

MINUTES OF THE REGULAR MEETING OF THE MAYOR AND BOARD OF TRUSTEES OF THE VILLAGE OF WILLOWBROOK TO BE HELD ON MONDAY, MAY 11, 2020, AT 6:30 P.M. AT THE WILLOWBROOK POLICE DEPARTMENT TRAINING ROOM, 7760 QUINCY STREET, WILLOWBROOK, DUPAGE COUNTY, ILLINOIS.

DUE TO THE COVID 19 PANDEMIC THE VILLAGE OFFICES WIL BE CLOSED AND THE VILLAGE WILL BE UTILIZING A ZOOM CONFERENCE CALL FOR THIS MEETING.

1. CALL TO ORDER

The meeting was called to order at the hour of 6:40 p.m. by Mayor Frank Trilla.

2. ROLL CALL

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

ABSENT: None.

Also present were Village Attorney Thomas Bastian, Village Administrator Brian Pabst, Assistant Village Administrator Michael Mertens, Director of Finance Carrie Dittman, Police Chief Robert Schaller, Deputy Chief Lauren Kasper, Building Official Roy Giuntoli, Superintendent of Public Works Joseph Coons and Deputy Clerk Christine Mardegan.

A QUORUM WAS DECLARED

3. PLEDGE OF ALLEGIANCE

The Pledge of Allegiance was said by Trustee Mistele.

4. VISITORS' BUSINESS

None presented and no written comments were received.

5. OMNIBUS VOTE AGENDA

- a. Waive Reading of Minutes (APPROVE)
- b. Minutes - Regular Board Meeting - April 27, 2020 (APPROVE)
- c. Warrants - \$398,439.74 (APPROVE)
- d. Monthly Financial Report - April 2020 (APPROVE)
- e. ORDINANCE - An Ordinance Extending Temporary Executive Powers Pursuant to 65 ILCS 5/11-1-6 Ordinance No. 20-0-17 (PASS)

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

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

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

MOTION DECLARED CARRIED

NEW BUSINESS

6. ORDINANCE - An Ordinance Approving and Authorizing a Traffic Enforcement Agreement By and Between the Village of Willowbrook and Carrington Club Homeowners Association (PASS)

Chief Schaller stated that at the Public safety meeting, there was discussion on The Village and Carrington Club Subdivision to enter into a traffic agreement. This agreement was worked on by Assistant Administrator Mertens, the Homeowners Association and Chief Schaller for some time.

MOTION: Made by Trustee Mistele and seconded by Trustee Berglund to adopt Ordinance No. 20-0-18 as presented.

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

7. RESOLUTION - A Resolution of the Village of Willowbrook Waiving the Competitive Bidding Process Approving and Authorizing the Mayor and Village Clerk to Execute a Certain Agreement - Landscape Maintenance Services - Between the Village of Willowbrook and Hanson Landscape Design & Installation, Inc.

Superintendent Coons shared that Hanson Landscape currently provides landscape maintenance services to the Village and has been consistent with pricing. Hanson Landscape was first awarded this maintenance contract for the FY 2018/19 season after they submitted the low bid during a competitive bidding process in the Spring of 2018. The contract price for the FY 2018/19 and FY 2019/20 season was \$72,225.00 per season. Staff is pleased with their work.

Trustee Mistele stated that part of this contact is to maintain the right of way that covers DuPage county. Does this agreement still exist?

Superintendent Coons responded, yes it does.

Trustee Mistele asked, how much money do we receive from DuPage County?

Finance Dittman responded, it is about \$24,000.

MOTION: Made by Trustee Davi and seconded by Trustee Kelly to adopt Resolution 20-R-24 as presented.

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

#### PRIOR BUSINESS

##### 8. TRUSTEE REPORTS

Trustee Neal had no report.

Trustee Kelly had no report.

Trustee Mistele had no report.

Trustee Berglund had no report.

Trustee Davi had no report.

Trustee Oggerino had no report.

##### 10. ATTORNEY'S REPORT

Attorney Bastian had no report.

##### 11. CLERK'S REPORT

Clerk Hansen had no report.

