

MINUTES OF THE MEETING OF THE MAYOR AND BOARD OF TRUSTEES OF THE VILLAGE OF WILLOWBROOK TO BE HELD ON MONDAY, JUNE 13, 2022, 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 A. Trilla.

2. ROLL CALL

Those physically present at roll call were, Mayor Frank A. Trilla, Village Clerk Deborah Hahn, Trustees Mark Astrella, Sue Berglund, Umberto Davi, Michael Mistele, Gayle Neal and Gregory Ruffolo, Village Administrator Brian Pabst, Assistant Village Administrator Sean Halloran, Assistant to the Village Administrator Alex Arteaga, Chief Financial Officer Michael Rock, Director of Community Development Michael Krol, Director of Parks and Recreation Dustin Kleefisch, Chief Robert Schaller, Deputy Chief Lauren Kaspar, Deputy Chief Benjamin Kadolph, Deputy Clerk Christine Mardegan, and Municipal Services Foreman AJ Passero.

Absent: None.

\*\*\* Village Attorney Michael Durkin arrived at 6:35 p.m.

3. PLEDGE OF ALLEGIANCE

Mayor Trilla asked Deputy Chief Benjamin Kadolph to lead everyone in saying the Pledge of Allegiance.

4. VISITORS' BUSINESS

None presented and no written comments were received.

Mayor Trilla asked Clerk Hahn to swear in Deputy Chief Benjamin Kadolph. Mayor Trilla welcomed Deputy Chief Kadolph to the department.

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 of Trustees Meeting - May 23, 2022 (APPROVE)
- c. Minutes - Special Committee of the Whole Meeting - May 23, 2022 (APPROVE)
- d. Warrants - \$582,896.04
- e. RESOLUTION NO. 22-R-27 - A RESOLUTION OF THE VILLAGE OF WILLOWBROOK WAIVING COMPETITIVE BIDDING, APPROVING AND ACCEPTING A PROPOSAL FROM CDW GOVERNMENT FOR THE PURCHASE OF ONE (1) GETAC A140 G2 TABLET COMPUTER, SIX (6) GETAC F110 G6 TABLET COMPUTERS, AND MISCELLANEOUS ACCESSORIES/WARRANTY, AT A COST NOT TO EXCEED TWENTY-SIX THOUSAND SIX HUNDRED NINETY-ONE AND 16/100 DOLLARS (\$26,691.16) (ADOPT)
- f. ORDINANCE NO.22-O-24 - 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)

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

MOTION: Made by Trustee Mistele and seconded by Trustee Berglund to approve the Omnibus Vote Agenda as presented.

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

MOTION DECLARED CARRIED

NEW BUSINESS

- 6. RESOLUTION NO. 22-R-28 - A RESOLUTION OF THE VILLAGE OF WILLOWBROOK FOR INITIAL AND FINAL ACCEPTANCE OF PUBLIC IMPROVEMENTS ASSOCIATED WITH WILLOWS CENTER WATERMAIN INSTALLATION IN THE VILLAGE OF WILLOWBROOK, DUPAGE COUNTY, ILLINOIS (ADOPT)

Community Director Krol shared that Village staff is requesting that the Village Board adopt the proposed resolution approving the

bill of sale for the Willows Center watermain improvements. The Bill of Sale is a transfer of ownership and maintenance so Public Works would manage any water main breaks, maintenance, or repairs.

Trustee Mistele commented that this center has been around for a couple of years and why did it take the Village this long to get to this point?

Community Director Krol stated that that is a great question, but I have not been here that long to know the answer.

Administrator Pabst indicated that there is usually an eighteen-month delay past the occupancy permit for the utilities. The utility easement is not generally adopted until eighteen months past the issuance of the occupancy permit.

MOTION: Made by Trustee Mistele and seconded by Trustee Astrella to adopt Resolution 22-R-28 as presented.

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

MOTION DECLARED CARRIED

7. ORDINANCE NO. 22-O-25 - AN ORDINANCE AMENDING SECTION 3-12-5 ENTITLED "CLASSIFICATIONS," OF CHAPTER 12 ENTITLED "LIQUOR," OF TITLE 3 ENTITLED "BUSINESS" OF THE VILLAGE CODE OF ORDINANCES OF THE VILLAGE OF WILLOWBROOK, DUPAGE COUNTY, ILLINOIS (PASS) Ordinance

Assistant to the Village Administrator Arteaga reported there was a liquor license application from Taste of India Grill. We currently have eleven (11) Class B Liquor Licenses and now we will have twelve (12).

