

MINUTES OF THE REGULAR MEETING OF THE MAYOR AND BOARD OF TRUSTEES OF THE VILLAGE OF WILLOWBROOK TO BE HELD ON MONDAY, NOVEMBER 8, 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 Trustee Michael Mistele.

2. ROLL CALL

Those physically present at roll call were, 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, Interim Director of Finance Nathan Gaskill, Chief Robert Schaller, Deputy Chief Lauren Kaspar, Deputy Clerk Christine Mardegan, Director of Municipal Services Foreman AJ Passero and Parks & Recreation Manager John Fenske.

Present via conference call, due to the COVID-19 pandemic, was Attorney Thomas Bastian.

ABSENT: Mayor Frank Trilla

A QUORUM WAS DECLARED

MOTION TO APPROVE - A MOTION TO APPOINT TRUSTEE MICHAEL MISTELE AS TEMPORARY CHAIRMAN IN THE MAYOR'S ABSENCE

Attorney Thomas Bastian advised that a motion was necessary to appoint Trustee Michael Mistele as Temporary Chairman at tonight's meeting.

MOTION: Made by Trustee Neal and seconded by Trustee Oggerino to appoint Trustee Mistele as Temporary Chairman.

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

MOTION DECLARED CARRIED

3. PLEDGE OF ALLEGIANCE

Temporary Chairman Mistele asked Chief Schaller to lead everyone in saying the Pledge of Allegiance.

4. VISITORS' BUSINESS

None presented and no written comments were received.

5. OFFICIAL APPOINTMENTS TO RANK OF SERGEANT

- a. Official Appointment To Rank Of Sergeant - DARREN BIGGS
- b. Official Appointment To Rank Of Sergeant - JOHN HANDZIK

Village Clerk Hahn had the honor of swearing in both officers in their new role as Sergeant.

Temporary Chairman Mistele thanked the officers on behalf of Mayor Trilla for all that they do and thanked the families and friends of the officers for attending the meeting to witness the swearing in ceremony.

OMNIBUS VOTE AGENDA

Temporary Chairman Mistele read over each item in the Omnibus Vote Agenda for the record.

6. OMNIBUS VOTE AGENDA:

- a. Waive Reading of Minutes (APPROVE)
- b. Minutes - Special Board Meeting - October 25, 2021 (APPROVE)
- c. Minutes - Regular Board Meeting - October 25, 2021 (APPROVE)
- d. Warrants - \$776,604.79
- e. Annual Police Pension Board Report & FY 2022/23 Police Pension Funding Request
- f. ORDINANCE NO. 21-0-49- An Ordinance of The Village of Willowbrook Establishing Certain Licenses Fees For the 2022 Licensing year (PASS)

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

Trustee Davi asked to have item 6e removed from the Omnibus Agenda to be voted on separately.

MOTION: Made by Trustee Berglund and seconded by Trustee Oggerino to approve the Omnibus Vote Agenda with the exception on item 6.e.

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

MOTION DECLARED CARRIED

6.e. Annual Police Pension Board Report & FY 2022/23 Police Pension Funding Request

MOTION: Made by Trustee Neal and seconded by Trustee Ruffolo to approve item 6.e. separately.

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-71- A Resolution Of The Village Of Willowbrook Approving And Authorizing The Execution Of An Agreement With Aclara Technologies, LLC To Provide Software Deliverables And Services To The Village Of Willowbrook

Foreman Passero explained that the Village of Willowbrook utilizes an Aclara NCC software and hardware system for our water meter readings. This system integrates with our BS&A financial software for our monthly water billing.

The Village was advised by Aclara representatives that their firm will begin phasing out support for the NCC software system in 2021. On Thursday, May 13, 2021, and throughout the summer of 2021, the Village participated in several conference calls with Aclara representatives to review the proposed upgraded software system Aclara One. This new system is an evolution of their phasing out the NCC platform.

Some of the new user benefits are as follows:

- Easier navigation with a user focus
- Faster generation / manipulation of online reports
- Searchable reports
- Configurable dashboards and callout cards

The proposed Aclara program update is summarized as follows:

- DCU T-Board Upgrade package at \$14,700
- Aclara One Hosted Software at \$21,000
- Aclara One Hosted Software annual fee \$12,894
- Aclara wireless network annual DCU fee \$1,242
- Total cost not to exceed \$49,836 with a yearly fee of \$14,136

Temporary Chairman Mistele asked if this system can detect leakage.

Foreman Passero responded yes for an additional fee.

Trustee Neal asked if this Aclara software will have upgrades for the older condominium buildings.

Foreman Passero stated the new software will allow the MTU to work with long range devices.

MOTION: Made by Trustee Davi and seconded by Trustee Ruffolo to adopt Resolution No. 21-R-71 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-72 - A Resolution To Approve And Authorize The Execution Of A Professional Financial Services Agreement With Lauterbach & Amen, LLP For The Finance Department Of The Village Of Willowbrook

Assistant Administrator Halloran shared information on Lauterbach and Amen of Naperville, Illinois, which has been supporting Village budget, financial, and accounting services since October 2021. Services were initiated in response to Village staff changes, address department cross-training goals for accounts payable, payroll, and the budget.