##### 12. ADMINISTRATOR'S REPORT

- Discuss the Village of Willowbrook Comparable Communities and Pay Grid Analysis For Full Time Non-Union Staff

Village Administrator Pabst reported that staff was directed to conduct a non-sworn salary survey as a part of FY 20/21 budget

discussions and for future consideration. The report represents our comparable communities: Darien, Itasca, Warrenville, Westmont, Winfield, Wood Dale, and Woodridge. In prior years, the Village of Willowbrook used: Hinsdale, Burr Ridge and Western Springs in addition to others. The comparable communities in this survey were chosen based on Median Housing Value, Median Household Income and municipalities located within DuPage County. Administrator Pabst asked the Board to look at the summary report in the agenda packet. Looking at the average comparable from beginning range to end range, the Village fell below the comparable communities. He then advised that normally we would compare this chart to the Village Employee Policy Handbook, on page 154, which states to target the range at the sixty (60) percentile. However, in this analysis staff strictly looked at the comparable average. This Village policy was adopted in 2012 and it states the Village Administrator will recommend pay ranges including the minimum and maximum of each pay range. Included in the agenda are four (4) exhibits to consider. Most towns receive the inflation/COLA adjustments in range program that typically run 7-10 years. Our Village is fifteen (15) year range program. Administrator Pabst asked Director Dittman to explain the four (4) exhibits.

Director Dittman explained, Exhibit 1 - presents all current non-union, full - time employees in their respective pay grades. The pay grades have a minimum and maximum based on FY 2019/20 amounts; these have not been updated for the most recent CPI increase. The current salaries of the employees are shown in the FY 19/20 Current Annual Salary column. The next column shows that no across the board raise was awarded by the Board. Employee longevity is shown in the next several columns. The far right 4 columns show where the employee's salary would fall if they were moved to the appropriate place in the pay range based on their length of time in that range. For some (shown in yellow), the range movement equates to a salary increase of between 0.25% and 2.70%. For other employees, mainly at the bottom half of the spreadsheet (noted in blue), they would receive no increase because their current salary is higher than the point of the range. Generally, when these employees were hired/promoted, their starting salary was based on their experience and skill set, and therefore, they did not start at the bottom of the range.

Trustee Mistele asked if the columns regarding years of service are the same as years on position? They appear to be identical. Let us look at the Financial Analyst position as an example that has been only in the position for about a year.

Director Dittman explained that the position was recategorized at some point.

Trustee Mistele stated that the yellow indicates an automatic increase due to the categories or step raises.

Director Dittman responded, nothing is automatic but that is where the employee would fall if they just moved one more year through the range.

Administrator Pabst added the yellow indicates employees that started out at the low end and would receive raises. The employees in blue are the senior employees and because of our system would not get a step increase.

Trustee Mistele commented at our Annual Budget Meeting it was decided to use a place holder of 2  $\frac{1}{2}$  percent for non-union personal as an increase. How would that apply to these salaries?

Director Dittman answered that information is in Exhibit #3. The 2  $\frac{1}{2}$  percent is a place holder in the line item but that does not necessarily mean the employee will receive a raise.

Trustee Mistele asked if we could use the Finance Analyst position as an example with \$60,000 a year as the salary. If we put the 2  $\frac{1}{2}$  percent in the budget and this employee advances in the salary grade at 2  $\frac{1}{2}$  percent, what is the increase of this salary?

Director Dittman referred Trustee Mistele to Exhibit #3. She stated an example would be an employee working through the range will get more than 2  $\frac{1}{2}$  percent. Employees highlighted in blue would only receive the 2  $\frac{1}{2}$  percent raise. The other employees would get the step raise, the employees would not get both increases.

Administrator Pabst added; therefore, the average is lower than other communities on the report.

Trustees Oggerino stated that he is confused. Is this new? Where do these steps come from?

Director Dittman stated that this has been the way that Tim Halik presented pay raises.

Trustee Oggerino related that this looks new to him and makes no sense.

Administrator Pabst shared that it is an unusual program. In his experience he has not seen anything like it. It is the reason why we are below the averages on the schedules because there is no step increase. You are penalized if you are brought in with experience. Trustee Neal has shared Darien's program and it makes sense.

Trustee Neal stated, thank you for mentioning that, with these three exhibits it does show that we have a problem. Someone with longevity at a certain point becomes punished for having longevity. For example, the Police Chief and the Deputy Police Chief become punished because of the longevity just as Administrator Pabst stated. Discussion was had on all employees in the blue category. Some of the employees have been with the Village for many years and built their position along the way. This affects about five (5) positions. It does not seem to be fair to penalize the Chief of Police or the Deputy Police Chief by virtue of their jobs.

