

MINUTES OF THE REGULAR MEETING OF THE MAYOR AND BOARD OF TRUSTEES OF THE VILLAGE OF WILLOWBROOK TO BE HELD ON MONDAY, AUGUST 22, 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, Attorney Michael Durkin, Village Administrator Brian Pabst, Assistant Village Administrator Sean Halloran, Assistant to the Administrator Alex Arteaga, Chief Financial Officer 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, Director of Municipal Services Foreman AJ Passero, and Public Services Coordinator Virginia Stoltz.

Present via conference call Trustee Greg Ruffolo.

ABSENT: None.

A QUORUM WAS DECLARED

MOTION - Motion to Allow Trustee Ruffolo to Attend the Meeting Remotely.

Trustee Neal asked the Board to allow Trustee Ruffolo to attend the meeting remotely.

MOTION: Made by Trustee Neal and seconded by Trustee Astrella to allow Trustee Ruffolo to attend the meeting remotely.

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

MOTION DECLARED CARRIED

3. PLEDGE OF ALLEGIANCE

Mayor Trilla asked Attorney Durkin lead everyone in saying the Pledge of Allegiance.

4. VISITORS' BUSINESS

Cheryl Fierke of Willow Springs expressed her concerns about a ticket she received May 27, 2022 from the Willowbrook police department. She was issued a ticket for a seat belt violation as well as not having a valid vehicle insurance card. She was told by both the staff at Willowbrook police department and the DuPage County Clerk of the Court's office that the fine for the insurance card would be waived if she could present it in court. At her court appearance she was shocked with the amount of the fines levied, being higher than expected. She felt a \$385.00 fee for a seat belt violation was excessive, when she had been told it would be a \$158.00 fine.

Trustee Davi acknowledged the frustration of Ms. Fierke and clarified that the police departments do not set the rules nor court fines; they are charged with maintaining public safety and order. What may be shocking to you about the high cost is the mandatory court costs. The Clerk of the Court at DuPage County should have told you about that. Since you presented your insurance card, that fine would go away, but my guess is that you had to pay the mandatory court costs which cannot be waived. We appreciate you coming here tonight, and we understand your frustration.

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 - August 8, 2022 (APPROVE)
  - c. Minutes - Committee of the Whole August 8, 2022 (APPROVE)
  - d. Warrants - \$572,342.25

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 Davi 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-50 - A RESOLUTION OF THE VILLAGE OF WILLOWBROOK DETERMINING THE LOWEST RESPONSIBLE BIDDER AND AWARDING A CONTRACT TO LYONS ELECTRIC COMPANY, INC. FOR THE BORSE MEMORIAL COMMUNITY PARK LIGHTING IMPROVEMENTS PROJECT (ADOPT)

Foreman Passero indicated that during the 2022-2023 budget discussions with the Board, staff recommended lighting upgrades throughout Borse Park. Over the past ten years, Borse Memorial Park has needed lighting upgrades, improvements, and additions. The current ball field lighting was installed in the mid-1990s and utilizes metal halide bulbs.

The proposed scope of work will include new wiring to the existing poles, replacing the outdated fixtures with LED, adding additional poles and fixtures to the installed-on field three, an additional pole added on the southeast corner of the park, and additional lighting added to an existing pole overlooking the play equipment.

Bid openings were held on August 16, 2022. Three bids were submitted, and the lowest responsible bidder is Lyons Electric Company, Inc. at a cost of \$586,000.00 Staff budgeted \$645,000 for this project. Engineering costs are not to exceed \$40,000. This project is projected to come in under budget by \$19,000

MOTION: Made by Trustee Davi and seconded by Trustee Neal to adopt Resolution 22-R-50 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-51 - A RESOLUTION OF THE VILLAGE OF WILLOWBROOK DETERMINING THE LOWEST RESPONSIBLE BIDDER AND AWARDING A CONTRACT TO MULTISYSTEM MANAGEMENT COMPANY TO PERFORM CUSTODIAL SERVICES AT THE VILLAGE HALL AND THE VILLAGE POLICE DEPARTMENT FACILITIES (ADOPT)

Assistant to the Village Administrator Arteaga stated, since 2015, the Village had utilized City Wide Facility Solutions for custodial services within Village Hall and the Police Department. Following

several unaddressed service complaints, staff determined that the Village would seek a new custodial services contractor.

In May 2022, staff released a Request for Proposal (RFP) for Custodial Services on May 23, 2022. Following the bid opening on June 17, 2022, staff received seven responses. As outlined in the RFP, bidders were required to submit their total costs for a contract period of three years, below are the bids that were received:

Syma Group	Multisystem Management	Chi-Town Cleaning	Eco-Clean Maintenance	Bravo Services	Best Quality Cleaning	Jan-Pro
\$82,080.00	\$88,020.00	\$90,720.00	\$107,712.00	\$143,140.20	\$143,616.00	\$239,364.00

Multisystem Management quoted custodial services at a cost of \$29,340 annually or \$88,020 for a three-year period. The total budgeted amount for our FY 22-23 V.A.O. - Administration maintenance account is \$45,000, thus the annual cost provided by Multisystem Management falls within the approved budget. Based on the results from the reference check process for the lowest responsible and responsive bidder, staff recommends not to move forward with the lowest bidder.

