

MINUTES OF THE REGULAR MEETING OF THE MAYOR AND BOARD OF TRUSTEES OF THE VILLAGE OF WILLOWBROOK TO BE HELD ON MONDAY, JANUARY 27, 2025, 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 Gretchen Boerwinkle, Village Trustees Mark Astrella, Sue Berglund, Umberto Davi, and Gayle Neal, Village Attorney Michael Durkin, Village Administrator Sean Halloran, Assistant Village Administrator Alex Arteaga, Chief Financial Officer Lora Flori, Director of Community Development Michael Krol, Director of Parks and Recreation Dustin Kleefisch, Director of Public Works Rick Valent, Chief Lauren Kaspar, Deputy Chief Gerard Wodka, Deputy Chief Ben Kadolph.

ABSENT: Trustee Michael Mistele and Deputy Clerk Christine Mardegan.

PRESENT VIA ZOOM: Trustee Gregory Ruffolo

A QUORUM WAS DECLARED

MOTION TO APPROVE - A MOTION TO ALLOW TRUSTEE GREGROY RUFFOLO TO ATTEND THE MEETING REMOTELY. (PASS)

Trustee Neal advised that a motion was necessary to allow Trustee Gregory Ruffolo to attend the meeting remotely.

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

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

MOTION DECLARED CARRIED

3. PLEDGE OF ALLEGIANCE

Mayor Trilla asked Trustee Neal to lead everyone in saying the Pledge of Allegiance.

4. VISITORS' BUSINESS

Mr. Tom Chlystek complimented the Village on the trips planned with Parks and Recreation. Mr. Chlystek wanted to introduce himself to the Board. He was a former City of Darien alderman and is now a candidate for the Highway Commission for Downers Grove Township in the April election. He

has been introducing himself to local communities that he would represent as a commissioner. He also provided information on his background and qualifications. If elected, he hopes to work closely with the local officials, efficiently and effectively.

#### 5. AUDITORS' PRESENTATION OF FISCAL YEAR 2023/2024 AUDIT

Chief Financial Officer Flori introduced Thomas Siwicki, director with the auditing firm Sikich, to present the Annual Comprehensive Financial Report for the Fiscal Year ending April 30<sup>th</sup>, 2024. Mr. Siwicki thanked CFO Flori for her help and support throughout the audit process.

Mr. Siwicki explained that his presentation's focus is to review the Annual Comprehensive Financial Report (ACFR). He highlighted the following areas:

To begin, he noted that this is the 35th consecutive year that the Village has received the GFOA (Government Finance Officers Association) Certificate of Achievement for Excellence in Financial Reporting award based on the prior year's audit. The current audit will be submitted for the awards again in the coming year.

**The independent auditor's report:** The independent auditor's report is an unmodified opinion over the financial statements provided by the independent auditor, also known as a clean audit opinion. This is the highest level of assurance the auditors can provide, that the financial statements are free from material misstatement.

There was an additional audit opinion issued, under the Government Auditing Standards, to describe the scope of the auditors' testing of internal control and compliance and the results of that testing. This additional audit was required per the Illinois Grant Accountability and Transparency Act (GATA) based on the Village's level of grant expenditures.

**Management's Discussion and Analysis (MD&A):** The MD&A section is a comparison, provided by Village staff, between the current year and the prior year and provides an explanation of the changes.

**Financial Statements:** The balance sheets provide a statement of the Village's net position. The Net Position section is divided into three categories: net investment and capital assets, restricted net position and unrestricted net position.

The **Statement of Activities**, essentially the income statement, breaks down the calculation of the net position balances and how it has changed from the prior fiscal year. During fiscal year 2024, the government

activities increase by \$5.3 million, while business activities increased by \$292,000 over last year.

In the **Balance Sheet of Governmental Funds**, the comparison of the fund balances in relation to the Village's fund balance policy. The policy indicates that the General Fund should have between 40% and 50% related to future expenses. The \$14.5 million in this fund represents about 65% of the fund balance.

