

MINUTES OF THE REGULAR MEETING OF THE MAYOR AND BOARD OF TRUSTEES OF THE VILLAGE OF WILLOWBROOK TO BE HELD ON MONDAY, NOVEMBER 14, 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 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, Greg Ruffolo, Attorney Michael Durkin, 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 Public Works Foreman AJ Passero.

Present via conference call were Village Trustee Mark Astrella and Village Administrator Sean Halloran.

ABSENT: Mayor Frank Trilla.

A QUORUM WAS DECLARED

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

Trustee Neal advised that a motion was necessary to appoint Trustee Michael Mistele as Temporary Chairman in the Mayor's absence at tonight's meeting.

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

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

MOTION DECLARED CARRIED

MOTION TO ALLOW Trustee Mark Astrella to Attend the Meeting Remotely.

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

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

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

MOTION DECLARED CARRIED

4. PLEDGE OF ALLEGIANCE

Temporary Chairman Mistele asked Officer Manley to lead everyone in saying the Pledge of Allegiance.

5. VISITORS' BUSINESS

None present and no written comments were received.

6. OFFICIAL APPOINTMENT TO RANK OF PATROL OFFICER

a. Claire Manley

Clerk Hahn had the honor of swearing in the new patrol officer. Temporary Chairman Mistele thanked the family of Officer Manley for attending the meeting to witness the swearing in ceremony.

7. PRESENTATION - INDIAN PRAIRIE LIBRARY

Trustee Crystal Megaridis presented the library mission, "We enrich people's lives by providing opportunities to Explore, Connect and be Inspired", and we do just that. The IPPL (Indian Prairie Public Library) District was created in 1988 after a referendum passed to merge the previously existing Willowbrook and Darien Public Libraries. Our district provides resources and services to all the Willowbrook residents, as well as to much of Darien, parts of Burr Ridge, and parts of unincorporated Clarendon Hills.

Tonight, we are here to provide an update on the library, on how the library serves Willowbrook residents, and on how we partner with local organizations, business, and government agencies to strengthen the community. We hope these updates spark ideas on how we might partner together for the mutual benefit of all Willowbrook residents.

For any who would like to know more about our background and history, we are also providing you with a short PowerPoint deck to peruse at your leisure.

- Our new Library Executive Director is Laura Birmingham, after Jamie Bukovac, our previous library director of 17 years, retired at the end of October.
- Based on our Strategic Plan, revised every three years with significant community feedback on needs and desires, we completed a \$1.3 million renovation during COVID. Renovations are planned for every 10 years, and therefore this was fully funded without any need to go to referendum.
- Expansion of services includes a "Maker Space" where we have equipment for residents to use, to learn, and to create. Examples

are designing and printing custom posters or tee shirts, printing gadgets in 3D, laser cutting custom designs onto wine glasses, sewing, embroidery, and knitting machines. In its first year, 2,500 cardholders have used the Maker Studio.

- In addition to all our library materials and online streaming content, we also have a "Library of Things" - items you can borrow to test before buying or for that special once in a while use, such as: home movie projector, laptops, tablets, wifi hot spots, cookie press, food dehydrator, pasta maker, and a croquet set.

A whopping 84% of Willowbrook residents have library cards. By using the public library, the average card holder can save thousands of dollars per year. By getting a library card, your residents can take advantage of all the library has to offer from checking out equipment, to creating things in the Maker Studio, to saving money on streaming services and expensive subscriptions, to magazines and newspapers.

A few examples of important ways IPPL support Willowbrook residents:

- The Library is a Community Hub
  - Provides meeting space for Willowbrook Homeowner Assoc meetings
  - Provides a local place for Rep Durkin's office to meet with Willowbrook and other IPPL residents
  - Was a main meeting place for the Stop Sterigenics group and remains a meeting place for many other groups and organizations.
- Indian Prairie library coordinates in many ways with the schools in Willowbrook and all the schools in the rest of our District, as well as provides outreach to our homebound residents, such as with visits to Chateau (Chateau Nursing and Rehabilitation Center) and Sunrise (Sunrise of Willowbrook).
- In the summer, IPPL teaches classes for kids in our outdoor gardens. Produce is given to local food pantries.
- IPPL provides educational opportunities for adults by providing classes on all kinds of topics, including on using modern technologies and English as a Second Language. Our district serves eighty-six different primary languages spoken in the home. And of course, we provide countless ways for supporting children and their educational needs. IPPL provides programs for all ages on a wide range of topics for pleasure, and for exploring the latest ideas and meeting new people.