Trustee Mistele asked if this is a three-year contract. Mr. Arteaga responded, yes.

Trustee Mistele questioned if the CRC (Community Resource Center) was included in this contract. Mr. Arteaga answered that the RFP was related to the Police Department and Village Hall. Assistant Administrator Halloran said we will open it back up when the CRC is finalized.

MOTION: Made by Trustee Ruffolo and seconded by Trustee Davi to adopt resolution 22-R-51 as presented.

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

MOTION DECLARED CARRIED

8. ORDINANCE NO. 22-O-33 - AN ORDINANCE AMENDING TITLE 11, ENTITLED "TAXES," OF THE VILLAGE CODE OF ORDINANCES OF THE VILLAGE OF WILLOWBROOK, DUPAGE COUNTY, ILLINOIS BY ADDING THERETO CHAPTER 10 ENTITLED "MUNICIPAL CANNABIS RETAILERS' OCCUPATION TAX" (PASS)

Assistant Administrator Halloran shared that on December 16, 2019, the Village Board approved a 3% Municipal Cannabis Retailers' Occupation Tax for a future dispensary. As part of that ordinance, the Village Board instructed the Finance Department to file the tax with the Illinois Department of Revenue (IDOR) within 30 days of passage.

As we were going through the passage, we noticed that the proper paperwork was not filed. The Village can collect this unrestricted tax, which is expected to generate \$350,000 to \$401,473 per the staff report from the December 16, 2019 Board meeting.

On January 24, 2022, the Village Board approved an ordinance granting a special use permit for an Adult-Use Cannabis dispensing organization at the Willowbrook Plaza Shopping Center. We are asking the board to consider what they already approved so we can start to file to receive revenue on January 1, 2023.

MOTION: Made by Trustee Neal and seconded by Trustee Davi to pass Ordinance 22-O-33 as presented.

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

MOTION DECLARED CARRIED

9. ORDINANCE NO. 22-O-34 - AN ORDINANCE OF THE VILLAGE OF WILLOWBROOK ANNEXING PROPERTY TO THE VILLAGE OF WILLOWBROOK - APPROXIMATELY 0.96 ACRES IN SIZE, LOCATED AT 6420 THURLOW, WILLOWBROOK, ILLINOIS (PASS)

Director Krol shared that in June 2022, the applicant, Apex Construction Group, Inc., submitted a petition for annexation on behalf of the property owner, Gjaneto Harusha, to annex the property at 6420 Thurlow Street to the Village of Willowbrook to connect to Village water services and build a new single-family home.

The property is located south of 63<sup>rd</sup> Street, west of Madison Street, and is approximately 0.96 acres in size and currently is a vacant lot. The subject property is bordered by incorporated Willowbrook residential properties to the east, west, and south. The property just north of the subject property is unincorporated.

Mayor Trilla asked if anyone contacted the owners of the contiguous real estate to see if anyone else was interested in the property.

Director Krol replied, no, we did not. The property east is also owned by the same property owner. In 2006, there was a pre-annexation agreement before Ridgemoor was annexed into the Village. In 2014, those homes in Ridgemoor Village were annexed into the Village. For whatever reason this specific property was never annexed. I am working with the owner to get another plat.

Assistant Administrator Halloran added that the Village already provides snow plowing services on this street.

MOTION: Made by Trustee Neal and seconded by Trustee Astrella to pass Ordinance 22-O-34 as presented.

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

MOTION DECLARED CARRIED

#### PRIOR BUSINESS

##### 10. TRUSTEE REPORTS

Trustee Neal asked Chief Schaller and Deputy Kaspar to speak for her report.

Chief Schaller added that, regarding the resident from Willow Springs who spoke earlier this evening, that insurance violation tickets can be between \$500.00 and \$1000.00. For her fine, the cost of a seat belt violation, plus the court costs, could very well run approximately \$348.00.

Deputy Kaspar reported that the Cop on a Rooftop fundraiser for Illinois Special Olympics was a great success. At the event our staff members, along with staff members of the Burr Ridge Police Department, were able to raise \$3057.97 for Special Olympics of Illinois. Thank you to all that assisted, helped, and sent in donations. At one point, there were seven officers on the roof top.

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.

11. ATTORNEY'S REPORT

Attorney Durkin had no report but reminded the Board that there is an executive session this evening.

12. CLERK'S REPORT

Clerk Hahn had no report.

13. ADMINISTRATOR'S REPORT

Administrator Pabst had no report.

14. MAYOR'S REPORT

Mayor Trilla had no report.

15. EXECUTIVE SESSSION

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

MOTION: Made by Trustee Mistele and seconded by Trustee Berglund to adjourn the Regular Meeting and recess to closed session at the hour of 6:57 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.