



EST. 1960

Willowbrook

7760 Quincy Street
Willowbrook, IL 60527-5594

Phone: (630) 323-8215 Fax: (630) 323-0787 www.willowbrookil.org

Mayor

Frank A. Trilla

Village Clerk

Leroy R. Hansen

Village Trustees

Dennis Baker

Sue Berglund

Umberto Davi

Terrence Kelly

Michael Mistele

Paul Oggerino

Village Administrator

Tim Halik

Chief of Police

Mark Shelton



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AGENDA

SPECIAL MEETING OF THE MAYOR AND BOARD OF TRUSTEES OF THE VILLAGE OF WILLOWBROOK TO BE HELD ON MONDAY, JULY 29, 2013, AT 6:00 P.M. AT THE VILLAGE HALL, 7760 QUINCY STREET, IN THE VILLAGE OF WILLOWBROOK, DUPAGE COUNTY, ILLINOIS

1. CALL TO ORDER
2. ROLL CALL
3. PLEDGE OF ALLEGIANCE
4. VISITORS' BUSINESS
5. DISCUSSION – Goal Setting
6. EXECUTIVE SESSION –
Consideration of the Purchase or Lease of
Real Property for the Use of the Village
pursuant to Chapter 5 ILCS 120/2 (c) (5)
7. ADJOURNMENT



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MEMORANDUM

Memo To: Board of Trustees
Leroy Hansen, Village Clerk

Memo From: Tim Halik, Village Administrator *T. Halik*

Date: July 25, 2013

Re: **Goal Setting Workshop – Monday, July 29, 2013 at 6:00 PM**

Mayor

Frank A. Trilla

Village Clerk

Leroy R. Hansen

Village Trustees

Dennis Baker

Sue Berglund

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On June 20, 2013, a list of capital improvement and development related items and projects were forwarded to the Board requesting feedback as to which items were believed to be priorities. Given the list was fairly extensive, and available staff time and fiscal restraints would preclude us from working on all items at once, we were seeking feedback as to which projects to focus on in the short term.

After the list was sent, a suggestion was made that a special meeting of the Board be held in order obtain additional information on each item before a prioritization of items could occur. Therefore, a Goal Setting Workshop is scheduled to occur on Monday, July 29th.

The attached table provides further information on each item contained in the original list which was sent to the Board. It is not meant to be all-inclusive of all items or projects to be discussed. It is merely intended to provide some additional background information to facilitate a full discussion. Therefore, if you have other items or projects of importance in mind, please feel free to raise them at the workshop meeting to discuss.

Please be reminded that this workshop is a public meeting with a published agenda. The agenda includes no action items, so no Board vote on any item may be considered at this meeting. An Executive Session was added in the event the Board wishes to confidentially discuss the topic of land acquisition. If so, please be aware that only discussions relating to the purchase or lease of real property can occur.

If you have any questions prior to the workshop meeting, please contact me.

TJH:th

cc: Frank Trilla, Mayor
Tom Bastian, Village Attorney

Village Administrator

Tim Halik

Chief of Police

Mark Shelton



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Identified Capital Improvement & Development Priorities
(July 29, 2013)

No.	PROJECT/DEVELOPMENT	DESCRIPTION	BUDGETARY CONSIDERATIONS	COMMENTS
1)	Obtain quality purchaser for Holiday Inn – Rebrand or redevelop incorporating adjacent vacant parcel	The Willowbrook Inn (formerly Holiday Inn) recently lost its branding due issues within their Holiday Inn franchise Agreement. The owner subsequently decided to sell the hotel via a public auction to occur on July 24, 2013.	Minor amount of staff time devoted to attempt to attract a quality purchaser.	This may be an opportunity for the Village to pursue the redevelopment of the current building/site as a hotel/convention center along with incorporating the adjacent vacant parcel to the south. An effort has been made to notify interested potential purchasing parties of this opportunity and the Village’s vision for the area.
2)	Amend sign ordinance to allow for electronic signs with reasonable restrictions	The current Village Sign Ordinance (last amended June 28, 2010) does not allow for the display of electronic type signage (i.e., changeable copy signs). This has been a point of contention among some local businesses that endorse this type of advertising. Several existing businesses have asked the Mayor to consider allowing these types of signs.	Cost to have Village Planning Consultant research reasonable restrictions and bring matter before the Village Plan Commission for consideration.	