To respond to recent staff turnovers, staff in the Village Administrator's Office has thoroughly studied the existing structure to determine the best opportunity to deliver services. The primary guiding principles were to reallocate tasks, hire replacement in the payroll and accounting positions, and increase services to the Village's internal and external customers.

In addition to the accounting, accounts payable, and budget management functions under the current services, the following duties will be performed by the contractor:

1. Payroll
2. Management of the Corporate, Enterprise, and all Revenue Funds
3. Development and Oversight of the Annual Budget
4. Monthly and Quarterly Financial Reporting
5. Submission of the Budget for the Government Finance Officers Associated annual awards program

Staff requests Village Board approval of a Resolution authorizing execution of a contract for professional services with Lauterbach for financial and accounting services for an annual cost of \$241,200. This is a one-year contract with three one-year contract renewals. To maintain consistency, staff recommends the first year of the contract ends on April 30, 2023.

MOTION: Made by Trustee Berglund and seconded by Trustee Oggerino to adopt Resolution No. 21-R-72 as presented.

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

MOTION DECLARED CARRIED

9. RESOLUTION NO. 21-R-73 - A Resolution Of The Village Of Willowbrook Determining The Lowest Responsible Bidder And Awarding A Contract To Unique Plumbing Company, Inc. For Water Service Installation At 825 Midway Drive, Willowbrook, Illinois

Assistant Administrator Halloran stated the external site improvement is the first phase in the Community Resource Center (CRC) project. The Village's civil engineer, Novotny Engineering, for the CRC project has evaluated the external site improvements and has recommended an upgraded water service into the building.

On October 21, 2021, the Village released a Request for Bids (RFB) that includes the construction of a new 6" ductile iron water service, including water main in trench, casing pipe directionally bored, valve installation, restoration of all disturbed surfaces and all appurtenant construction for a complete improvement.

On November 1, 2021, staff opened two bids. Below are the prices and contractors for this project:

- a. John Neri Construction \$83,127.50
- b. Unique Plumbing \$80,410.50

After a review of the bid and the contractor's references, staff is recommending a contract award to Unique Plumbing of Brookfield, Illinois at a cost not-to-exceed of \$80,410.50.

MOTION: Made by Trustee Davi and seconded by Trustee Neal to adopt Resolution No. 21-R-73 as presented.

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

MOTION DECLARED CARRIED

10. RESOLUTION NO. 21-R-74 - A Resolution Waiving Competitive Bidding And Approving A Purchase Order For The Purchase Of Certain Recreation Equipment From Cunningham Recreation For The Ridgemoor Park Playground Improvement Project At A Cost Not To Exceed 63,575.81

Parks and Recreation Manger Fenske showed a diagram and discussed placement for the equipment.

Assistant Administrator Halloran added that staff has been collaborating with John and consultant Todd Stanton since September to engage different options for the recreation equipment. Staff held a public open house to review the proposals for the Ridgemoor Park project. Since September, staff has engaged several companies for Parks and Recreational equipment. Due to ongoing supply-chain issues, staff is recommending purchasing equipment now and beginning the construction in April/May 2022.

After reviewing the bid and the contractor's references, staff is recommending the contract be awarded to Cunningham Recreation at a cost not-to-exceed of \$63,575.81.

Administrator Pabst asked if the sidewalk path will be extended.

Parks and Recreation Manger Fenske responded yes.

MOTION: Made by Trustee Berglund and seconded by Trustee Neal to adopt Resolution No. 21-R-74 as presented.

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

MOTION DECLARED CARRIED

PRIOR BUSINESS

11. TRUSTEE REPORTS

Trustee Neal had no report.

Trustee Ruffolo had no report.

Trustee Mistele had no report.

Trustee Berglund thanked Park's Recreation Manger Fenske and Foreman Passero for all their challenging work.

Trustee Davi had no report.

Trustee Oggerino thanked Administrator Pabst, Assistant Administrator Halloran, and Trustee Neal for all their demanding work on the information for insurance. It is impressive.

12. ATTORNEY'S REPORT

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Attorney Bastian had no report.

13. CLERK'S REPORT

Clerk Hahn had no report.

14. ADMINISTRATOR'S REPORT

Administrator Pabst had no report.

15. MAYOR'S REPORT

Mayor Trilla was not present.

16. EXECUTIVE SESSION

There was no need for Executive Session at tonight's meeting.

17. ADJOURNMENT

MOTION: Made by Trustee Davi and seconded by Trustee Oggerino to adjourn the Regular Meeting at the hour of 6:59 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.

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Frank A. Trilla, Mayor

Minutes transcribed by Deputy Clerk Christine Mardegan.