

MINUTES OF THE REGULAR MEETING OF THE MAYOR AND BOARD OF TRUSTEES OF THE VILLAGE OF WILLOWBROOK HELD ON MONDAY, OCTOBER 11, 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 6:30 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, Attorney Thomas Bastian, Village Administrator Brian Pabst, Assistant Village Administrator Sean Halloran, Director of Finance Carrie Dittman, Chief Robert Schaller, Deputy Clerk Christine Mardegan and Director of Municipal Services AJ Passero.

Present via conference call, due to the COVID-19 pandemic, were, Deputy Chief Lauren Kaspar and Building Official Roy Giuntoli.

Absent: None.

A QUORUM WAS DECLARED

3. PLEDGE OF ALLEGIANCE

Mayor Trilla asked Deputy Clerk Mardegan to lead everyone in saying the Pledge of Allegiance.

4. VISITORS' BUSINESS

None presented and no written comments were received.

OMNIBUS VOTE AGENDA

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

5. OMNIBUS VOTE AGENDA:

- a. Waive Reading of Minutes (APPROVE)
- b. Minutes - Special Board Meeting - September 27, 2021 (APPROVE)
- c. Minutes - Regular Board Meeting - September 27, 2021 (APPROVE)

- d. Warrants - \$337,312.92
- e. September 2021 Monthly Financial Report
- f. RESOLUTION NO. 21-R-62- A Resolution to Approve And Authorize The Execution Of An Intergovernmental License Agreement Between DuPage Public Safety Communications (Du-Comm) And The Village Of Willowbrook, Illinois (ADOPT)
- g. ORDINANCE NO. 21-O-47 - An Ordinance Amending the Village Of Willowbrook Employee Personnel Manual By Adding To Article VII, Section 7.17, Entitled "Employee Work From Home Policy - Non-Union" (PASS)
- h. RESOLUTION NO. 21-R-63 - A Resolution of The Village Of Willowbrook For Initial And Final Acceptance Of Public Improvements In The Village Of Willowbrook, DuPage County, Illinois (ADOPT)
- i. MOTION - A MOTION TO APPROVE A CHANGE ORDER OF \$44,750.87 FOR THE 2021 MFT ROAD PROJECT CONTRACT WITH M&J ASPHALT (APPROVE) (Note: No documentation included for this motion.)

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

Trustee Mistele asked if item 5i can be removed for discussion.

MOTION: Made by Trustee Mistele and seconded by Trustee Davi to approve the Omnibus Vote Agenda except for item 5i.

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

MOTION DECLARED CARRIED

Trustee Mistele asked for clarification as to why there is an additional charge or cost for the MFT Road Project. Since the original contract was for \$277, 000.

Foreman Passero explained that there was additional concrete that was used for curb and sidewalk repairs. Most of the sidewalks were from the 1970's. Residents requested that their sidewalk be repaired because some of the sidewalks had gaps.

MOTION: Made by Trustee Mistele and seconded by Trustee Berglund to pass item 5i as presented.

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

MOTION DECLARED CARRIED

NEW BUSINESS

6. MOTION – MOTION TO APPROVE THE FISCAL YEAR 2020/21
COMPREHENSIVE ANNUAL FINANCIAL REPORT (CAFR) AND MANAGEMENT
LETTER (APPROVE)

Director Dittman advised that included in the Agenda Packet are comprehensive Annual Financial Report for the Village of Willowbrook for the Year Ended April 30, 2021, and Management Letter (Report on Internal Controls) Prepared by the Village's audit firm, Sikich LLP. Highlights included:

- The Village received again this year an unqualified "clean" opinion on its financial statements. This is the highest level of opinion that the Village can receive. The CAFR will again be submitted to the Government Finance Officers' Association for consideration of a Certificate of Achievement for Excellence in Financial Reporting. If successful, this will be the 33rd year in row for receiving this award.
- General Fund Revenues exceeded the budgeted amount by \$3,093,373, or 38.9%. In addition to the imposition of home rule sales tax effective January 1, 2021, that was not budgeted, revenues that had been budgeted conservatively low due to the economic uncertainty cause by COVID-19 have generally outperformed the estimates. In addition, the large one-time grant received under the CARES Act was awarded after the budget was developed, and thus was not budgeted for.
- Total General Fund expenditures came in over budget amount by \$357,690.
- The net increase in fund balance that resulted after all year-end adjustments and transfers were made was \$2,321,834. The Village had budgeted a net decrease of (\$413,818). The ending General Fund's balance on April 30, 2021, is \$8.45 million, of which \$8.1 million is unrestricted. This represents approximately 323 days of operating expenditures, which exceeds the Village' existing target of reserves of 120.

Director Dittman introduced Brian LeFevre from Sikich, LLP., auditors for the Village of Willowbrook. Mr. LeFevre thanked the Mayor and the Board for inviting us to present some brief comments on the report results of the Audit. It is recommended to read the summary in the Manger discussion and analysis. This section sums up the report. This could be sent to your constituents. There

were good earnings for Pension Funding and IMRA The Police Pension Fund has increased from 68% to 82%. Staff was professional and easy to work with.

