

MINUTES OF THE REGULAR MEETING OF THE MAYOR AND BOARD OF TRUSTEES OF THE VILLAGE OF WILLOWBROOK HELD ON MONDAY, DECEMBER 17, 2018 AT THE WILLOWBROOK POLICE DEPARTMENT, 7760 QUINCY STREET, VILLAGE OF WILLOWBROOK, DUPAGE COUNTY, ILLINOIS.

1. CALL TO ORDER

The meeting was called to order at the hour of 6:30 p.m. by Mayor Frank Trilla.

2. ROLL CALL

Those present at roll call were Mayor Trilla, Village Clerk Leroy Hansen, Trustees Sue Berglund, Umberto Davi, Michael Mistele, Gayle Neal, and Paul Oggerino.

ABSENT: Trustee Terrence Kelly

Also present were Village Attorney Michael R. Durkin, Village Administrator Timothy Halik, Chief Robert Schaller, Deputy Chief Lauren Kaspar, and Deputy Clerk Cindy Stuchl.

A QUORUM WAS DECLARED

3. PLEDGE OF ALLEGIANCE

Mayor Trilla asked Village Resident Jana Conev to lead everyone in saying the Pledge of Allegiance.

4. MAYOR'S REPORT

Mayor Trilla provided an update on the environmental issue involving Sterigenics.

Trustee Neal provided an update on the Sterigenics Task Force.

5. VISITORS' BUSINESS

Several residents spoke about issues and concerns relating to Sterigenics.

6. OMNIBUS VOTE AGENDA

- a. Waive Reading of Minutes (APPROVE)
- b. Minutes - Regular Board Meeting - November 20, 2018 (APPROVE)
- c. Warrants - \$1,102,267.76 (APPROVE)
- d. Monthly Financial Report - November 30, 2018 (APPROVE)
- e. Resolution - A Resolution of the Village of Willowbrook Setting the 2019 Calendar Year Schedule of Regular Meetings of the Mayor and Board of Trustees and the Schedule of Regular Meetings of the Commissions and Committees of the Village of Willowbrook, DuPage County, Illinois - Resolution No. 18-R-74 (ADOPT)
- f. Resolution - A Resolution Appointing Deputy Chief Lauren Kaspar As Coordinator of the Village Emergency Management Agency and Authorizing the Mayor and Village Clerk to Execute the DuPage County Office of Homeland Security and Emergency Management Notice of Appointment Form Designating her as such - Resolution No. 18-R-75 (ADOPT)
- g. Motion - a Motion to Approve the Calendar Year 2019 Payment to the Intergovernmental Risk Management Agency (IRMA) and Distribution of the Credit Amount to Eligible Employees, in Accordance with the Village Employee Safety Incentive Program Policy (PASS)
- h. Motion - Motion to Approve the Fiscal Year 2019/20 Budget Schedule (APPROVE)
- i. Motion - Motion to Approve - Community Resource Center/ Village Council Chambers Renovation Project: Payout #1 - Partial Payment, L.J. Morse Construction Company (PASS)
- j. Motion - Board Authorization for Staff to Process Current Delinquent Water Bills in Accordance with Past Practices (PASS)
- k. Plan Commission recommendation - Zoning Hearing Case 18-07: Issuance of a Special Use Permit - Lucky Bernie's Restaurant, 800 75<sup>th</sup> Street (Willowbrook Plaza Shopping Center) (RECEIVE)

Mayor Trilla asked the Board if there were any items to be removed from the Omnibus Vote Agenda.

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

ROLL CALL VOTE: AYES: Trustees Berglund, Davi, Mistele, Neal, and Oggerino. NAYS: None. ABSENT: Trustee Kelly.

NEW BUSINESS

7. RESOLUTION - A RESOLUTION AUTHORIZING THE MAYOR AND VILLAGE CLERK TO ACCEPT A PROPOSAL TO REDESIGN THE VILLAGE'S WEBSITE - CIVIC PLUS, AND RATIFYING AND CONFIRMING THE VILLAGE ADMINISTRATOR'S PRIOR ACCEPTANCE OF SAID PROPOSAL

Deputy Clerk Stuchl advised the Village Board that CivicPlus has been hosting the Village website since 2009. Staff was notified that the current platform will be phased out by the end of 2019. CivicPlus provided a quote of \$8,125 to redesign the website which would take approximately 6 - 8 months to complete.

