

MINUTES OF THE REGULAR MEETING OF THE MAYOR AND BOARD OF TRUSTEES OF THE VILLAGE OF WILLOWBROOK FOR MONDAY, JANUARY 9, 2023, AT 6:30 P.M. AT THE WILLOWBROOK POLICE DEPARTMENT TRAINING ROOM, 7760 QUINCY STREET, WILLOWBROOK, DUPAGE COUNTY, ILLINOIS .

THE VILLAGE WILL BE OFFERING A ZOOM WEBINAR FOR THE MEETING TO ALLOW MEMBERS OF THE PUBLIC TO ATTEND BY VIDEO OR AUDIO IF DESIRED. IF A MEMBER IS USING ZOOM, PLEASE EITHER USE YOUR PHONE OR COMPUTER, NOT BOTH.

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 Trustee Sue Berglund, Umberto Davi, Michael Mistele, Gayle Neal, Village Attorney Michael Durkin, 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, Deputy Clerk Christine Mardegan, Public Works Foreman AJ Passero and Administrative Services Coordinator Virginia Stoltz.

Present via conference call were Village Trustee Greg Ruffolo and Chief Robert Schaller.

ABSENT: Village Trustees Mark Astrella, Deputy Chief Lauren Kaspar and Deputy Chief Benjamin Kadolph.

A QUORUM WAS DECLARED

3. MOTION - Motion to Allow Trustee Ruffolo to Attend the Meeting Remotely. (PASS)

Trustee Neal advised that a motion was necessary to allow Trustee Greg Ruffolo to attend the meeting remotely.

MOTION: Made by Trustee Neal and seconded by Trustee Davi to allow Trustee Ruffolo to attend remotely.

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

MOTION DECLARED CARRIED

4. PLEDGE OF ALLEGIANCE

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

5. VISITORS' BUSINESS

None presented and no written comments were received.

6. OMNIBUS VOTE AGENDA

Mayor Trilla read over each item of the Omnibus Vote Agenda for the record.

- a. Waive Reading of Minutes (Approve)
- b. Minutes - Board of Trustees Special Meeting December 12, 2022 (APPROVE)
- c. Warrants \$609,063.85

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

MOTION DECLARED CARRIED

NEW BUSINESS

7. RESOLUTION NO. 23-R-01 - A RESOLUTION OF THE VILLAGE OF WILLOWBROOK ACCEPTING, APPROVING AND AUTHORIZING THE VILLAGE MAYOR TO EXECUTE AN AGREEMENT WITH HOUSEAL LAVIGNE ASSOCIATES, LLC FOR SERVICES IN CONNECTION WITH THE VILLAGE OF WILLOWBROOK COMPREHENSIVE PLAN UPDATE (ADOPT)

Mr. Arteaga indicated that this agenda item pertains to retaining the services of Houseal Lavigne for the Comprehensive Plan updates.

In October 2022, the Village published the RFP (Request for Proposal) for the Comprehensive Plan and received two responses: Onyx Group and Houseal Lavigne Associates. After the interview process, staff felt that Houseal Lavigne was the best choice. Having worked with this firm on the zoning code update, staff feel confident that they will lead us in the right direction with the comprehensive plan.

This is the first time since October 1993 that the comprehensive plan has been updated. You may note, the bid amount is not the amount reflected in the final contract. After discussion with Houseal Lavigne, staff determined that not all the originally identified subareas quoted were required. The cost went from \$178,325 00 to \$163,325.

Director Krol added that, similar to the zoning code rewrite there will be several joint meetings with the Plan Commission and Village Board over the course of the next 12-18 months. Some of the topics that will be covered will be input from the joint committee members and concerns and aspirations in the future plan for the Village of Willowbrook. Houseal Lavigne will present visions, goals and recommendations

focusing on the subareas of the M-1 district, Plainfield and Kingery Highway corridor, and the TIF district. Other topics of discussion will include the various plan elements, such as land use, and business and commerce. The final plan draft be presented at a Plan Commission public hearing and will then go before the Plan Commission and the Village Board for approval.

Trustee Mistele asked what triggered a need for and update to the Comprehensive Plan. Administrator Halloran responded that the comprehensive plan had not been updated since 1993. Having an updated plan will help the Village in obtaining grants and provide a vision of what the Village will look like in the next 10 to 20 years. A comprehensive plan allows the Board and Plan Commission an opportunity to discuss, plan and guide the Village's economic growth and development.

Trustee Mistele commented that Willowbrook is approximately 93 to 97 percent built out already and is uncertain as to the need for this type of comprehensive plan. He questioned whether the plan would look into the effect of third parties on the Village's growth and development, such as IDOT's long term plans for Route 83 or I55, and DuPage County's plans for 75<sup>th</sup> Street, 63<sup>rd</sup> street, and Plainfield Road. These other agencies' plans and changes will affect the Village's potential.

Mr. Arteaga felt confident that between the staff as well as the consultant staff, the impact of third-party public agencies would be considered and addressed in the plan. Typically, a Comprehensive Plan includes calibration and coordination with other taxing districts, such as school districts and library districts.

Trustee Mistele inquired about community survey input. Mr. Arteaga indicated that there would most assuredly be public engagement throughout the update.

Trustee Davi added that even though Willowbrook is almost fully built out, it is always a good idea review the plan and plan for the future. He believes the plan will look at a number of areas, not just the amount of vacant land available. Mayor Trilla added that the Village has gone from a development stage to a redevelopment stage in its growth.

MOTION: Made by Trustee Neal and seconded by Trustee Davi to adopt Resolution 23-R-01 as presented.

