

MINUTES OF THE SPECIAL MEETING OF THE MAYOR AND BOARD OF TRUSTEES OF THE VILLAGE OF WILLOWBROOK TO BE HELD ON MONDAY, AUGUST 17, 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 6:36 p.m. by Mayor Frank Trilla.

2. ROLL CALL

Those physically present at roll call were Mayor Frank A. Trilla, Trustees, Umberto Davi, Terrence Kelly, Michael Mistele, Gayle Neal, and Paul Oggerino.

Also, physically present was Deputy Clerk Christine Mardegan and Chief Robert Schaller.

Absent: Village Clerk Leroy R. Hansen and Trustee Sue Berglund.

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, Deputy Chief Lauren Kasper, and Superintendent of Public Works Joe Coons.

A QUORUM WAS DECLARED

3. PLEDGE OF ALLEGIANCE

Mayor Trilla asked Trustee Neal 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 - August 10, 2020 (APPROVE)

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

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

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

MOTION DECLARED CARRIED

NEW BUSINESS

6. ORDINANCE - An Ordinance Amending Title 11, Entitled "Taxes", of the Willowbrook Municipal Code of the Village of Willowbrook, DuPage County, Illinois (PASS)RESOLUTION - A Resolution of the Village of Willowbrook

Assistant Administrator Mertens shared that several of our senior police patrol officers will soon be retiring. Due to this pending staffing adjustment, the Village finds it beneficial to consider adding additional patrol officers to help bridge the retirement gap. The current approved police department budget including twenty-three (23) sworn officers accounts for 55.7% of the Village's General Fund Expenditures.

The current Village policy is to maintain a General Fund Balance of 120 Days or higher. The General Fund balance projected for FY 20/21 is 190 Days with 23 officers budgeted.

The projected General Fund balance, should the Village hire three new officers (from 23 to 26) in FY 24/25 (after four years, is 27 days. Even without adding the additional officers, the Village General Fund balance reserve would fall below our Fund Balance Policy of 120 Days in FY 24/25, thus further highlighting the need for enhanced revenue consideration.

During the August 10, 2020 Village Board Police Staffing Workshop, staff presented six (6) options for revenue enhancements to meet the community policing and police pension obligations, along with the general day-to-day operations and capital improvements needed to keep the Village running smoothly without additional cuts to expected levels of service.

A new one (1%) percent Home Rule Sales Tax was recommended as it had the least impact on Village residents as it is estimated that most retail sales come from non-Village residents.

Home Rule Sales Tax would apply to general tangible personal property retail sales items, including packaged liquor sales.

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Home Rule Sales Tax would not affect titled property, such as vehicle sales, or general groceries, drugs, or labor-related professional services. An Ordinance passed before October 1st would go into effect on January 1st of the following year.

The Village is proposing the addition of a 1.00% Home Rule Sales Tax to be applied to the Village as a whole. If approved the Village sales tax rate would be 8.00%, and the Business District would be 9.00%; however, restaurants/bars (i.e. "places for eating") pay an additional 1.00% tax, so those rates would be 9.00% in the Village & 10.00% in the Business District.

Mayor Trilla asked if groceries are excluded from this tax and prepared foods as well?

Assistant Administrator Mertens responded that groceries are exempt but prepared foods would be taxed.

Mayor Trilla mentioned that this tax would have minimal effect on Whole Foods and Pete's Fresh Market.

Assistant Administrator Mertens stated it would affect prepared food and liquor.

Trustee Kelly asked if we could keep the places of eating tax at 9%?

Attorney Bastian stated the tax must be applied across the board.

Trustee Mistele asked what is the total impact of the new tax because of our revenue stream?

Assistant Administrator Mertens referred to the screen, stating the revenue is estimated at \$2.5 million.

Mayor Trilla asked if that number was before the pandemic or after the pandemic?

Assistant Administrator Mertens stated that was pre-pandemic projections.

Trustee Mistele asked if passed when would this begin?

Assistant Administrator Mertens stated January 1, 2021.

Attorney Bastian stated we will send a certified copy of the ordinance to the Department of Revenue.

MOTION: Made by Trustee Mistele and seconded by Trustee Kelly to pass Ordinance No. 20-0-34 as presented.

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

7. **RESOLUTION** – A Resolution Approving and Authorizing the Submission of a COPS Office Award Application on Behalf of Willowbrook Police Department (ADOPT)

Assistant Administrator Mertens stated, the Village of Willowbrook has approved 23 sworn officers as part of our FY 20/21 budget. The Village is currently paying 21 sworn officers with one (1) officer on a one (1) year military leave. The Village may have two new vacancies by September 2020 due to a retirement and personnel changes within the organization.

The Village of Willowbrook will be awarded a grant for three (3) new officers above the current budgeted level of 23 sworn officers - to 26 officers. The grant would be for \$375,000 in total over the course of the grant term of three (3) years. The officers must be kept on staff for four (4) years after the award of the grant. The Village is required to retain the officer position(s) awarded and not the specific officer(s). If a position funded becomes vacant during the retention period, the Village is required to take active and timely steps to fill the position. The Village should maintain documentation demonstrating that we did not delay filling the position and that the steps the Village took to fill the position were consistent with Village hiring policies and procedures.