MOTION: Made by Trustee Ruffolo and seconded by Trustee Astrella to pass Ordinance 22-O-25 as presented.

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

MOTION DECLARED CARRIED

8. RESOLUTION NO. 22-R-29 - A RESOLUTION TO APPROVE AND AUTHORIZE THE EXECUTION OF AN INTERGOVERNMENTAL AGREEMENT BETWEEN THE VILLAGE OF WILLOWBROOK AND THE BURR RIDGE PARK DISTRICT TO

PROVIDE RECREATIONAL PROGRAMS AND RECREATIONAL SERVICES TO THE  
VILLAGE OF WILLOWBROOK (ADOPT)

Assistant Administrator Halloran shared that staff is bringing forward an agreement with Burr Ridge Park District (BRPD) which is updated from last November. Staff from the Village and BRPD are recommending the following changes to the existing agreement:

- Raise the cost share of the programs from 10% to 15%.
- Change the notification of termination from 30 days to 20 days.
- Change the expiration date from 5/1/22 to auto-renew.

Village staff does not see any of these changes as an issue to the existing operations for the Parks and Recreation Department.

MOTION: Made by Trustee Mistle and seconded by Trustee Ruffolo to adopt Resolution 22-R-29 as presented.

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

MOTION DECLARED CARRIED

9. RESOLUTION NO. 22-R-30 - A RESOLUTION APPROVING AN AGREEMENT  
WITH ACTIVE NETWORK, LLC TO PROVIDE PAYMENT PROCESSING AND  
SECURITY COMPLIANCE TO THE VILLAGE OF WILLOWBROOK (ADOPT)

Director Kleefisch presented that Active Net is a wonderful registration software program that we will be utilizing. This program will make the department more efficient; it will allow us to collect all our registration payments for special events and programs. This software will help move forward and build and grow the department. Director Kleefisch shared a PowerPoint presentation which highlighted the following benefits of an internal registration software:

- User friendly and easy customer registration and payment processing.
- Staff will have access to program reports, financials, rosters, and other data from program/event performance.
- Staff will be able to schedule parks and facilities, manage program content and information, and increase consistency of internal functions and procedures.
- Includes marketing capabilities and allows for communication with program participants.

- The software can automate existing staff hours. This will help staff by reallocating existing resources from manual scheduling to assisting and organizing special events.

Director Kleefisch explained the registration process in detail indicating it was very user-friendly and intuitive. The program also allows the user to add any special needs or restrictions into their registration, for example, diabetes or mobility issues. Another helpful feature is the waiver capture, important from a liability standpoint, done during the registration process. There is a report function which provides a tremendous number of resources for staff, including accurate information about program revenue, expenses, and enrollments. Additionally, there is a scheduling feature that will help provide more accurate information on the uses of Parks' facilities.

If approved by the Board of Trustees, the Village would be responsible for a one-time installation fee of \$13,171.00 with an annual fee of \$3,750.00 for use of the software. The total cost is \$18,325.00. From an industry standard perspective, ActiveNet is one of the largest recreation software providers in the industry, a reputable firm. There is an additional benefit in that ActiveNet owns its own credit card processor, so their credit card fees stay stable throughout the term of the contract, currently 2.05%, the lowest in the industry. The software will also interface with our current BS&A accounting software.

Trustee Neal asked if the Village would absorb the credit card processing fee in the price of the package that the person is buying. Director Kleefisch yes, that is correct.

Trustee Neal also asked if the participant's stored credit card data would be encrypted. Director Kleefisch indicated it would be.

Mayor Trilla commented that, in line with current trends, we might want to consider passing along the credit card fees to the participants.

Trustee Mistele noted that the under the Products and Services General Terms, Section 6-12 Governing Law and Venue, the agreement states any litigation will be done in the State of Texas. His recommendation is to have that changed to the State of Illinois.

Administrator Pabst stated we will look into that.

MOTION: Made by Trustee Mistele and seconded by Trustee Ruffolo to adopt Resolution 22-R-30 as presented.

