

MINUTES OF THE REGULAR MEETING OF THE MAYOR AND BOARD OF TRUSTEES OF THE VILLAGE OF WILLOWBROOK TO BE HELD ON MONDAY, AUGUST 10, 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 WILL BE UTILIZING A ZOOM CONFERENCE CALL FOR THIS MEETING.

1. CALL TO ORDER

The meeting was called to order at the hour of 6:32 p.m. by Mayor Frank Trilla.

2. ROLL CALL

Those physically present at roll call were Mayor Frank A. Trilla, Trustees, Terrence Kelly, Michael Mistele and Gayle Neal. Trustee Paul Oggerino arrived at 6:34 p.m.

Also, physically present was Deputy Clerk Christine Mardegan.

Present Via Conference Call, Due to the COVID-19 Pandemic, were Village Clerk Leroy R. Hansen, Trustees Sue Berglund, and Umberto Davi.

Also, present Via conference call, due to COVID-19 Pandemic, were Village Attorney Thomas Bastian, Administrator Brian Pabst, Assistant Village Administrator Michael Mertens, Director of Finance Carrie Dittman, Chief Robert Schaller, Superintendent of Public Works Joe Coons and Building Official Roy Giuntoli.

Dan Lynch from Christopher Burke Engineering called in at 6:35 p.m.

A QUORUM WAS DECLARED

3. PLEDGE OF ALLEGIANCE

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

4. VISITORS' BUSINESS

None presented and no written comments were received.

5. 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 - Regular Board Meeting - July 27, 2020 (APPROVE)

- c. Warrants - \$ 167,761.25 (APPROVE)
- d. Monthly Financial Report - July 2020 (APPROVE)
- e. ORDINANCE - An Ordinance Extending Temporary Executive Powers Pursuant to 65 ILCS 5/11-1-6 Ordinance No. 20-O-32 (PASS)
- f. RECEIVE - Receive Plan Commission Recommendation -Public Hearing Case 20-06: Consideration of a petition to rezone the subject property from the R-1 Single Family Residence District to the R-1A Single Family Residence District, and review and recommendation regarding a Final Plat of Subdivision for 6224 South Bentley Avenue, Willowbrook, Illinois (minor subdivision for a two residential lot subdivision) and approval of a written recommendation regarding a Final Plat of Subdivision for 6224 South Bentley Avenue, Willowbrook, Illinois (minor subdivision for a two residential lot subdivision). (RECEIVE)

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

MOTION: Made by Trustee Davi and seconded by Trustee Mistele to approve the Omnibus Vote Agenda as amended with correcting scrivener's error on page 4.

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

MOTION DECLARED CARRIED

#### NEW BUSINESS

- 6. RESOLUTION - A Resolution of the Village of Willowbrook Determining the Lowest Responsible Bidder for the 2020/2021 Roadway Maintenance Program and Village Hall Parking Lot Paving Project and Awarding a Contract to Brothers Asphalt Paving, Inc. (ADOPT)

Assistant Administrator Mertens shared that this is two projects wrapped up into one. On July 22, the Village received requests for bids for Motor Fuel Maintenance Program. This project will include resurfacing of 71<sup>ST</sup> Street, Monroe Street, Quincy Street and various patching, pavement striping, curb, and sidewalk replacement. A total of eight (8) sealed bids were received.

Also included is the removal of 3" of asphalt, compact the base and then the addition of two layers of asphalt for a total of 4" of new asphalt, along with the removal and replacement of a 5' sidewalk for the Village Hall Parking lot. This portion of the

work is funded through the General Fund, whereas the road work is funded through the Motor Fuel Tax program. There were eight bids (8) and Brother's Asphalt Paving was the lowest bid at \$217,178.82. The Village Budgeted \$300,000 for the MFT work and \$60,000 for the parking lot work. The Brothers Asphalt Paving bid came in \$114,912.79 below the MFT budget and \$27,908.39 below the parking lot repair General Fund budget. Brothers Asphalt Paving, Inc., Addison, IL, is an IDOT pre-qualified bidder. The bid has been reviewed by our Village Engineer, Christopher B. Burke Engineering and was found to be the most responsive and responsible bidder for the 2020/2021 Village of Willowbrook MFT program and related parking lot project. Dan Lynch is here if you have any technical questions.

MOTION: Made by Trustee Mistele and seconded by Trustee Kelly to pass Ordinance No. 20-R-37 as presented.

