

MINUTES OF THE SPECIAL MEETING, COMMITTEE OF THE WHOLE, OF THE MAYOR AND BOARD OF TRUSTEES OF THE VILLAGE OF WILLOWBROOK HELD ON MONDAY, JULY 24, 2023 AT 5:30 P.M. AT THE COMMUNITY RESOURCE CENTER, 825 MIDWAY DRIVE, WILLOWBROOK, DUPAGE COUNTY, ILLINOIS.

1. CALL TO ORDER

The meeting was called to order at 5:30 p.m. by Mayor Frank Trilla.

2. ROLL CALL

Those physically present at roll call were Village Clerk Deborah Hahn, Mayor Frank Trilla, Trustees Mark Astrella, Sue Berglund, Umberto Davi, Michael Mistele, Gayle Neal, Gregory Ruffolo, Village Administrator Sean Halloran, Assistant to the Village Administrator Alex Arteaga, Director of Parks and Recreation Dustin Kleefisch, Chief Lauren Kaspar, Deputy Clerk Christine Mardegan and Public Works Foreman AJ Passero.

Absent: Director of Community Development Michael Krol, Deputy Chief Benjamin Kadolph, Chief Financial Officer Lora Flori.

A QUORUM WAS DECLARED

3. PLEDGE OF ALLEGIANCE

Mayor Trilla asked Clerk Hahn to lead everyone in saying the pledge of allegiance.

4. VISITOR'S BUSINESS

None present and no written comments were received.

5. ITEMS FOR DISCUSSION:

a. IMPLEMENTATION AND RECOMMENDATION OF LOCAL ADMINISTRATIVE ADJUDICATION

Mr. Arteaga presented the information on this topic. He discussed the purpose of administrative adjudication, current Village procedures, what violations would be subject to adjudication, and the benefits of local administrative adjudication.

The estimated financial impact of administrative adjudication was thoroughly explored including current costs, new expenditures for software and a hearing officer, current income from fines less fees paid to the county, and the anticipated income with fines handled through administrative adjudication where 100% of the fees collected would be retained by the Village.

Two options were presented for the Board's consideration: 1) preserving the status quo to maintain judicial adjudication by DuPage County, or 2)

implement a local form of administrative adjudication in conjunction with the County's judicial adjudication. Mr. Arteaga identified the next steps should the Trustees decide to move forward with establishing local adjudication: review of ordinances establishing administrative adjudication, develop an ordinance for Willowbrook, review current fine and fee structures.

Administrator Halloran added that two of the most important points were the retention by the Village of the full amount of the fines levied and the ability to resolve violations faster than at the county level.

Trustee Mistele asked if data was available on the number of fines levied against residents as opposed to daytime or temporary visitors. He felt having local adjudication would certainly be a greater service to residents.

Trustee Davi asked if the Village had ever used local administrative adjudication. Mayor Trilla indicated it had not been done, although it had been brought up a number of times over the years.

The consensus of the Board was to move forward and continue to evaluate establishing a local administrative adjudication process.

b. RECOMMENDATION OF AN INTERGOVERNMENTAL AGREEMENT WITH GOWER SCHOOL DISTRICT

Administrator Halloran noted that staff had met with the administrative staff at the Gower School District past May and discussed the possibility of joint bidding and shared services as a cost saving measure. The area of interest to both parties was custodial services.

Staff is recommending an intergovernmental agreement with Gower School District whereby the Village would manage the contract, and invoice the school district monthly, including a management fee. As this agreement would require amending the contract with the custodial services and thus the cost of the contract, an amendment to the current fiscal year budget would also be required. The school district is in agreement with this plan.

Trustee Mistele questioned if a cost for the new services had been identified. Administrator Halloran believed it would be around \$10,000 per month.

Both Trustee Neal and Trustee Davi wondered how our contract with the provider would be affected if the school district were to decide against continuing the service. Administrator Halloran indicated that there would be a separate separation clause within the contract to allow for a 30-day notice of termination for either party. If the Gower School District were

to terminate their contract, it would not affect the Village's contract with the provider.

Mayor Trilla noted that this agreement not only involves cost savings for the Village but would also generate additional income.

The consensus of the Board is to proceed with the intergovernmental agreement with Gower School District.

c. RECOMMENDATION OF A PARTNERSHIP WITH GOWER SCHOOL DISTRICT

Chief Kaspar led the presentation to create a partnership with the Gower School District to allow the Willowbrook Police Department to create a connection to access existing security camera data at the school to increase officers' situational awareness in the event of an emergency at or threats to the school.

For additional safeguards and in respect to privacy issues, routine viewing of the camera data would not be permitted and access to the data would be limited to authorized police personnel only.

There would be no financial impact to the Village or the school district; the capabilities are available through the existing technology infrastructure.

The consensus of the Board is to proceed to form a partnership with Gower School District to provide access to the school's cameras.

d. RECOMMENDATION OF FIELD COLLECTION SERVICES FOR UNDERGROUND VILLAGE INFRASTRUCTURE

Foreman Passero reviewed the Village's efforts in the past to establish a mapping system for the water service infrastructure. Past efforts have resulted in the reliance on a series of PDF files with incomplete and missing data. Although we now have access to a GIS (Geographical Information System) through Novotny Engineering, it is only as good as the data provided.

The need to identify the valves and all underground infrastructure has been a priority of the Village but has been delayed over the course of 10 years due to a variety of causes including the lack of a competent, reliable, GIS system and the overall cost of the mapping service.

Having inaccurate information has led to delays in locating and resolving water main issues and breaks, which has in turn led to inconvenience to residents and businesses who are without water for hours, loss of millions of gallons of water, reduction in the water tank levels, and costly contracted repair expenses.

Mayor Trilla asked if the cost of these repairs takes into account the loss of water and Village staff overtime expenses. Foreman Passero indicated that the expenses shown were only for the contracted services.

Trustee Mistele questioned whether the \$2 million in the Water Fund was still available for emergency expenses. Administrator Halloran indicated that, although the exact number is pending the audit results, the \$2 million was from the operating fund. The costs incurred for these breaks are being covered by existing funds.

Staff would like to move forward with a project to locate everything underground related to water services which is not included in this year's budget. An amendment to the budget would be required. The amount needed is unknown at this time, but Administrator Halloran estimates costs of at least \$80,000 to \$100,000.

Trustee Mistele questioned whether Burke Engineering would be of any assistance given their past work in the area. Administrator Halloran indicated that although they had attempted to help in the past, they had been working with the same inaccurate data currently available.

The Board strongly agreed with the need for field collection services to identify underground infrastructure.

ADJOURNMENT

MOTION: Made by Trustee Mistele and seconded by Trustee Davi to adjourn the Special Meeting at the hour of 6:10 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.

_____, 2023.

Frank A. Trilla, Mayor

Minutes transcribed by Deputy Clerk Christine Mardegan.