The next section is the **Governmental Fund Statement of Revenue Expenditures and Change of Fund Balance** outlining how the fund balances were calculated. The General Fund saw an increase of about \$3.1 million.

The **Proprietary Funds Statement of Net Position** indicates the **Water Fund** has a net operating loss of approximately \$42,000. This indicates whether the fees being charged are enough to cover the costs of operations. This should be monitored going forward.

The report also includes a Notes section which includes additional details and context about the reports presented.

The **Schedule of Net Pension Liability** for the Illinois Municipal Retirement Fund (IMRF) shows that at the end of 2023, the most recent information available, had about a \$2 million pension liability with a funded status of 86.4%, which presents no concerns for the funded status.

The **Police Pension Fund** has a net pension liability of \$15.7 million at the end of 2024 and a 63.7% funded status. This is consistent with most other municipalities' funds. The state is requiring a 90% funding level by 2040 for pension funds. The Village's goal is 100% funded by 2040.

The other reports included in the auditors' packet are

- Auditor's Communication To The Board Of Trustees - required
- Management Letter - this would indicate any significant deficiencies or material weaknesses identified
- Single Audit Report - this outlines the handling of grants and federal awards
- Illinois Grant Accountability And Transparency Act - Consolidated Year End Financial Report - required under GATA by the State of Illinois covering state grant handling
- Redevelopment Corridor Tax Increment Financing District - this is the first required year as it is the first year the fund includes funding

Mr. Sawicki concluded his presentation by wishing everyone a good evening. Mayor Trilla thanked him for his time and the information and thanked CFO Flori for her hard work. CFO Flori thanked Mr. Sawicki and his team for all their support during the audit. She also thanked her support staff at Lauterbach & Amen as well as the Village department heads for providing information in a timely fashion.

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 December 16, 2024 (APPROVE)
- c. Minutes - Board of Trustees Special Meeting - Budget Workshop #1, January 16, 2025 (APPROVE)
- d. Warrants \$ 1,563,030.41
- e. RESOLUTION NO. 25-R-01 - A RESOLUTION TO ENDORSE THE LEGISLATIVE ACTION PROGRAM OF THE DUPAGE MAYORS AND MANAGERS CONFERENCE FOR THE 2025 LEGISLATIVE SESSION (ADOPT)
- f. RESOLUTION NO. 25-R-02 - A RESOLUTION AUTHORIZING THE EXECUTION OF A MEMORANDUM OF UNDERSTANDING BETWEEN THE VILLAGE OF WILLOWBROOK AND THE DUPAGE COUNTY CHAPTER OF THE NATIONAL ALLIANCE ON MENTAL ILLNESS ("NAMI") TO MUTUALLY PROMOTE "P.D. CONNECT" ("PDC") IN THE VILLAGE OF WILLOWBROOK (ADOPT)
- g. RESOLUTION NO. 25-R-03 - A RESOLUTION AUTHORIZING THE EXECUTION OF A MEMORANDUM OF UNDERSTANDING BETWEEN THE VILLAGE OF WILLOWBROOK AND THE WASHINGTON/BALTIMORE HIGH INTENSITY DRUG TRAFFICKING AREA ("W/B HIDTA") TO AUTHORIZE THE VILLAGE TO PARTICIPATE IN THE OVERDOSE DETECTION MAPPING APPLICATION PROGRAM ("ODMAP") SYSTEM (ADOPT)

MOTION: Made by Trustee Davi and seconded by Trustee Berglund to approve the Omnibus Vote Agenda as presented.

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

MOTION DECLARED CARRIED

NEW BUSINESS

- 7. RESOLUTION NO. 25-R-04 - A RESOLUTION OF THE VILLAGE OF WILLOWBROOK APPROVING AND AUTHORIZING THE EXECUTION OF CHANGE ORDER NUMBER ONE FOR THE BORSE MEMORIAL COMMUNITY PARK RENOVATION PROJECT WITH LANDWORKS, LTD. (ADOPT)

Director Valent explained the Village is currently under contract with Landworks, Ltd. to complete creek and pond enhancement for the Borse Park Renovation Project. Staff was alerted to an excess amount of spoil material that will be generated.