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

7. ORDINANCE - An Ordinance of the Village of Willowbrook, DuPage County, Illinois, Approving and Authorizing the Mayor and the Village Clerk to Execute a First Amendment to an Improvement Agreement regarding the Beyond Self-Storage Facility (PASS)

Assistant Administrator Mertens stated, on May 13, 2019, the Village of Willowbrook approved Ordinance No. 19-O-07 between the Village and Northpoint Development, LLC for the development of the Beyond Self Storage Facility. The ordinance included certain conditions and certain improvements to be installed by the developer as part of the Subdivision Improvement Agreement. The agreement called for the developer to install, at its own cost and expense, one (1) streetlight at the corner of 79<sup>th</sup> Street and Il Route 83 Frontage Road. The developer has determined that the proximity of multiple underground utilities makes the installation of the streetlight not feasible. Staff has worked with the developer on other options for this situation such as extending a sidewalk to the north of the development. Unfortunately, this option was also not feasible due to extensive improvements needed with the drainage ditches in the area. It was recommended that in lieu of installing one (1) streetlight at the corner of 79<sup>th</sup> Street and Il Route 83 Frontage Road, the developer would deposit the sum of twenty thousand dollars (\$20,00.00) to the Village. The payment in lieu

would be deposited into the Village of Willowbrook General Corporate Fund to be used exclusively for sidewalk improvements.

MOTION: Made by Trustee Davi and seconded by Trustee Kelly to pass Ordinance No. 20-0-33 as presented.

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

#### 8. WORKSHOP - A Workshop Discussion on Police Staffing

Assistant Administrator Mertens stated this presentation will be hosted by myself, Chief Schaller, and Director Dittman. The Village has been approved for a Grant through the Cops Grant Program. Slide one and two show the overall organization chart of the Village and the Police Department. There is a total of twenty three (23) officers which include the Police Chief and Deputy Chief. The current police staff summary is:

- Authorized and Budgeted Officers FY 20/21 - 23
- The Village is Currently Paying 21 Officers
- There is One Officer on Military Leave for 1-Year
- Current Officer Vacancies - 2
- Possible New Vacancies by September 2020 - 2
- Slots Available in October 2020 Police Academy - 4
- Slots Available in 2021 Police Academy - 6

The next slide shows the officers' years of service and their pension tier.

Chief Schaller related, within the next five (5) years there may be up to five possible retirees, myself included. This is not taking into consideration any resignations or lateral moves.

Assistant Administrator Mertens summarized, we were awarded a COPS Grant for three new officers above our current budgeted amount of twenty-three (23), which would bring the Village up to twenty-six (26) officers if we accepted the grant. The grant is specifically for new officers, not replacement officers. The Village needs to keep the officers on staff for 4 years total. The grant amount is \$375,000 over 3 years or \$41,666.67 per officer per year for 3 years. The cost per officer per year with benefits and pension is \$181,771 on average. The cost of three (3) officers for a 4-year period is \$2,181,252. The Net Cost to the Village for 3 Officers for 4 Years is an Additional \$1,806,252 Over Our Current Budget *Presumes 2.85% adjustment at 05/01/19 and then 2% Raises per year after.*

Alternatively, the cost of three Officers for a 4-Year Period is \$2,201,317. The Net Cost to the Village for three Officers for 4 Years is an Additional \$1,826,317 Over Our Current Budget, presuming a 2.85% adjustment on 05/01/19, 3% at 05/01/20, 3.15% at 05/01/21 and then 2% raises per year after. The Cost per Officer per Year with Benefits and Pension is \$183,443, which is an average. Does anyone have any questions?

Trustee Oggerino asked, if we accepted the grant when would the hiring take place?

Chief Schaller responded, it could take place this year. Depending on the officers passing all the testing.

Trustee Oggerino asked if anything has been done with the lateral list?

Chief Schaller stated there is not lateral list.

Mayor Trilla mentioned there are concerns with staffing levels and finances.

Trustee Oggerino stated, as a Board, the staffing levels need to be considered. Can we come up with a creative way to pay for this? The citizens/businesses deserve all the protection we can provide under the certain climate.

Trustees Neal stated, we need to look in the budget and see where we can cut.

Mayor Trilla advised that red light cameras could go away, along with the revenue that ties to the program.

Director Dittman explained the next few slides which highlight the cost of an officer for the first 5 years.

Assistant Administrator Mertens stated, the Village Board Policy is to Maintain a Fund Balance of 120 Days or Higher. The current FY 20/21 Fund Balance is 190 Days with 23 Officers budgeted. The projected Fund Balance with 3 Additional Officers (Increased to 26) FY 24/25 (after four years) is 27 Days. This does not include any additional cuts in general funds expenditures or an additional revenue. This presumes no new salary adjustments for Non-Union Staff and presumes Village Revenue normalizes in 2021 with the COVID pandemic issues that we are all experiencing. In

four (4) years we must think about cutting expenses and services to the community or adding more revenue. The next slide shows the FY2020-21 General Fund Budgeted Revenues of \$9,234,559. Staff has suggested a six (6) options for future revenue streams which include property tax, Home Rule Sales Tax, amusement tax on streaming services, real estate transfer tax, Village vehicle sticker and package liquor tax.

Director Dittman summarized the last few slides that were highlighted.

