

MINUTES OF THE REGULAR MEETING OF THE MAYOR AND BOARD OF TRUSTEES OF THE VILLAGE OF WILLOWBROOK TO BE HELD ON MONDAY, JULY 12, 2021, 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 6:32 P.M. by Mayor Frank Trilla.

2. ROLL CALL

Those physically present at roll call were Mayor Frank A. Trilla, Village Clerk Deborah Hahn, Village, Trustees Sue Berglund, Umberto Davi, Michael Mistele, Gayle Neal, Paul Oggerino, Greg Ruffolo, Village Administrator Brian Pabst, Assistant Village Administrator Sean Halloran, Director of Finance Carrie Dittman and Chief Robert Schaller.

Present via conference call, due to the COVID-19 pandemic, were, Attorney Thomas Bastian, Deputy Chief Lauren Kaspar, Parks and Recreation Manager John Fenske, Building Official Roy Giuntoli and Municipal Services Foreman AJ Passero.

Absent: Deputy Clerk Christine Mardegan.

A QUORUM WAS DECLARED

3. PLEDGE OF ALLEGIANCE

Mayor Trilla asked Doug Stetina to lead everyone in saying the Pledge of Allegiance.

4. VISITORS' BUSINESS

None presented and no written comments were received.

5. PRESENTATION - Pillars of the Village Award.

Mayor Trilla presented Doug Stetina with the Pillar of the Village Award, in recognition for his over 40 years of service on the Plan Commission.

Stetina asked the Mayor if he could say a few words. Stetina stated that he has enjoyed his forty plus years on the Parks and Recreation Commission. Stetina expressed his frustration with not understanding why the Parks and Recreation Commission was

dissolved. Stetina mentioned his disappointment in the way this was handled.

Mayor Trilla presented Doug Stetina with the award. Mayor Trilla added that the Village is moving in a different direction and that it was not an easy decision to dissolve the Parks and Recreation Commissioners. The Mayor thanked Doug Stetina for forty years of service and commitment.

OMNIBUS VOTE AGENDA

Mayor Trilla read over each item in the Omnibus Vote Agenda for the record.

6. OMNIBUS VOTE AGENDA:

- a. Waive Reading of Minutes (APPROVE)
- b. Minutes - Regular Board Meeting - June 28, 2021 (APPROVE)
- c. Warrants - \$319,062.15 (APPROVE)
- d. ORDINANCE NO. 21-0-34 - An Ordinance Extending Temporary Executive Powers Pursuant to 65 ILCS 5/11-1-6. (PASS)
- e. Monthly Financial Report - June 2021 (APPROVE)

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 presented.

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

MOTION DECLARED CARRIED

NEW BUSINESS

- 7. RESOLUTION NO. 21-R-50 - A Resolution Of The Village Of Willowbrook Approving And Authorizing The Execution Of An Agreement With Engineering Solutions Team Co., Inc. To Provide Owner's Representative Services To The Village Of Willowbrook For The Renovation Of The Willowbrook Community

Resource Center (ADOPT)

Administrator Pabst shared, in 2018, the Village Board awarded a professional service contract to N. Batistich, Architects, for architectural design and permit services to complete Phase 1 of the Community Resource Center building located at 825 Midway Drive. The proposed project delivery method for the Community Resource Center is an Owner's Representative (OR). The OR is a project delivery method that requires a commitment by the Owner's Representative to manage the general contractor with a Guaranteed Maximum Price (GMP). This is based on construction documents and specifications at the time the GMP is prepared. The OR provides professional services and acts as a consultant to the owner in the design development and construction phases. In addition to acting in the owner's interest, the OR must engage and manage the general contractor. Any costs exceeding the GMP that are not change orders are the financial liability of the selected general contractor. On May 17, 2021, Village staff reviewed three (3) proposals. All three firms were interviewed by representatives from Public Works and the Village Administrator's Office. After the interviews were completed, staff recommended Engineering Solutions Team (EST) unanimously to award the contract. EST has significant project management experience, including the recently constructed Downers Grove Township Community Center. Personnel assigned to the project by EST are well versed in all phases of municipal operations. The firm has also been hired by the Downers Grove Township and the Flagg Creek Sanitary District for ongoing projects and as-needed services. The firm that has the lowest bid was Engineering Solutions Team.

MOTION: Made by Trustee Ruffolo and seconded by Trustee Berglund to adopt Resolution No. 21-R-50 as presented.

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

MOTION DECLARED CARRIED

8. RESOLUTION NO. 21-R-51 - A Resolution Authorizing Parvin-Clauss Sign Company, Inc. To Develop Village Gateway Signage

Concepts And Renderings (ADOPT)

Assistant Administrator Halloran stated at the March 15, 2021 budget workshop meeting, the Board gave direction to staff regarding the location and design of the gateway signage. Following that meeting, staff has been working with neighboring municipalities with installed gateway signage in the state right-of-way. These discussions with other municipal agencies have informed staff of the type of gateway signage that can be approved and installed in the state right-of-way. On June 28, 2021, the Village received one (1) proposal from Parvin Clauss Sign Company Inc.

Parvin Clauss Sign Company has worked with municipalities for several years and has extensive experience with IDOT. If this contract is approved, staff plans to begin design work with Parvin Clauss Sign Company and will brief the Board of Trustees at the next meeting with different signage options throughout the Village.

Trustee Neal commented that she was very happy to see this moving forward.

Trustee Davi questioned are these the two main signs on 83?

Assistant Administrator Halloran commented the design and locations haven't been finalized and will need final Board approval.

MOTION: Made by Trustee Oggerino and seconded by Trustee Neal to adopt Resolution No. 21-R-51 as presented.

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

MOTION DECLARED CARRIED

PRIOR BUSINESS

9. TRUSTEE REPORTS

Trustee Neal had no report.

Trustee Ruffolo had no report.

Trustee Mistele had no report.

Trustee Berglund commented that the TWA Memorial is making progress.

Trustee Davi had no report.

Trustee Oggerino had no report.

10. ATTORNEY'S REPORT

Attorney Bastian had no report.

11. CLERK'S REPORT

Clerk Hahn had no report.

12. ADMINISTRATOR'S REPORT

Administrator Pabst shared that the zoning code RFP have three (3) interviews for next week. Halock sent the Village a \$5800 bill because our current IT company cannot scan all the files/documents.

13. MAYOR'S REPORT

Mayor Trilla has no report.

14. ADJOURNMENT

MOTION: Made by Trustee Mistele and seconded by Trustee Berglund to adjourn the Regular Meeting at the hour of 6:52 p.m.

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

MOTION DECLARED CARRIED

PRESENTED, READ, and APPROVED.

_____, 2021.

Frank A. Trilla, Mayor

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Minutes transcribed by Deputy Clerk Christine Mardegan.