

MINUTES OF THE REGULAR MEETING OF THE MAYOR AND BOARD OF TRUSTEES OF THE VILLAGE OF WILLOWBROOK TO BE HELD ON MONDAY, NOVEMBER 28, 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 Mark Astrella, Sue Berglund, Umberto Davi, Michael Mistele, Gayle Neal, and Greg Ruffolo, Village Attorney Michael Durkin, Village Administrator Sean Halloran, Assistant to the Village Administrator Alex Arteaga, Chief Financial Officer Michael Rock, Chief Robert Schaller, Deputy Chief Lauren Kaspar and Deputy Chief Benjamin Kadolph and Public Works Foreman AJ Passero.

Present via conference call were Director of Community Development Michael Krol and Director of Parks and Recreation Dustin Kleefisch.

ABSENT: Mayor Frank Trilla and Deputy Clerk Christine Mardegan.

A QUORUM WAS DECLARED

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 Astrella, Berglund, Davi, Mistele, Neal, and Ruffolo. NAYS: None. ABSENT: None.

MOTION DECLARED CARRIED

3. PLEDGE OF ALLEGIANCE

Temporary Chairman Mistele asked Chief Financial Officer Michael Rock to lead everyone in saying the Pledge of Allegiance.

4. VISITORS' BUSINESS

None present and no written comments were received.

OMNIBUS VOTE AGENDA

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

5. OMNIBUS VOTE AGENDA:

- a. Waive Reading of Minutes (Approve)
- b. Minutes – Board of Trustees Meeting November 14, 2022 (APPROVE)
- c. Warrants \$568,190.54
- d. MOTION – A MOTION TO CANCEL THE REGULAR MEETING OF THE MAYOR AND BOARD OF TRUSTEES SCHEDULED FOR MONDAY, DECEMBER 19, 2022 AND HOLD A SPECIAL MEETING OF THE MAYOR AND BOARD OF TRUSTEES ON MONDAY, DECEMBER 12, 2022 (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

6. RESOLUTION NO. 22-R-64- A RESOLUTION AUTHORIZING THE PURCHASE OF BULK TREATED ROCK SALT FOR USE WITHIN THE VILLAGE OF WILLOWBROOK DURING THE 2022/2023 WINTER SEASON (ADOPT)

Foreman Passero reported that staff is requesting the purchase of up to three hundred tons of treated rock salt at a cost not to exceed \$31,500. This treated calcium chloride salt works when weather conditions vary between 15 degrees to negative 10 degrees while normal untreated salt does not activate in those conditions.

Historically Willowbrook has joined with the DuPage County department of Central Management Services (CMS) joint bid for treated salt but unfortunately the County did not host a treated salt bid this year. Staff will be seeking out surrounding area's joint bids to join for the FY 2023/24 snow season.

Below is a price list of three (3) vendors that submitted proposals.

Rock Salt USA.	Midwest Salt	Conserv-FS
\$122.00 / Ton	\$105.00 / Ton	\$109.00 / Ton

The Village currently has approximately 180 tons of treated rock salt in our salt dome as of April 15, 2022. Staff can order up to three hundred tons of treated salt, at a minimum of twenty tons per order. The cost of the treated rock salt is \$105.00 per ton, which would be \$31,500.00 for three hundred tons. The amount budgeted for rock salt for FY 2022/23 is \$85,000.00.

MOTION: Made by Trustee Ruffolo and seconded by Trustee Astrella to adopt Resolution 22-R-64 as presented.

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

MOTION DECLARED CARRIED

7. RESOLUTION NO. 22-R-65- A RESOLUTION AUTHORIZING THE BOARD OF POLICE COMMISSIONERS (BOPC) TO EFFECT THE ORIGINAL APPOINTMENT OF ONE (1) CANDIDATE TO FILL A VACANCY IN THE RANK OF PATROL OFFICER WITHIN THE VILLAGE POLICE DEPARTMENT (ADOPT)

Chief Schaller stated that due to a patrol officer's resignation from the police department, a vacancy has been created. To fulfill the current composition of the police department, an officer will need to be hired from the current eligibility list. Our current police department composition ordinance (Section 5-1-1 of the Village Code of Ordinances) establishes the following as far as number and rank of positions within the police department:

Chief of Police -1

Deputy Chief of Police -2

Sergeants - 3

Patrol Officers - in such numbers as may be provided from time to time by the Mayor and Board of Trustees for a total department composition not to exceed twenty-six (27) members

Currently the total number of sworn officers is twenty-four in the police department. Staff requests that the Board adopt the resolution, which will enable the BOPC to begin reviewing patrol officer candidates from the current eligibility register to hire one (1) new patrol officer.