This excess material was originally intended to be stockpiled and utilized for the construction of a berm. The design no longer requires this material due to an ample amount already stockpiled from the excavation of the pickleball courts and artificial turf practice field.

In the original Landworks, Ltd. bid packet fifteen alternate bid items were included but not approved. Alternate item #15 in the amount of \$98,437.00, identified the removal and disposal of the excess material from the creek and pond excavations. This is essentially Change Order #1.

The additional cost of \$98,437.00 will be offset by other adjustments of quantities and revisions in the field during Phase II of the project. Currently, portions of the original contract bid, for a total credit of \$79,350.00, have been identified as no longer needed, reducing the net cost of Change Order #1 to \$19,087.00.

The original awarded contract for the Borse Park Renovation Project was \$1,439,447.00. With the net increase of \$19,087.00, the adjusted contract value is now \$1,458,534.00.

MOTION: Made by Trustee Davi and seconded by Trustee Astrella to adopt Resolution 25-R-04 as presented.

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

MOTION DECLARED CARRIED

8. RESOLUTION NO. 25-R-05 - A RESOLUTION APPROVING AND AUTHORIZING THE EXECUTION OF AN AGREEMENT AND FIRST AMENDMENT TO GENERAL CONDITIONS FOR PROFESSIONAL ENGINEERING SERVICES FOR DESIGN ENGINEERING SERVICES AND PAVEMENT ANALYSIS FOR THE USE OF REBUILD ILLINOIS FUNDS FOR THE 2025 MFT/RBI STREET REHABILITATION PROJECT BETWEEN CHRISTOPHER B. BURKE ENGINEERING, LTD. AND THE VILLAGE OF WILLOWBROOK AT A TOTAL COST NOT TO EXCEED \$25,850.00 (ADOPT)

Director Valent explained that at the August 12, 2024 Board meeting, the Village Board approved MFT funds to be appropriated for the purposes of maintaining road surfaces, traffic control devices, and safety items.

Upon further internal review and discussion with Christopher Burke Engineering (CBBEL), the maintenance of road surfaces was deferred until

FY25/26 to leverage the economy of scale of the project to reduce overall unit pricing. To prepare the revised MFT appropriation and bidding documents for IDOT approval, CBBEL will need to perform engineering design services and analysis processes.

The proposed work from CBBEL will include pavement cores, CCDD soil testing, engineering design, preparation of a construction specification booklet, engineer's estimates, and associated processes required by IDOT. The 2025 MFT/RBI Project will utilize the remainder of Rebuild Illinois Funds (RBI), estimated at \$57,000, along with MFT funds.

MOTION: Made by Trustee Ruffolo and seconded by Trustee Astrella to adopt Resolution 25-R-05 as presented.

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

MOTION DECLARED CARRIED

PRIOR BUSINESS

9. TRUSTEE REPORTS

Trustee Neal had no report.

Trustee Ruffolo had no report.

Trustee Mistele was not present.

Trustee Berglund had no report.

Trustee Davi had no report.

Trustee Astrella had no report.

10. ATTORNEY'S REPORT

Attorney Durkin had no report.

11. CLERK'S REPORT

Clerk Boerwinkle had no report.

12. ADMINISTRATOR'S REPORT

Administrator Halloran had no report.

13. MAYOR'S REPORT

Mayor Trilla had no report.

14. EXECUTIVE SESSION

5 ILCS 120/2(c)(1) - The Appointment, Employment, Compensation, Discipline, Performance or Dismissal of Specific Employees.

15. ADJOURNMENT

MOTION: Made by Trustee Neal and seconded by Trustee Berglund to adjourn the Regular Meeting and recess to closed session at the hour of 6:35 p.m.

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

MOTION DECLARED CARRIED

Meeting adjourned and recessed into Closed Session.

PRESENTED, READ, and APPROVED.

February 10\_\_\_\_\_, 2025

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Frank A. Trilla, Mayor

Minutes transcribed by Deputy Clerk Christine Mardegan.