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

MOTION DECLARED CARRIED

10. RESOLUTION NO. 22-R-31 - A RESOLUTION AUTHORIZING AND DIRECTING THE BOARD OF POLICE COMMISSIONERS (BOPC) OF THE VILLAGE OF WILLOWBROOK TO EFFECT THE ORIGINAL APPOINTMENT OF ONE (1) CANDIDATE TO FILL A VACANCY IN THE RANK OF SERGEANT WITHIN THE VILLAGE POLICE DEPARTMENT (ADOPT)

Chief Schaller related that one of our sergeants retired without much notice due to a new opportunity they received. We need to promote one sergeant off the eligibility list. Currently, with this retirement, the department is now down three officers. There will be additional hirings in the near future off the lateral transfer list and the Board of Police Commissioners (BOPC) eligibility list.

The resignation was Sergeant Eisenbeis, who took a position outside the police department with another law enforcement agency in the state. His academy started abruptly, and he had to give very short notice, that was not his fault.

MOTION: Made by Trustee Mistele and seconded by Trustee Berglund to adopt Resolution 22-R-31 as presented.

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

MOTION DECLARED CARRIED

11. ORDINANCE NO. 22-O-26 - AN ORDINANCE BEING THE ANNUAL APPROPRIATION ORDINANCE MAKING APPROPRIATIONS FOR CORPORATE PURPOSES FOR THE VILLAGE OF WILLOWBROOK, DUPAGE COUNTY, ILLINOIS FOR THE FISCAL YEAR BEGINNING MAY 1, 2022, AND ENDING APRIL 30, 2023 (PASS)

Chief Financial Officer Rock shared that the appropriation is an annual ordinance that needs to be passed in the first quarter of the current fiscal year. It was built off the budget that was passed in April.

Trustee Mistele stated in the past we would simply double what we had approved as a budget. This appears to be at about 50% more.

Chief Financial Officer Rock agreed and indicated that he had sought advice from his firm, Lauterbach & Amen, on industry best practices. From their experience, double was not something they

had seen, and it was decided that fifty percent was an appropriate and conservative number.

Assistant Village Administrator Halloran added that Administrator Pabst and I have discussed this, and, in our experience, we have never seen anyone go 100 percent of what the approved budget was. (At 50%) this allows us to be more accountable and go back to the Board if needed. This is another step towards transparency.

MOTION: Made by Trustee Mistele and seconded by Trustee Ruffolo to pass Ordinance 22-O-26 as presented.

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

MOTION DECLARED CARRIED

PRIOR BUSINESS

12. TRUSTEE REPORTS

Trustee Neal had no report.

Trustee Ruffolo shared that over the weekend he received a call from one of our tenants who was concerned that there were four (4) semi-trucks parked by the old Kerry Piper. Trustee Ruffolo investigated the accuracy and asked Administrator Pabst and the Mayor to look into the situation. He is happy to report that the Village will be fining vehicles that are inappropriately parked and collaborating with the Police Department to get this resolved.

Trustee Mistele had no report, but it is good to see you (the Mayor) tonight.

Trustee Berglund had no report.

Trustee Davi shared that former (Illinois) Attorney General Jim Ryan passed away. He was the epitome of a gentleman and a perfect Politian and an incredible family man.

In 1995, when I was sworn in as the President of the Illinois State Bar Association, I selected him as my Person of the Year. Jim Ryan was someone we should have more of. He should be the political example that all others should follow. May we have a moment in silent for Jim Ryan?

Mayor Trilla asked that we have a moment of silence for Jim Ryan.

A MOMENT OF SILENCE WAS RECOGNIZED

Trustee Astrella had no report.

13. ATTORNEY'S REPORT

Attorney Durkin had no report, but I will reach out to Active Network about section 6.12.

14. CLERK'S REPORT

Clerk Hahn had no report.

15. ADMINISTRATOR'S REPORT

Administrator Pabst had no report.

16. MAYOR'S REPORT

Mayor Trilla had no report.

17. EXECUTIVE SESSION

Collective negotiating matters between the public body and its employees or their representatives, or deliberations concerning salary schedules for one or more classes of employees authorized by 5 ILCS 120/2 (c) (2).

MOTION: Made by Trustee Ruffolo and seconded by Trustee Mistele to adjourn the Regular Meeting and recess to closed session at the hour of 6:59 p.m.

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

MOTION DECLARED CARRIED

Regular meeting adjourned and the Board moved into Closed Session.

PRESENTED, READ, and APPROVED.

\_\_\_\_\_, 2022.

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Frank A. Trilla, Mayor

Minutes transcribed by Deputy Clerk Christine Mardegan.