Deputy Clerk Stuchl related that this issue was brought up at the Finance & Administration Committee meeting held on November 12, 2018. The Committee did request that additional proposals be obtained; however, due to recent staffing changes and the lack of personnel, staff requested that the quote from CivicPlus be accepted. Committee members did concur with this request.

Deputy Clerk Stuchl stated that a kick off meeting was held with CivicPlus. The anticipated launch date of the redesigned website will be in early July.

MOTION: Made by Trustee Mistele and seconded by Trustee Neal to adopt Resolution No. 18-R-76 as presented.

ROLL CALL VOTE: AYES: Trustees Berglund, Davi, Mistele, Neal, and Oggerino. NAYS: None. ABSENT: Trustee Kelly.

MOTION DECLARED CARRIED

8. RESOLUTION - A RESOLUTION AUTHORIZING THE MAYOR AND VILLAGE CLERK TO ACCEPT A PROPOSAL FOR PROFESSIONAL SERVICES FOR THE RECRUITMENT AND SELECTION OF A CANDIDATE TO SERVE AS VILLAGE ADMINISTRATOR IN AN AMOUNT NOT TO EXCEED \$19,000 - GOVHR USA, LLC

Trustee Oggerino reminded the Board that Village Administrator Tim Halik will be retiring on May 3, 2019. The Mayor had requested Trustee Oggerino assist in the hiring process for his replacement. Trustee Oggerino related that through recommendations from other municipalities, he and Administrator Halik met with a representative from GovHR, a management consulting firm, that will conduct the recruitment and hiring process.

MOTION: Made by Trustee Neal and seconded by Trustee Oggerino to adopt Resolution No. 18-R-77 as presented.

ROLL CALL VOTE: AYES: Trustees Berglund, Davi, Mistele, Neal, and Oggerino. NAYS: None. ABSENT: Trustee Kelly.

MOTION DECLARED CARRIED

9. DISCUSSION – SUCCESSION PLANNING FOR THE POSITION OF VILLAGE ADMINISTRATOR/DIRECTOR OF MUNICIPAL SERVICES: POSITION OF PLANNER

Trustee Oggerino related that the Planner position has been a part time consultant position since 2010. Administrator Halik stated that at that time, positions were combined and some employees were either laid off or retired. Some of the duties of the planner were then added to the Village Administrator's responsibilities.

With Administrator Halik's upcoming retirement, it was thought to separate some of the duties and change the planner position to a full-time position. Administrator Halik advised that a lot of the duties he currently performs are planning related. Currently, the planning consultant works three (3) days per week. Administrator Halik believes that a gap will be left once he retires and the planner position should become a five (5) day per week position to effectively complete the required duties.

Administrator Halik related that the planning consultant could be expanded to five (5) days per week; however, the costs would be much higher than if a full-time planner was hired.

Administrator Halik stated that this is a Board decision but wished for the Board's input in order to include the position in the upcoming budget year.

Trustee Mistele related that the Village is approximately 97% developed and does not believe that a full-time planner is necessary and should remain with the part-time consultant.

Trustee Oggerino suggested that additional information be obtained and have it presented at the upcoming Budget Workshop in March.

PRIOR BUSINESS

10. COMMITTEE REPORTS

Trustee Neal had no additional report.

Trustee Mistele had no report.

Trustee Berglund had no report.

Trustee Davi had no report.

Trustee Oggerino thanked Chief Schaller and Deputy Chief Kaspar for the K-9 Memorial that was held for the memory of our two police K-9's, Icha and Artos. Trustee Oggerino also mentioned that the K-9 unit needs to be continued at some time.

11. ATTORNEY'S REPORT

Attorney Durkin had no report.

12. CLERK'S REPORT

Clerk Hansen advised that today was the last day to turn in election petitions for the April 2, 2019 election.

13. ADMINISTRATOR'S REPORT

Administrator Halik introduced the new Superintendent of Public Works, Joseph Coons, to the Board.

14. CLOSED SESSION

Mayor Trilla stated that there was no need for Closed Session during tonight's meeting.

15. ADJOURNMENT

MOTION: Made by Trustee Mistele and seconded by Trustee Berglund, to adjourn the Regular Meeting at the hour of 7:25 p.m.

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ROLL CALL VOTE: AYES: Trustees Berglund, Davi, Mistele, Neal, and Oggerino. NAYS: None. ABSENT: Trustee Kelly.

MOTION DECLARED CARRIED

PRESENTED, READ and APPROVED.

January 14, 2019.

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Mayor

Minutes transcribed by Deputy Clerk Cindy Stuchl.