Administrator Pabst agrees but stated this is true to all employees in blue. They came in with experience and that should be recognized. I agree with Trustee Neal that the Chief of Police or the Deputy Police Chief are penalized but if you have twenty (20) years here and twenty (20) years at another town you still have a lot of experience.

Mayor Trilla suggested that we change the program to a 10-year plan over the next five (5) years. Another suggestion when we bring in someone at the middle of the pay scale, they should still be given a raise. This needs to be simplified. Employees should come to work knowing what they will make over the next 25 years based on the pay grade program.

Trustee Kelly and Trustee Neal disagree with the Mayor and feel it would be a mistake.

Trustee Neal stated that the term, steps, was not used in the past. In the past, we were using pay ranges and longevity to determine an employee's wages. This may be part of the confusion amongst the Trustees.

Trustee Oggerino asked if this topic will be discussed in Executive Session.

Attorney Bastian stated this is just a general discussion. If we decide to go into closed session it will be for specific employees, and for the collective bargaining agreement or the union. This was put together for general information. Is that correct?

Administrator Pabst replied that is correct. This is for discussion only.

Trustee Mistele asked if there is a significant difference between the pay grade for non-union personal versus the union personnel in the analysis, we saw back in February for a patrol officer?

Administrator Pabst answered that a patrol officer has a nine (9) year step system. They receive a step pay raise every year. The non-union employees have the 15-year plan and may not receive an inflation raise.

Trustee Mistele stated that there are many differences between non-union and union.

Mayor Trilla asked if it is fair to say the police officers will know what they will earn vs the non-union staff not knowing what they could earn over the years.

Administrator Pabst said, that is correct.

Mayor Trilla suggested to make this a 10-year plan with 1 or 2 percent and COLA.

Attorney Bastian asked the Mayor if we are discussing non-union at this time.

Mayor Trilla responded, yes, I was using the union as an example.

Trustee Oggerino suggested that we must look at this carefully because a Sergeant could make more money than a Deputy Chief. This should be discussed once we can all get together in person.

All the Trustees agreed with Trustee Oggerino.

Trustee Davi asked, what do you want the trustees to get out of this?

Administrator Pabst advised that we are trying to show that this system is confusing, and it needs to be revised. A suggestion is to look at a 10-year step program and revisit this in September.

Trustee Oggerino suggested to form a committee.

Administrator Pabst liked this idea and recommended one elected official. Another option would be to hire a consultant.

Trustee Neal agreed with Administrator Pabst. The employee handbook does not match this system. The system is functioning against us.

Administrator Pabst suggested that the Finance Committee work on this or form a new committee.

Trustee Mistele thought that would be a great idea. One of the faults with this is there is no way to reward exceptional performance.

Trustee Kelly disagreed with Trustee Mistele stating most companies do not give the cost of living. People are compensated on merit reviews.

Trustee Mistele commented that he just said that. My philosophy is to let our professional people manage.

Trustee Kelly stated, here is where we disagree. The Board of Directors has the ultimate responsibility for the financial stability and health of the company or village. Maybe we are saying the same thing in a different way? The Board of Trustees in a company determines raises and bonus.

Trustee Mistele agrees with that statement but there will be years whereas a Board there will be trouble, this year is a good example, I predict there will be miserable returns for March thru May. The revenue stream will influence our ability relative to services and raises.

The Trustees and Mayor Trilla agreed to discuss this at a future meeting.

#### **13. MAYOR'S REPORT**

Mayor Trilla is working with other Mayors from DuPage County and the DuPage County Health Department to disengage our communities with Cook County. The plan that the Governor has that connects us to Cook County puts DuPage at a disadvantage.

#### **14. CLOSED SESSION**

Appointment, Employment, Compensation, Discipline, Performance or Dismissal of Specific Employees 5 ILCS 120/2 (c)(1) and Collective Bargaining 5 ILCS 120 / 2 (c)(2)

Mayor Trilla stated that Closed Session will not occur this evening.

15. ADJOURNMENT

MOTION: Made by Trustee Kelly and seconded by Trustee Mistele, to adjourn the Regular Meeting at the hour of 7:47 p.m.

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

MOTION DECLARED CARRIED

PRESENTED, READ, and APPROVED.

\_\_\_\_\_, 2020.

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Frank A. Trilla, Mayor

Minutes transcribed by Deputy Clerk Christine Mardegan.