MOTION: Made by Trustee Astrella and seconded by Trustee Davi to adopt Resolution 22-R-65 as presented.

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

MOTION DECLARED CARRIED

8. RESOLUTION NO. 22-R-66 - A RESOLUTION OF THE VILLAGE OF WILLOWBROOK ACCEPTING A PROPOSAL AND APPROVING AND AUTHORIZING THE VILLAGE MAYOR TO EXECUTE AN AGREEMENT WITH VARIVERGE, LLC TO PROVIDE PROFESSIONAL UTILITY BILLING SERVICES TO THE VILLAGE OF WILLOWBROOK (ADOPT)

Mr. Arteaga reported that this agenda item pertains to a contract with VariVerge. They are a utility billing and printing vendor based in Texas. Beginning next year, the Village will be moving from quarterly water billing to monthly billing for all residential accounts. Due to

this significant operating change and the effect that it will have on administrative staff time and current Village technology capabilities, staff recommends outsourcing utility billing and printing services. The current employee that is responsible for these services will continue to assist the new vendor but will transition into an administrative support role for all departments.

On August 31, staff released an RFP and received seven responses. After interviewing VariVerge, Virginia Stoltz and Mr. Arteaga felt they were the best choice for the Village. Ms. Stoltz continues to encourage residents to sign up for auto-debit and/or paperless billing and we are seeing more residents sign up for it which will decrease costs.

Temporary Chairman Mistele stated that there is over a 100% spread between your low bid and your high bid. Are you comfortable with the vendor in the services you want them to provide? Mr. Arteaga responded yes, absolutely.

Temporary Chairman Mistele commented we received a letter complaining about the water rates. Is this the only letter? Administrator Halloran commented that is the only complaint. There were a few emails regarding some questions about the billing cycle.

Trustee Berglund asked how this will affect our employee, Virginia Stoltz. Will this put her out of a job? Administrator Halloran responded that since Ms. Stoltz was promoted a few months ago her title has changed to Administrative Services Coordinator. In her role she will be overseeing water billing especially with these changes. Her experience is needed. She is also involved with work orders for Public Works and helps on the administrative side.

Trustee Neal asked if a resident or a business call regarding their water bill would Ms. Stoltz be the contact person? Administrator Halloran responded yes. Mr. Arteaga added that she will be directly involved in water billing, just not the actual mailings.

MOTION: Made by Trustee Davi and seconded by Trustee Ruffolo to adopt Resolution 22-R-66 as presented.

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

MOTION DECLARED CARRIED

9. ORDINANCE NO. 22-O-44 - AN ORDINANCE WAIVING COMPETITIVE BIDDING, APPROVING AND AUTHORIZING THE PURCHASE OF THREE (3) 2022 CHEVROLET MALIBU MOTOR VEHICLES THROUGH LIBERTYVILLE CHEVROLET (PASS)

Chief Schaller mentioned as discussed at the Committee of the Whole there are some supply chain problems which have forced automakers to stop or limit the production of new cars, trucks, and SUVs. These shortages are

preventing automakers from producing enough vehicles to meet the demand in 2022 and 2023, resulting in police vehicle production being limited or completely idled.

To circumvent these issues police departments have resorted to purchasing vehicles directly off dealer lots. Currently, three administrative / investigative vehicles are over 7 years old and have over 92K miles on each of them. To limit maintenance costs, administration is requesting the use of American Rescue Plan Act (ARPA) funds to purchase three Chevrolet Malibu to be used for administrative/investigative vehicles. Most dealerships have mark-ups; some up to \$3000.00 per car.

After an extensive search staff found three cars in Libertyville with no mark-up. The department will be replacing (3) three current police administrative vehicles. These vehicles will be purchased through Libertyville Chevrolet, at total cost for all three vehicles not to exceed \$77,059.72.

Trustee Neal agreed with the Chief that this is a good move in the event there is a rail strike.

MOTION: Made by Trustee Davi and seconded by Trustee Astella to pass Ordinance 22-0-44-63 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 had no report.

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 Halloran reminded the Board that on December 10, the "Light the Night" event will be held at Borse Community Park from 5:00 PM to 8:00 PM.

Director Kleefisch added that there will be a lot of unique features and amenities, including the first drone show in the western suburbs. There have been two drone shows in the City of Chicago, but it has not been done in the suburbs. It will be an interesting way to celebrate Christmas.

15. MAYOR'S REPORT

Mayor Trilla was not present.

16. EXECUTIVE SESSION

There was no need for Executive Session this evening.

17. ADJOURNMENT

MOTION: Made by Trustee Berglund and seconded by Trustee Astrella to adjourn the Regular Meeting at the hour of 6:52 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.