

MINUTES OF THE REGULAR MEETING OF THE MAYOR AND BOARD OF TRUSTEES OF THE VILLAGE OF WILLOWBROOK TO BE HELD ON MONDAY, AUGUST 8, 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 Trilla.

2. ROLL CALL

Those physically present at roll call were, Mayor Frank Trilla, Village Clerk Deborah Hahn, Village Trustees Mark Astrella, Sue Berglund, Umberto Davi, Michael Mistele, Gayle Neal, Greg Ruffolo, Village Attorney Michael Durkin, Village Administrator Brian Pabst, Assistant Village Administrator Sean Halloran, Assistant to the 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 Clerk Christine Mardegan and Municipal Services Foreman AJ Passero.

ABSENT: Deputy Chief Benjamin Kadolph.

A QUORUM WAS DECLARED

3. PLEDGE OF ALLEGIANCE

Mayor Trilla asked Deputy Mardegan 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 - Board of Trustees Meeting - July 25, 2022 (APPROVE)
- c. Minutes - Committee of the Whole July 25, 2022 (APPROVE)
- d. Warrants - \$241,039.90
- e. MOTION - A MOTION TO APPROVE EXPENDITURE FOR THE

DUPAGE COUNTY CHILDREN'S CENTER FOR FISCAL YEAR
2022/2023 (PASS)

- f. RESOLUTION NO. 22-R-43 - A RESOLUTION APPOINTING ALEX ARTEAGA AS THE VILLAGE OF WILLOWBROOK'S DELEGATE AND SEAN HALLORAN AS THE VILLAGE OF WILLOWBROOK'S ALTERNATE DELEGATE TO THE INTERGOVERNMENTAL RISK MANAGEMENT AGENCY (ADOPT)
- g. RESOLUTION NO. 22-R-44 - A RESOLUTION OF THE VILLAGE OF WILLOWBROOK APPROVING AND AUTHORIZING THE EXECUTION OF A SETTLEMENT AGREEMENT BY AND BETWEEN THE VILLAGE OF WILLOWBROOK AND BROTHERS ASPHALT PAVING, INC. (ADOPT)

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

MOTION: Made by Trustee Mistele and seconded by Trustee Ruffolo 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-45 - A RESOLUTION OF THE VILLAGE OF WILLOWBROOK DETERMINING THE LOWEST RESPONSIBLE BIDDER AND AWARDING A CONTRACT TO RBH CONSTRUCTION, LLC FOR THE POLICE DEPARTMENT PASS THROUGH WALL PROJECT (ADOPT)

Foreman Passero presented the Police department staff request for approval for the pass-through entry way to be installed. This entry way would allow staff to get to and from the administrative side and patrol side of the facility without having to go through the lobby.

This job would consist of removing the drywall, studs and cinder block, then installing a 40-inch door frame. Painting, flooring, and drywall repair is included as well. A request for bid was published and a bid opening was held on July 13th, 2022. Two bids were received. The lowest of those two bids was RBH Construction in the amount of \$34,500.00. Staff budgeted \$50,000 for this project. The low bid came in \$15,500 under budget. Staff has worked with RBH Construction in the past on various projects and recommends the approval of this project.

MOTION: Made by Trustee Astrella and seconded by Trustee Berglund to adopt Resolution 22-R-45 as presented.

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

MOTION DECLARED CARRIED

7. RESOLUTION NO. 22-R-46 - A RESOLUTION ACCEPTING A PROPOSAL FROM HAYES MECHANICAL LLC AND AUTHORIZING THE PURCHASE OF A HVAC MAINTENANCE AND SERVICE PROGRAM FOR VILLAGE FACILITIES FOR ONE YEAR, AT A COST NOT TO EXCEED \$18,900.00. (ADOPT)

Assistant to the Administrator Alex Arteaga indicated that Village staff deemed preventative HVAC maintenance as a necessary contractual expense for FY 22-23. In 2021, the Village of Glenview and City of Lake Forest led a joint bid for HVAC maintenance services. As part of the Village of Glenview's MPI (Municipal Partnering Initiative) program, staff were made aware of a contract that was executed between the Village of Glenview, City of Lake Forest, and Hayes Mechanical for preventative HVAC maintenance. Hayes Mechanical was the lowest responsible bidder for an HVAC Maintenance RFP that was issued by Glenview and Lake Forest in the Fall of 2021.

Mayor Trilla questioned which Village facilities were included in the contract. Foreman Passero indicated included the Village Hall, police department, Community Resource center as well as the Public Works building.

