

MINUTES OF THE REGULAR MEETING OF THE MAYOR AND BOARD OF TRUSTEES OF THE VILLAGE OF WILLOWBROOK TO BE HELD ON MONDAY, FEBRUARY 26, 2024, AT 6:30 P.M. AT THE COMMUNITY RESOURCE CENTER, 825 MIDWAY DRIVE, WILLOWBROOK, DUPAGE COUNTY, ILLINOIS.

1. CALL TO ORDER

The meeting was called to order at 6:30 P.M. Mayor Trilla.

2. ROLL CALL

Those physically present at roll call were, Mayor Frank Trilla, Village Clerk Deborah Hahn, Village Trustees Mark Astrella, Sue Berglund, Umberto Davi, Michael Mistele, Gayle Neal and Greg Ruffolo, Attorney Michael Durkin, Village Administrator Sean Halloran, Assistant to the Village Administrator Alex Arteaga, Chief Financial Officer Lora Flori, Director of Parks and Recreation Dustin Kleefisch, Chief Lauren Kaspar, Deputy Chief Ben Kadolph, Deputy Chief Gerard Wodka, Director of Public Works Rick Valent and Deputy Clerk Christine Mardegan.

Present via conference call was Director of Community Development Michael Krol.

ABSENT: None.

A QUORUM WAS DECLARED

3. PLEDGE OF ALLEGIANCE

Mayor Trilla asked Officer Claire Manley to lead everyone in saying the Pledge of Allegiance.

4. VISITORS' BUSINESS.

None present and no written comments were received.

5. RECOGNITION - Officer Claire Manley Received the Village of Willowbrook's 2023 Officer of the Year Award

Mayor Trilla congratulated Officer Manley and asked Chief Kaspar to say a few words about the officer.

Deputy Chief Kaspar introduced Officer Claire Manley to the Board. On February 20th, the annual employee recognition banquet was held to recognize the officer of the year, as well as new hires, promotions, letters of recognition, and milestone anniversaries in the department.

On this evening, Officer Manley was awarded the 2023 Officer of the Year Award. This award is given to an outstanding officer who has made significant contributions to the department. This award was voted on by the rank-and-file officers, recognition by her peers, not the administration.

Some of the great things that the officers said about Officer Manley were that she has a great attitude, she makes traffic stops at every shift, and is a team player and always willing to help. She has done amazing things in the Police Department. Last year she received six (6) letters of recognition.

Officer Manley introduced members of her family and expressed her appreciation for the award and the ability to work in Willowbrook. The Mayor and the Board of Trustees congratulated Officer Manley.

6. OMNIBUS VOTE AGENDA:

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

- a. Waive Reading of Minutes (Approve)
- b. Minutes - Board of Trustees Regular Meeting February 12, 2024 (APPROVE)
- c. Minutes - Board of Trustees Special Meeting Budget Workshop #2 February 15, 2024 (APPROVE)
- d. Warrants \$ 509,517.02
- e. MOTION - A MOTION TO APPROVE AN APPLICATION FOR A LICENSE TO HOLD A RAFFLE - WEST SUBURBAN SYMPHONY SOCIETY (PASS)
- f. ORGANIZED RETAIL CRIME SURVEILLANCE CAMERAS LICENSE AGREEMENTS
 - i. RESOLUTION NO. 24-R-14 - A RESOLUTION APPROVING AND AUTHORIZING THE EXECUTION AND ACCEPTANCE OF A NON-EXCLUSIVE LICENSE AGREEMENT WITH WILLOWBROOK SQUARE MANAGEMENT CO., INC. (ADOPT)
 - ii. RESOLUTION NO. 24-R-15 - A RESOLUTION APPROVING AND AUTHORIZING THE EXECUTION AND ACCEPTANCE OF A FIRST AMENDMENT TO NON-EXCLUSIVE LICENSE AGREEMENT WITH REGENCY CENTERS, L.P. (ADOPT)

Mayor Trills asked the Board if there were any items to be removed from the 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

7. RESOLUTION NO. 24-R-16 - A RESOLUTION APPROVING AND AUTHORIZING THE EXECUTION OF AN AGREEMENT AND FIRST AMENDMENT TO GENERAL TERMS AND CONDITIONS FOR PROFESSIONAL CONSTRUCTION ENGINEERING SERVICES FOR THE EXECUTIVE DRIVE FLOOD CONTROL PROJECT BY AND BETWEEN CHRISTOPHER B. BURKE ENGINEERING, LTD. AND THE VILLAGE OF WILLOWBROOK (ADOPT)

Director Valent led the presentation on the construction engineering services for the Executive Drive Flood Control project. He indicated that this is the final piece of the engineering agreements required to fulfill the services for the project.

On September 26, 2022, the Village Board approved an agreement with Christopher B. Burke Engineering, Ltd. (CBBEL) for design services of the Executive Drive Flood Control project. In December 2023, after the construction agreement was awarded, discussions between Village staff, CBBEL, and the general contractor took place to discuss the project timeline.

With the timeline established, CBBEL can finalize the construction engineering services proposal that provides an oversight of the work. This oversight encompasses everything from public communications, review of material submittals, in-field inspections, documentation, and project closeout. Industry standards for these services are typically 8% - 10% of the total construction cost, while IDOT allows up to 12% on cost sharing projects they administer. CBBEL's proposed fee of \$237,900 is 6% of the \$3,870,664 total Executive Drive Flood Control project cost.

MOTION: Made by Trustee Davi and seconded by Trustee Mistele to adopt Resolution 24-R-16 as presented.

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

MOTION DECLARED CARRIED

PRIOR BUSINESS

8. TRUSTEE REPORTS

Trustee Neal has no report.

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.

9. ATTORNEY'S REPORT

Attorney Durkin had no report.

10. CLERK'S REPORT

Clerk Hahn had no report.

11. ADMINISTRATOR'S REPORT

Administrator Halloran had no report.

12. MAYOR'S REPORT

Mayor Trilla had no report.

13. EXECUTIVE SESSION

There is no need for an Executive Session this evening.

14. ADJOURNMENT

MOTION: Made by Trustee Mistele and seconded by Trustee Astrella to adjourn the Regular Meeting at the hour of 6:45p.m.

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

MOTION DECLARED CARRIED

PRESENTED, READ, and APPROVED.

_____, 2024

Frank A. Trilla, Mayor

Minutes transcribed by Deputy Clerk Christine Mardegan.