How IPPL partners with our community businesses, organizations, and local government agencies for the benefit of all. A few examples:

- Veterans: We've partnered with the Library of Congress by joining and training to participate in the Veteran's History Project. Our

staff have interviewed and recorded over 120 local Veterans' stories that have been saved and shared with the Library of Congress. Also, through a partnership with Republic Bank, Veterans and their families were provided an opportunity to display a photo of their services as part of a traveling display.

- We participate in National Night Out in partnership with the Park District and Police to provide activities for families during the event.
- IPPL is a collection hub for many organizations in the community, such as the Burr Ridge/Willowbrook Chamber of Commerce "Back to School" drive.
- Partnered with the Darien Garden Club to create a Monarch Waystation in our Gardens
- The library is a member of the Darien Action Committee, which is headed by the City of Darien. The committee is comprised of Darien organizations who meet to share information and discuss ways to serve community needs.

We would love to work with the Village to see how we might better partner together for the mutual benefit to Willowbrook residents. Laura will follow-up to see how we might partner with the Village.

#### OMNIBUS VOTE AGENDA

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

#### 8. OMNIBUS VOTE AGENDA:

- a. Waive Reading of Minutes (Approve)
- b. Minutes - Board of Trustees Meeting October 24, 2022 (APPROVE)
- c. Minutes - Board of Trustees Special Meeting October 24, 2022 (APPROVE)
- d. Minutes - Joint Board of Trustees and Plan Commission Special Meeting - Zoning Code Update - October 25, 2022 (APPROVE)
- e. Warrants \$1,481,240.94
- f. ORDINANCE NO. 22-O-43 - AN ORDINANCE OF THE VILLAGE OF WILLOWBROOK DECLARING AND AUTHORIZING THE SALE, DISPOSAL OR TRADE-IN OF SURPLUS PERSONAL PROPERTY OWNED BY THE VILLAGE OF WILLOWBROOK (PASS)

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

MOTION: Made by Trustee Davi 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

9. RESOLUTION NO. 22-R-60 - A RESOLUTION OF THE VILLAGE OF WILLOWBROOK APPROVING AND AUTHORIZING THE EXECUTION OF A CONSULTING AGREEMENT WITH ADMINISTRATIVE CONSULTING SPECIALISTS, LLC (ADOPT)

Village Administrator Halloran reported that staff is asking for a one-year consulting agreement with Administrative Consulting Specialists (ACS). We have been using ACS since 2019 for Police Department grants with a return on investment of \$595,654.00. Village staff within the Village Administrator's Office evaluated grant writing capacity to maximize the access to outside grant funding resources and is strongly recommending using ACS for all Village-wide grants.

MOTION: Made by Trustee Davi and seconded by Trustee Ruffolo to adopt Resolution 22-R-60 as presented.

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

MOTION DECLARED CARRIED

10. RESOLUTION NO. 22-R-61 A RESOLUTION OF THE VILLAGE OF WILLOWBROOK ESTIMATING THE PROPERTY TAXES TO BE LEVIED FOR THE 2022 PROPERTY TAX LEVY (ADOPT)

Mr. Arteaga shared that this is the first resolution pertaining to the Special Recreation Tax Levy for 2022/23. At the December Board of Trustees meeting there will be an ordinance on the agenda to pass the Tax Levy.

The 2022 proposed tax levy is \$72,986. At this amount, the tax impact for a home with a value of \$300,000 would be approximately \$13.69. This is a 6% decrease from the prior year's requested levy and includes amounts planned for ADA accessibility at Village parks. All tax collected is restricted to be used on special recreation activities.

Temporary Chairman Mistele indicated he had discussed the tax levy with the Mayor earlier in the day in an attempt to find a way to eliminate property taxes of any kind in Willowbrook. The idea would be to cover the full amount of the Special Recreation costs through the General

Fund revenue. He asked that the Trustees be prepared to discuss this option during the upcoming fiscal year 2023/2024 Budget Workshops.

MOTION: Made by Trustee Ruffolo and seconded by Trustee Neal to adopt Resolution 22-R-61 as presented.

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

MOTION DECLARED CARRIED

11. RESOLUTION NO. 22-R-62 - A RESOLUTION APPROVING AND AUTHORIZING THE MAYOR AND VILLAGE CLERK TO EXECUTE AN AGREEMENT WITH N.J. RYAN TREE & LANDSCAPE, LLC TO PROVIDE SNOW REMOVAL AND SALTING SERVICES (ICE CONTROL) FOR THE 2022/2023 WINTER SEASON IN THE VILLAGE OF WILLOWBROOK (ADOPT)

Mr. Arteaga reported that this resolution is for snow removal on roadways throughout the Village and at the Village's Municipal Campus.

As previously indicated, N.J. Ryan was the only bidder for this RFP (Request for Proposal). N.J. Ryan has been the Village's snow removal services vendor since 2018. Since that time, staff has been pleased with the snow removal services provided by N.J. Ryan in past winter seasons and are confident that they will continue to provide the Village with high quality snow removal services for the 22/23, 23/24, and 24/25 winter seasons.