Trustee Mistele asked if the triple A bond rates were still in place.

Director Dittman responded yes.

MOTION: Made by Trustee Davi and seconded by Trustee Ruffolo to approve the Fiscal Year 2021/20 Comprehensive Annual Financial Report and Audit Management Letter as presented.

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

MOTION DECLARED CARRIED

7. RESOLUTIONS PERTAINING TO THE SHERIDAN ROAD PROJECT:

a. RESOLUTION NO. 21-R-64 - A Resolution Of The Village Of Willowbrook Under The Provisions Of The Illinois Highway Code Appropriating The Additional Sum of \$100,445.00 of Motor Fuel Tax Funds (ADOPT)

Foreman Passero stated this project, or the first part of this year's road program, includes all streets in the Farmingdale subdivision except Sheridan Drive. The first part of the road program was completed on August 20. The estimated cost to mill and resurface Sheridan Drive is approximately \$126,872 based on the unit prices included in the bid. The total amount budgeted for the MFT project this year was \$350,000. Staff is requesting an additional \$100,445 in MFT funding to complete the second part of the project that includes Sheridan Road. Staff went out to bid for a second time on September 21 and received eight (8) bids. M&J Asphalt and Paving came in as the low bidder at the cost of \$128,047.

Trustee Mistele asked "What do we have budgeted for these projects and are all these projects covered in the MFT?"
Foreman Passero stated that this is all in the budget.

Trustee Davi asked, "When will the project begin?"

Foreman Passero approximately three weeks from now so, mid-November.

MOTION: Made by Trustee Mistele and seconded by Trustee Oggerino to adopt Resolution No. 21-R-64 as presented.

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

MOTION DECLARED CARRIED

b. RESOLUTION NO. 21-R-65- A Resolution of The Village of Willowbrook Determining The Lowest Responsible Bidder And Awarding A Contract to M&J Asphalt Paving Company, Inc. For Phase 2 of the 2021 Road Maintenance Program (ADOPT)

MOTION: Made by Trustee Davi and seconded by Trustee Mistele to adopt Resolution No. 21-R-65 as presented.

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

MOTION DECLARED CARRIED

8. Discussion of Liquor License Fees, Business Licenses Fees and Video Gaming Fees

Assistant Administrator Halloran explained that staff is asking the Board to review the existing liquor license, video gaming and business license fees. In 2020, the Board reduced liquor license and video gaming fees. Attached are all related fees for your discussion. There are towns from DuPage County and other areas that have reduced fees. Staff would like to know if the Board would like to continue with the lower fees.

Mayor Trilla suggested that the fees for Liquor Licensing and Video Gaming increase twenty-five (25%) this year and gradually go up twenty-five percent (25%) over the next three years, including 2022.

The consensus is to follow the Mayor's recommendation.

Attorney Bastian recommended that the updated ordinance will be added to the next agenda.

9. RESOLUTION NO. 21-R-66- A Resolution Creating Set Hours for Halloween Solicitation In The Village Of Willowbrook

Chief Schaller stated since 1994, the Village Board has established by resolution suggested hours for Halloween "Trick or Treat" activities. Unfortunately, there was no treat or treating last year due to COVID-19. This year the recommendation for the Halloween solicitation is Sunday, October 31st, 2021 from 3:00 p.m. to 7:00 p.m.

Trustee Berglund asked if the hours could be 2:00 p.m. to 7:00 p.m. since Halloween is on a Sunday.

Chief Schaller said that would be fine.

MOTION: Made by Trustee Berglund and seconded by Trustee Oggerino to amend Resolution No. 21-R-66 to 2:00 p.m. to 7:00 p.m. for the solicitation hours for Halloween.

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

MOTION DECLARED CARRIED

PRIOR BUSINESS

10. TRUSTEE REPORTS

Trustee Neal had no report.

Trustee Ruffolo had no report.

Trustee Mistele had no report.

Trustee Berglund commented that the picture of Community Center looks good.

Trustee Davi had no report.

Trustee Oggerino had no report.

11. ATTORNEY'S REPORT

Attorney Bastian had no report.

12. CLERK'S REPORT

Clerk Hahn had no report.

13. ADMINISTRATOR'S REPORT

Administrator Pabst shared an update on the Community Resource Center. Staff and Trustee Mistele would like the pillar on the SW corner for a Campus feel. This option will not blind pedestrians. The consensus from the Board is in favor of the new image of the Community Resource Center.

14. MAYOR'S REPORT

Mayor Trilla had no report.

15. EXECUTIVE SESSION

The Appointment, Employment, Compensation, Discipline, Performances or Dismissal of Specific Village Employees Authorized by 5 ILCS 120/2(c)(1)

16. ADJOURNMENT

MOTION: Made by Trustee Davi and seconded by Trustee Mistele to adjourn the Regular Meeting at the hour of 7:06 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