With that in mind, Mayor Trilla asked which budget would be debited. Foreman Passero stated that the costs would be allocated to the Administrative Maintenance budget.

Trustee Davi asked if we currently have a maintenance program like this in place and what the current cost is. Foreman Passero indicated he did not have the exact amount, but that the current contract was considerably higher. Assistant Administrator Halloran added that we budgeted approximately \$30,000 for this project.

Trustee Mistele asked if we could enter into the proposal for a three-year term at the same rate. Neither Foreman Passero nor Assistant Administrator Halloran were certain. Mayor Trilla indicated that this would be worth looking into, to lock in the costs.

MOTION: Made by Trustee Mistele and seconded by Trustee Astrella to adopt Resolution 22-R-46 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-47 - A RESOLUTION APPROVING AND AUTHORIZING THE MAYOR TO EXECUTE, ON BEHALF OF THE VILLAGE OF WILLOWBROOK, A FIRST AMENDMENT TO AN EMPLOYMENT AGREEMENT WITH BRIAN PABST FOR THE EMPLOYMENT POSITION OF VILLAGE ADMINISTRATOR OF THE VILLAGE OF WILLOWBROOK, DUPAGE COUNTY, ILLINOIS (ADOPT)

MOTION: Made by Trustee Mistele and seconded by Trustee Ruffolo to adopt Resolution 22-R-47 as presented.

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

MOTION DECLARED CARRIED

9. REGARDING THE TEMPORARY POSITION OF DIRECTOR OF ECONOMIC DEVELOPMENT

- a. ORDINANCE NO. 22-O-32 - AN ORDINANCE OF THE VILLAGE OF WILLOWBROOK CREATING THE TEMPORARY EMPLOYMENT POSITION OF DIRECTOR OF ECONOMIC DEVELOPMENT IN THE VILLAGE OF WILLOWBROOK, DUPAGE COUNTY, ILLINOIS (PASS)

MOTION: Made by Trustee Mistele and seconded by Trustee Astrella to pass Ordinance 22-O-32 as presented.

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

MOTION DECLARED CARRIED

- b. RESOLUTION NO. 22-R-48 - A RESOLUTION APPOINTING BRIAN PABST TO THE TEMPORARY EMPLOYMENT POSITION OF DIRECTOR OF ECONOMIC DEVELOPMENT OF THE VILLAGE OF WILLOWBROOK, DUPAGE COUNTY, ILLINOIS (ADOPT)

MOTION: Made by Trustee Ruffolo and seconded by Trustee Mistele to adopt Resolution 22-R-48 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-49 – A RESOLUTION APPROVING AND AUTHORIZING THE MAYOR TO EXECUTE, ON BEHALF OF THE VILLAGE OF WILLOWBROOK, AN EMPLOYMENT AGREEMENT WITH SEAN HALLORAN FOR THE EMPLOYMENT POSITION OF VILLAGE ADMINISTRATOR OF THE VILLAGE OF WILLOWBROOK, DUPAGE COUNTY, ILLINOIS (ADOPT)

MOTION: Made by Trustee Davi and seconded by Trustee Astrella to adopt Resolution 22-R-49 as presented.

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

MOTION DECLARED CARRIED

PRIOR BUSINESS

11. TRUSTEE REPORTS

Trustee Neal reminded the Board that the Police Department will be sponsoring Cop on the Rooftop at Willowbrook Dunkin' Donuts on August 19th from 5 a.m. to 12 noon to benefit Illinois Special Olympics. All donations and participation will be greatly appreciated.

Trustee Ruffolo had no report.

Trustee Mistele had no report.

Trustee Berglund had no report.

Trustee Davi had no report.

Trustee Astrella had no report.

12. ATTORNEY'S REPORT

Attorney Durkin 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 related the that United States EPA (Environmental Protection Agency) will be holding a meeting regarding ethylene oxide use throughout the nation. Trustee Neal and I will attend this meeting. We will report our findings to the Board.

16. EXECUTIVE SESSION

There being no need this evening for an executive session I will entertain a motion for adjournment.

17. ADJOURNMENT

MOTION: Made by Trustee Mistele and seconded by Trustee Berglund to adjourn the Regular Meeting at the hour of 6:43 p.m.

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

MOTION DECLARED CARRIED

PRESENTED, READ, and APPROVED.

_____, 2022.

Frank A. Trilla, Mayor

Minutes transcribed by Deputy Clerk Christine Mardegan.