3)	Complete annexations of Soper Triangle properties	<p>The "Soper Triangle" area refers to an approximate 20 acre triangular shaped area located north of Frontage Road, between Madison Street and Soper Road. The majority of the area still remains unincorporated. In accordance with the Willowbrook Boundary Agreement with Burr Ridge, no forced annexations can occur within this area. Through past voluntary annexations, five (5) parcels have annexed to Willowbrook and one (1) has annexed to Burr Ridge. On August 26, 2010, the owner of five (5) individual parcels totaling about 8.5 acres signed petitions of annexation to Willowbrook. However, the owner does not currently desire to move forward to complete the annexation process at this time.</p>	<p>1) Planning Consultant time to draft Annexation Agreement and complete annexation.</p> <p>2) This item is also associated with Item #4 below (Updating of the Village's Land Use Plan).</p>	
4)	Update the Village's 1993 Comprehensive Land Use Plan	<p>The Village's current Comprehensive Land Use Plan was drafted in 1993. It, along with the Village Zoning Ordinance and Subdivision Ordinance, serve as planning tools used to regulate development. The plan is outdated, but given the Village is largely built-out, updating the Plan has not been a high priority.</p>	<p>The Comp Plan update process could be extended and costly (upwards of \$100,000). There may be grant opportunities available thru CMAP.</p>	<p>Given the Mayor's current desire to attract potential hotel/restaurant/convention center uses to parcels along the I-55 corridor, a plan update would be recommended. In addition, having an outdated Land Use Plan could pose a legal risk if a zoning challenge was ever filed.</p>

5)	<p>Attract buyers to redevelop properties along I-55 corridor into hotel/restaurant/convention center uses.</p>	<p>As mentioned above, the Mayor would like to pursue development and re-development of areas along the I-55 corridor thru Willowbrook to attract hotel/restaurant/convention center uses.</p>	<p>Potential personnel cost of hiring a new part-time economic development coordinator position or expanded role of our current Planning Consultant.</p>	<p>Aside from the Comp Plan update, this initiative would include active economic development efforts, preferably by a new economic development coordinator position, in order to dedicate the time necessary to make such efforts successful.</p>
7)	<p>Form new Village Business Advisory Committee and hire part-time economic development coordinator (May 2014)</p>	<p>In an effort to improve communications with our business district property owners and tenants, the Mayor would like to consider the formation of a new Business Advisory Committee. This committee would meet on a routine basis to review and discuss issues pertinent to maintaining a healthy business community.</p>	<p>Potential personnel cost of hiring a new part-time economic development coordinator position or expanded role of our current Planning Consultant.</p>	
8)	<p>Implement comprehensive economic development program - FY 2014/15</p>	<p>As mentioned in several of the above items, the Mayor would like to consider either hiring a new part-time Village economic development coordinator position or expanding the role of the Village's current Planning Consultant to include economic development initiatives.</p>	<p>Hiring a new part-time economic development coordinator or expanded role of our current Planner.</p>	<p>Increased focus on existing business retention and new business attraction has been a priority of the Village Board at various times in our recent past.</p>

9)	Further goals of the 2004 Municipal Facilities Master Plan in order to address Village long-term space needs	As the Board has very recently reviewed, a long-term space needs assessment was performed in 2002, which resulted in a Master Facilities Plan adopted by the Board in 2004. The Plan provided a recommendation for constructing new Village facilities in order to meet our long-term space needs.	(Total costs unknown at this time)	The Village Board has put in a contract to purchase the adjacent office building located at 835 Midway Drive in which to re-locate administrative offices from the current Village Hall. This action will address one component within the Master Facilities Plan.
10)	Complete the identified Park Facility Capital Improvement Plan by obtaining grants for park upgrades and budgeting for the local share amount for each grant	On June 10, 2013, the Village Board adopted the first ever 5-year Comprehensive Park & Recreation Master Plan. Acknowledging limits in our available revenues for capital improvements, this plan was completed in an attempt to increase the likelihood of successfully obtaining grants to fund park infrastructure maintenance and improvements.	The recommended Capital Improvement Plan within the adopted Master Plan includes a total 5-year cost of \$3.5 M.	If grants are obtained (as intended) to help fund these capital improvements, there will still be a local share amount to be paid by the Village (i.e., OSLAD grants are 50% grant/50% local). If grants are not obtained to help fund the identified improvement projects, Village revenue will be allocated when available given all other Village department funding needs.
11)	Illinois Video Gaming Act	The Illinois Video Gaming Act was enacted on July 13, 2009. In accordance with the Act, individual municipalities can pass an ordinance prohibiting video gaming within their jurisdiction. Given Willowbrook had already passed an ordinance prohibiting all forms of gambling, video gaming is currently prohibited in town. On the Illinois Gaming Board (IGB) website, Willowbrook is indicated as one of the communities that prohibit video gaming.	(Unknown at this time. The IGB continues to promulgate additional rules along with pending rules governing the license.)	On June 24, 2013, Patrick Rhea, owner of the Chicken Basket restaurant, requested on behalf of various Willowbrook restaurant owners, that the Village Board consider allowing video gaming in town.

12)	Police Department Staffing and Structure	<p>At the Village Board meeting on June 22, 2013, Chief Shelton made a presentation sharing the details of operational challenges the police department has experienced as a result of the department re-structuring that had occurred in 2011. The Chief's final recommendation was that to enable the department to operate in the most efficient manner to provide the programming functions needed for the community, four (4) additional patrol officers should be hired, and two (2) current patrol officers should be promoted to sergeants.</p>	<p>Staff has since run personnel costs projects of promoting two (2) current patrol officers to sergeants, and hiring four (4) new patrol officers. This information will be shared at the workshop.</p>	
13)	Other.....			