With this RFP, N.J. Ryan's hourly rate decreased by \$30/hour on an annual basis. Over the three years of the contract, their hourly pricing does not return to their current rate.

Foreman Passero added there has been no complaints and their price decreased to \$30.00 an hour per man per truck. Over the next three years, their hourly rate does not add up to what they have been charging us in the past.

Discussion was had on the cost and contract.

MOTION: Made by Trustee Berglund and seconded by Trustee Ruffolo to adopt Resolution 22-R-62 as presented.

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

MOTION DECLARED CARRIED

12. MOTION - MOTION DIRECTING THE VILLAGE ATTORNEY TO FILE A COMPLAINT FOR INJUNCTIVE AND OTHER RELIEF REGARDING 6501 BENTLEY, WILLOWBROOK, ILLINOIS (PASS)

Director Krol Village reported that staff is coming to you to pass the motion suggested by the Village Attorney to proceed with legal actions against the property owner in the form of an injunction against Mr. Patrick Kelly who is the property owner of 6501 Bentley Avenue.

Beginning in March 2022, Village staff began receiving weekly complaints about the conditions of the property, including excessive garbage and debris, from the surrounding neighbors. There have been twenty-one default judgements against the property owner to date, three no-show court appearances and no sign of clean-up being done.

It is the opinion of Village staff and the Village attorney that the Illinois Chancery Court system will be more effective for action rather than just issuing more citations, which have all gone unpaid.

Trustee Davi questioned does he owe the Village money. Director Krol stated that the property owner does not owe the Village; the default judgements are through DuPage County. There are 21 judgements totaling \$15,000 plus.

Discussion was had on various ways to handle the clean-up of the property, and the legal ramifications of various methods.

Trustee Davi asked if a title search had been conducted. Attorney Durkin indicated that his office would initiate a title search.

MOTION: Made by Trustee Davi and seconded by Trustee Berglund directing the Village Attorney to file a complaint for injunctive and other relief regarding 6501 Bentley, Willowbrook, Illinois.

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

MOTION DECLARED CARRIED

13. RESOLUTION NO. 22-R-63 A RESOLUTION APPROVING AND AUTHORIZING THE EXECUTION OF AN AGREEMENT AND FIRST AMENDMENT TO THE TERMS AND CONDITIONS FOR PROFESSIONAL STRUCTURAL ENGINEERING SERVICES FOR THE VILLAGE OF WILLOWBROOK BETWEEN RATHS, RATHS & JOHNSON AND THE VILLAGE OF WILLOWBROOK (ADOPT)

Director Krol outlined that on September 24, 2021, five (5) contractors responded to the RFP for building services that are outside the scope of the Village staff's expertise: (1) SAFEbuilt (headquartered in Crystal Lake), (2) TPI Building Code Consultants (Saint Charles), (3)

Christopher Burke Engineering (Rosemont), (4) Novotny Engineering (Willowbrook), and (5) Rath's, Rath's and Johnson (Willowbrook).

At the December 20, 2021 Board of Trustees meeting, the Board approved two resolutions to award building plan review and inspectional services to SAFEbuilt and engineering services to Novotny. The structural engineering review aspect of the bid was not awarded due to ongoing contract negotiations with Rath's, Rath's and Johnson which have since been resolved. We ask that the Village Board adopt the resolution.

MOTION: Made by Trustee Davi and seconded by Trustee Ruffolo to adopt Resolution 22-R-63 as presented.

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

MOTION DECLARED CARRIED

#### PRIOR BUSINESS

##### 14. TRUSTEE REPORTS

Trustee Neal expressed her sincere thanks to the Willowbrook Police Department officers who responded to a 911 call on November 10. A resident passed away who was a Marine Veteran. Their character, professionalism, kindness and their compassion were noted to me by the family and residents, not only at the time of the event, but also later at the memorial services. Thank you to the Willowbrook Police Department for all that you do.

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.

##### 15. ATTORNEY'S REPORT

Attorney Durkin had no report.

##### 16. CLERK'S REPORT

Clerk Hahn had no report.

##### 17. ADMINISTRATOR'S REPORT



Administrator Halloran had no report.

18. MAYOR'S REPORT

Mayor Trilla was not present.

19. EXECUTIVE SESSION

There was no need for an Executive Session this evening.

20. ADJOURNMENT

MOTION: Made by Trustee Ruffolo and seconded by Trustee Davi to adjourn the Regular Meeting at the hour of 7:15 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.

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Frank A. Trilla, Mayor

Minutes transcribed by Deputy Clerk Christine Mardegan.