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

MOTION DECLARED CARRIED

8. ORDINANCE NO. 23-O-01 - AN ORDINANCE AMENDING TITLE 6, CHAPTER 6, SECTION 6-6-3 (A) OF THE VILLAGE CODE OF ORDINANCES OF THE VILLAGE OF WILLOWBROOK (PASS)

Administrator Halloran thanked the Mayor and indicated that staff would like to have another discussion about the water rate structure. As the Board is aware, there was a study conducted by Christopher Burke that was brought before the Board in May of 2022, and again during the Summer and Fall of 2022.

One of the proposals from Christopher included a 25% or 35% increase across the board, prompted by rate increases of 24% by the DuPage Water Commission since 2015. In addition, there is a backlog of \$10 million in capital projects related to the Water Fund.

After reviewing the proposals and in discussion with the Board, it was felt that some of the increases were unfair, not needed and did not relieve the inequity on almost 33% of residents who fall under minimum billing rates. The minimum billing rate expired on December 31, 2022.

The primary change being proposed from the October 10, 2022, approved model, is that rather than have all residents pay the fixed monthly of \$15.00 and a base rate of \$10.00 per 1,000 gallons, the residential rates will now be separated into tiers that are determined by usage.

The second and final change will include separating out Single-Family Residential and Multi-Family. The Single-Family & Multi-Family ranges are outlined below:

- **Single-Family**
  - 0-12,000 monthly gallons used equates to a \$5.00 fixed monthly fee and a \$10.00 per 1,000 gallons used base rate.
  - 12,001-20,000 monthly gallons used equates to a \$10.00 fixed monthly fee and a \$10.50 per 1,000 gallons used base rate.
  - 20,001 monthly gallons used equates to a \$15.00 fixed monthly fee and a \$10.75 per 1,000 gallons used base rate.
- **Multi-Family**
  - \$5.00 fixed monthly fee and a \$10.00 per 1,000 gallons used base rate

The intent of the overall water rate structure change is to ease the burden on residents, provide funding for ongoing services within the Water Fund, make the Water Fund a self-sustaining fund, keep pace with the increases from the DuPage Water Commission, and to also build a sustainable capital reserve fund.

Considering the recent audit, that provided a \$2.7 million surplus in the General Fund, a \$2 million fund balance in the Water Fund, and the transfer of \$6.1 million in the General Fund balance to the Opportunity Reserve Fund, staff is recommending altering the approved water rate structure for residential units only.

As a side note, lastly, there was a comparison of the water rates for all the surrounding suburbs. We are at the lower end of rates compared to our surrounding suburbs.

Trustee Mistele asked what the estimated annual reserve amount will be given these rate changes. Administrator Halloran responded that the operating funds are about \$3.2 million. Trustee Mistele asked what the net on the current budget will be. Administrator Halloran stated if expenditures stay flat, the Water Fund would see a surplus of \$200,000 to \$300,000.

Trustee Mistele also asked for the current balance in the Water Fund relative to the capital needs. Administrator Halloran answered, approximately \$750,000 in the capital reserve fund. Trustee Mistele admitted that even with all of this, it seems the Village is headed in the right direction.

Trustee Davi wanted clarification on whether going to a \$5.00 monthly fee we would be losing money. Mayor Trilla stated no, that is not correct, there would still be a net profit close to \$300,000 or more. The Mayor also indicated that the program would also be reevaluated next year as well to verify the plan was working.

MOTION: Made by Trustee Davi and seconded by Trustee Neal to pass Ordinance No. 23-O-01 as presented.

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

MOTION DECLARED CARRIED

9. MOTION - A MOTION TO APPROVE PAYMENT (PASS)

Mayor Trilla asked for a motion to allow the Village to make a payment to Pete's Fresh Market.

Administrator Halloran asked for a request for payment of \$357,722.07 to Pete's Fresh Market. This is from the agreement which the Board approved in 2018 regarding the sales tax rebate for Pete's Fresh Market.

The reason why the check is so high is that it encompasses the opening date of the agreement in October 2018 through April 2022. Staff have

been working with Pete's Fresh Market since October on this. This agreement is in line with the overall 1% sales tax rebate district agreement approved in 2015. This will be paid on an annual basis. The funding for this rebate comes out of the Business District Fund, with a balance of \$2.7 million, not the General Fund.

Trustee Mistele asked if this was on an annual basis. Administrator Halloran answered yes, this is a twenty-year agreement with up to five million dollars in rebates from sales taxes.

MOTION: Made by Trustee Davi and seconded by Trustee Berglund to make a payment to Pete's Fresh Market.

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

MOTION DECLARED CARRIED

PRIOR BUSINESS

10. TRUSTEE REPORTS

Trustee Neal had no report.

Trustee Ruffolo had no report.

Trustee Mistele had no report but wished all a Happy New Year.

Trustee Berglund had no report.

Trustee Davi had a procedural question regarding the timing of the motion to allow a member to attend the meeting remotely. He felt the member should be included in the roll call, and then a motion be made to allow them to attend remotely. Attorney Durkin agreed with Trustee Davi and said that, going forward, any member attending remotely would be included in the roll call and then the motion would be made to allow remote attendance.

Trustee Astrella was not present.

11. ATTORNEY'S REPORT

Attorney Durkin had no report.

12. CLERK'S REPORT

Clerk Hahn had no report.

13. ADMINISTRATOR'S REPORT

Administrator Halloran had no report.

14. MAYOR'S REPORT

Mayor Trilla had no report.

15. EXECUTIVE SESSION

Mayor Trilla stated that there is no need for an executive session.

16. ADJOURNMENT

MOTION: Made by Trustee Mistele and seconded by Trustee Neal adjourn the Regular Meeting at the hour of 7:00 p.m.

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

MOTION DECLARED CARRIED

PRESENTED, READ, and APPROVED.

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

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Frank A. Trilla, Mayor

Minutes transcribed by Deputy Clerk Christine Mardegan.