Director Dittman explained property tax, home rule sales tax, real estate transfer tax, vehicle stickers and package liquor. Levy can be changed annually, can be tied to a specific expense such as police operations (limited) or police pension levy (no cap). Assuming Business District closed, and tax applied on all Village Businesses, assuming no continuing drop in sales volume due to pandemic or higher tax rate.

Mayor Trilla asked if we could increase sales tax to 9 % across the board?

Director Dittman stated we cannot go that high. I believe it is 1% but you can go to increments of .25.

Mayor Trilla asked, what if we go 1% for the next two years? Most of the towns in the surrounding area have a higher sales tax.

Director Dittman responded that Willowbrook is at 7% and 8% in the Business District. A home rule sales tax in the business district would not work. The Business District is a stand-alone entity.

Mayor Trilla suggested that we go from 7%-8% sales tax to 8%-9%. What is the maximum we are allowed?

Assistant Mertens stated, we only can increase sales tax to 1 % every year. Attorney Bastian agreed, but this should be confirmed with IDOR.

Mayor Trilla asked Consultant Todd Kupsak to speak about the grant.

Chief Schaller is concerned that we will not have enough officers with experience with the future retirements.

Consultant Todd Kupsak responded in a couple years our country could have a pandemic. We have no idea what could happen.

Trustee Kelly asked, if we hire three (3) officers and then we have three (3) retirees, would we lose the COPS grant?

Assistant Administrator Mertens responded, the Village needs to fill those spots due to retirement.

Trustee Oggerino added, this is a Federally funded grant. How do we know if this will still be good for 6-8 months?

Consultant Kupak questioned are you asking if the grant/money will be available?

Trustee Oggerino, yes, that is correct.

Consultant Kupak stated. I have been doing this for over 20 years and I have never seen the money go away. The money should be there. This is a drastic situation. I doubt this would happen.

Mayor Trilla questioned, could we start with 21 officers instead of 23 officers?

Consultant Kupak advised, you could amend the ordinance.

Trustee Neal stated, 5.1.1 amendment used over the years to amend and to adapt the staff needs and many Villages do not add a number to the ordinance. Many Villages do not have a number in the ordinance.

Trustee Oggerino stated, the numbers are not accurate. We need to have more officers, twenty-three is not an accurate number.

Trustee Neal added that the Chief, Deputy Chief and the detectives are administration.

Assistant Administrator Mertens wanted to clarify the grant is for an additional three officers.

Consultant Kupak stated, it is more important than ever to accept this grant. The talent pool in five years may not exist. It is crucial to hire these officers and take advantage of the grant. The money may not be available in five years.

Administrator Pabst agreed with the Mayor that something must be done to increase revenue.

Discuss was had on how to increase revenue.

Assistant Administrator Mertens advised that the 1% sales tax across the Village would help the revenue shortfall while having the least impact on the residents.

Attorney Bastian stated that we may be able to abate the 1% business tax. We do not want to dissolve the entire Business District.

Assistant Administrator Mertens asked, how do you abate a sales tax?

Trustee Neal asked Assistant Administrator Mertens, are you saying we propose a 7% -8%?

Assistant Administrator Mertens recommended 1% Home Rule Sales Tax and abolish the business district. It would be 8% across the community.

Trustee Kelly asked, what does that do the commitments we made to the Business District?

Assistant Administrator Mertens replied there would have to be a separate incentive agreement tagging the Home Rule Sales Tax with a specific incentive.

Trustee Neal discussed extending Pete's Liquor License hours.

Trustee Oggerino, can we change the zoning for Cannabis retail?

Attorney Bastian stated, yes, you can change the zoning.

Mayor Trilla asked the Board Members to give their opinion on the Grant. Trustee Neal and Oggerino are in favor. Trustee Mistele, Berglund and Davi are against the Grant. Trustee Kelly suggested property taxes but is unsure on the Grant.

The Grant needs to be authorized by August 21, 2020. Staff recommends having a Special Meeting on Monday, August 17 to discuss the grant and Home Rule Sales Tax. This will allow the Board more time for consideration.



PRIOR BUSINESS

10. TRUSTEE REPORTS

Trustee Neal asked Superintendent of Public Works if he knew who painted the crosswalk lines by Gower School.

Superintendent Coons stated I believe they were included with the MFT program. Mayor Trilla asked Superintendent to investigate this.

Trustee Kelly had no report.

Trustee Mistele had no report.

Trustee Berglund had no report.

Trustee Davi had no report.

Trustee Oggerino was not present.

11. ATTORNEY'S REPORT

Attorney Bastian had no report.

12. CLERK'S REPORT

Clerk Hansen had no report.

13. ADMINISTRATOR'S REPORT

Administrator Pabst had no report.

14. MAYOR'S REPORT

Mayor Trilla had no report.

15. CLOSED SESSION

Mayor Trilla advised there was no need for closed session at tonight's meeting.

16. ADJOURNMENT

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MOTION: Made by Trustee Mistele and seconded by Trustee Davi to adjourn the Regular Meeting at the hour of 8:36 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.