The grant award amount is \$375,000 over three (3) years or \$41,66.67 per officer per year for three (3) years. The cost of three (3) officers for the four (4) year commitment is a minimum of \$2,201,317. If you apply the grant of \$375,000, then the financial commitment of the Village for three (3) new sworn officers above the current budgeted amount would be \$1,826,317 for the four (4)-year program.

Trustee Kelly questioned an email that was distributed this afternoon about salary, the net affect of officers leaving, retiring, and in hiring the replacement officers, we would save \$124,000 in compensation. Is that correct?

Assistant Administrator Mertens responded, the projection over the next four (4) years is that the Village would have two (2) sergeants and two (2) top- of-the-line step nine officers retire. The replacement officers would cost the Village \$325,000 over the four (4) years less the retiring officers salary at \$449,000 so the net savings in salaries is approximately \$124,000.

Trustee Mistele asked if the grant was from the Department of Justice in Washington D.C.?

Assistant Administrator Mertens stated yes, that is correct.

Trustee Mistele shared that it is normally best to stay away from Wheaton, Springfield, and Washington D.C. but I understand we need officers. At the Public Safety meeting we discussed hiring four (4) officers over a two (2) year period. The main objective is to maintain twenty-three (23) sworn officers and public safety for our community. If we did not increase the 1% sales tax, we would be unable to accept this grant.

MOTION: Made by Trustee Kelly and seconded by Trustee Oggerino to pass Resolution No. 20-R-38 as presented.

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

8. ORDINANCE - An Ordinance Amending Section 5-1-1 Entitled "Creation and Composition of Department", of Chapter 1, Entitled "Police Department", of Title 5 Entitled "Police Regulations", of the Village Code of Ordinances of the Village of Willowbrook, Illinois (PASS)

Chief Schaller stated, on August 10, 2020, the Village Board held a Police Staffing Workshop at their regularly scheduled board meeting. During this workshop staff provided an overview of the department, comparable community statistics, police department statistics, financial impact of staffing and revenue consideration for staffing enhancements. One of the main services that the Village supplies the community is a first-class Accredited Police Department. A hands-on customer service orientated police department is both needed and valued by our residents. As the Village completes its sixtieth (60th) anniversary as a community several of our senior police patrol officers will soon be retiring. Due to this pending staffing adjustment, the Village finds it beneficial to consider adding additional patrol officers to help bridge the retirement gap and help manage the community needs through these unique times. Based on this board directive, it is recommended that the Village Board consider updating the department makeup within the Village Code of Ordinances.

The proposed Code of Ordinance enhancement for the department makeup is listed as follows:

There is hereby created a Police Department, an executive department of the Village. The Police Department shall consist of one (1) Chief of Police, one (1) Deputy Chief, three (3) Sergeants and patrol officers, in such numbers as may be provided from time to time by the Mayor and Board of Trustees for a total department composition not to exceed twenty-six (26) members.

Mayor Trilla asked are we hurting ourselves by putting a number in the ordinance?

Attorney Bastian stated if you want to increase the number, the Board will need to adopt the resolution authorizing the Board of Police Commissioners to go to the hiring process.

Trustee Kelly commented that he had a recollection that in the past when Chief Schaller was promoted to Chief there was a sergeant position created to give you a permanent rank of sergeant.

Chief Schaller responded that was a rank of sergeant if the Mayor wanted to investigate hiring a different Chief.

MOTION: Made by Trustee Neal and seconded by Trustee Davi to pass Ordinance No. 20-O-35 as presented.

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

PRIOR BUSINESS

9. TRUSTEE REPORTS

Trustee Neal thanked the Public Works Department and the Police Department for placing the traffic monitor system on Midway. She asked Superintendent of Public Works Coons if Eleanor Place has been opened for traffic and if it has, can PW position the unit to an appropriate location on Eleanor Place.

Superintendent Coons responded that Eleanor Place has reopened, and we can relocate the traffic monitoring system onto Eleanor Place.

Trustee Neal deferred conversation to Chief Schaller who advised there is a possible location and he will send Superintendent Coons the location site tomorrow morning.

Chief Schaller offered to help to ensure it is moved to a safe spot.

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Chief Schaller offered to help to ensure it is moved to a safe spot.

Trustee Kelly had no report.

Trustee Mistele had no report.

Trustee Berglund was not present.

Trustee Davi had no report.

Trustee Oggerino had no report.

10. ATTORNEY'S REPORT

Attorney Bastian had no report.

11. CLERK'S REPORT

Deputy Clerk Mardegan had no report.

12. ADMINISTRATOR'S REPORT

Administrator Pabst had no report.

13. MAYOR'S REPORT

Mayor Trilla shared that after being on a conference call with the DuPage County Health Department, he would like to start an initiative to offer quick results for COVID testing for senior citizens.

14. CLOSED SESSION

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

15. ADJOURNMENT

MOTION: Made by Trustee Mistele and seconded by Trustee Davi to adjourn the Regular Meeting at the hour of 7:02 p.m.

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

MOTION DECLARED CARRIED

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PRESENTED, READ, and APPROVED.

_____, 2020.

Frank A. Trilla, Mayor

Minutes transcribed by Deputy Clerk Christine Mardegan.