note
- Catastrophic Leave Program
  - This new program is designed to assist employees who have exhausted all of their granted, earned, and accrued leave due to a serious or catastrophic illness, injury, or condition of the employee or a member of their immediate family.

- **Other changes:**

- Sick Leave Accumulation - Increase the amount of sick leave accrued from 1,152 hours to 1,600
- Tuition Reimbursement - Increase to \$5,000 (matches the Police CBA).
- Sick Leave Buyback at Retirement - Changed from minimum Wage hourly rate to hourly rate at the time of retirement.
- Death Benefit - The Village will contribute a payment of 25 percent of unused sick leave at the time of death. The Village will also extend one month's salary.

Administrator Halloran opened the floor for comments. Trustee Neal noted that this is something that has been needed for a while as many of the sections were out of date and not in compliance with current laws. She commends the staff for their work.

Administrator Halloran also reviewed the implementation and update of the Village's communication policy:

- The policy's intent and purpose are designed to provide direction to staff on what content can be posted to Village networks and a guideline in how to handle difficult and inappropriate language that is posted in response to a Village post.
- The goal of the Village's social media communications is to serve as an online information source focused on Village issues, projects, news, and events. The purpose of the use of social media sites and the website is to disseminate information useful to and about the Village.
- The Communications policy will dictate what content Village staff can advertise and promote through all Village communications channels, thus providing staff with a comprehensive policy to refer to when determining if content promotion is appropriate.
- Village Communication Channels:
  - Village website: [willowbrookil.org](http://willowbrookil.org)
  - Newsletters & Guides: The Scoop Active Adult Program Guide which is published bi-monthly, Village of Willowbrook Parks & Recreation Program Guide which is published bi-monthly, Village View Newsletter which is published bi-annually, and Water Bill Briefs which are periodically included with monthly Utility Bill mailings.
  - Channel 6
  - Village Hall Electronic Sign & Upcoming Parks Signs
  - Social Media Channels:
    - Facebook: Village of Willowbrook, Willowbrook Police Department, & Willowbrook Parks & Recreation Department
    - Nextdoor: Village of Willowbrook
    - Twitter: Willowbrook Police Department

Administrator Halloran concluded by saying he hoped it would not be needed, but it is there to protect the Village and staff and provide direction. Village Attorney Durkin added that it now creates a uniform policy instead of having the information in multiple sources. It also provides consistency in the handling of posts to avoid any possible

(Constitutional) First Amendment violations. By having a uniform policy, it will also help in enforcing the policy.

## 7. REVIEW - EXECUTIVE DRIVE WATER MAIN REPLACEMENT PROJECT

Background on the project was provided by Administrator Halloran. In March 2020, Christopher Burke Engineering prepared a report for the Executive Plaza Area, which has been historically plagued by heavy rains that result in significant street flooding and long drain down times. The Study Area, focused on Executive Drive and Plaza Court, is located at the bottom of a depressional area or "bowl" where runoff from the Executive Plaza Tributary Area (Tributary Area) ponds for an extended period of time due to insufficient sewer capacity and lack of an overland flow outlet.

Administrator Halloran indicated the project has changed in numerous ways over the past years, including cost analysis and project timeline. At this time, none of the business owners in the area have been contacted regarding this undertaking. Once there is a more specific scope of work and timeline, the local businesses will be notified. He turned the podium over to Dan Lynch from Christopher B. Burke Engineering for a closer look at the water main aspect of the project.

Mr. Lynch indicated he last spoke to the Board in September of 2022, when the Board approved moving forward with the project for engineering design. That portion is in progress and expects to be put to bid in the next few months to be ready for the 2023 construction season. Christopher B. Burke is confident that, if the project can begin in the spring, it can be completed in one construction season. (Mr. Lynch also recapped the scope of the project.)

While reviewing the Executive/Plaza flood control and road construction project, it has been recommended that the water main be replaced at the same time. Since 2019, Executive Drive between Quincy Street and Plaza Court has experienced 9 water main breaks.

By replacing the mains during this project, this will save on restoration costs and eliminate the possibility of damaging the newly installed drainage improvements. Two 12-inch butterfly valves, two fire hydrants and 1000 feet of 12-inch water main will be replaced on the north side of Executive Drive.

The proposal now is to add the water main replacement to the original project, which would be bid as a single project, thus increasing the original cost estimates.

Administrator Halloran indicated that staff is providing additional background and information, as well as a review of the original project, for the Board prior to adopting the resolution currently on this evening's Board meeting agenda.

The Mayor indicated that he appreciated the look ahead, to save costs as well as disruption to the local business community.

Trustee Mistele asked about the reasons behind the numerous water main breaks in the area. Foreman Passero provided details on staff's various findings during the repair of the previous breaks, including the possibility of basic corrosiveness of the surrounding soil.

Mayor Trilla commented favorably on the experience of Mr. Lynch and Christopher B. Burke in handling similar situations in the past.

8. ADJOURNMENT

MOTION: Made by Trustee Berglund and seconded by Trustee Ruffolo to adjourn the Special Meeting at the hour of 6:01 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.

\_\_\_\_\_, 2023.

\_\_\_\_\_  
Frank A. Trilla, Mayor

Minutes transcribed by Deputy Clerk Christine Mardegan.