

MINUTES OF THE SPECIAL MEETING, COMMITTEE OF THE WHOLE, OF THE MAYOR AND BOARD OF TRUSTEES OF THE VILLAGE OF WILLOWBROOK HELD ON MONDAY, AUGUST 28, 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 Mayor Frank Trilla, Trustees Mark Astrella, Sue Berglund, Umberto Davi, Michael Mistele, Gayle Neal, Village Attorney Michael Durkin, Village Administrator Sean Halloran, Assistant to the Village Administrator Alex Arteaga, Director of Community Development Michael Krol, Director of Parks and Recreation Dustin Kleefisch, Chief Lauren Kaspar, Deputy Chief Benjamin Kadolph, and Public Works Foreman AJ Passero.

Absent: Village Clerk Deborah Hahn, Village Trustee Gregory Ruffolo, Chief Financial Officer Lora Flori, Deputy Clerk Christine Mardegan.

A QUORUM WAS DECLARED

3. PLEDGE OF ALLEGIANCE

Mayor Trilla asked Director Kleefisch 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. RECOMMENDATION OF AN INTERGOVERNMENTAL AGREEMENT WITH THE INDIAN PRAIRIE PUBLIC LIBRARY

Administrator Halloran updated the Board on discussion he and Foreman Passero had with the Indian Prairie Public Library (IPPL) to create an Intergovernmental Agreement (IGA) for the Village to provide snow removal services.

The administrator referred to a map of the library site and identified the areas that would be the responsibility of the Village to shovel, de-ice and salt, including sidewalks and parking lots.

After assessing the costs for manpower and supplies, the cost for services that IPPL will pay to the Village is \$12,000.

Trustee Mistele wondered what figure was used to calculate the average

snowfall amounts. Administrator Halloran indicated that an average snowfall amount was not used, but rather the average amount of snowfall over the past five years.

The Board reached a consensus to move forward with the IGA.

b. RECOMMENDATION OF AN INTERGOVERNMENTAL AGREEMENT WITH THE TRI-STATE FIRE DISTRICT

Administrator Halloran stated that since July, staff has been working with the Tri-State Fire District (TSFD) to improve and expedite the permitting and inspection services processes. The TSFD is responsible for plan reviews and inspections that are fire-related in parts of the Village of Willowbrook, in addition to working with the Village of Burr Ridge and the City of Darien.

The goal of the IGA is to improve the communication process regarding status updates on the progress of the inspections and reviews. The current process is antiquated and slows turnaround times and creates inconsistent communication for employees, residents and businesses. The IGA would allow for both parties to access directly the others' software. This transparency should allow for more timely updates, quicker turnaround times for permit approval, and better overall communication.

Director Krol added that one of Tri-State's criteria before performing an inspection is a paid invoice from the permit seeker. Without access to the TSFD system, the Village staff is unable to determine whether an inspection has been performed or the actual status of the inspection, including any reasons for delay.

Trustee Neal applauded staff for moving forward with this type of information sharing. As other trustees remarked on the project, a consensus was reached to move forward with the IGA.

c. LANE COURT BRIDGE REPAIRS

Foreman Passero provided an outline of the condition and repair history of the Lane Court Bridge. Installed in 2002, the bridge has undergone all mandated inspections over the years.

The last extensive repairs were conducted in 2018, at which time annual inspections were recommended. During the June 2023 inspection by Christopher B. Burke Engineering, damage was identified for which staff was able to provide a temporary fix. Burke presented a detailed repair plan and generated a request for proposal. At the opening on August 22, one bid was received at a cost of \$116,160.

Administrator Halloran noted that this project was not budgeted in the

current fiscal year and that if the Board determines to move forward, staff will request a budget amendment of \$116,160 to fund the project in this fiscal year. Staff is also reviewing alternate repair methods and will present the findings to the Board at a later date.

The question was asked if there was a proposed completion time. Administrator Halloran indicated that, based on discussions with the contractors, he doubted whether the project could be completed within this fiscal year.

Further discussions were had regarding the cost of the project, the condition of the bridge, alternatives, e.g., replacement versus repair, and budgeting sources. The consensus of the Board was for staff to continue to review alternate scenarios for repair of the bridge and present the information at a later date.

d. ENFORCEMENT AGAINST UNREGULATED, UNLICENSED THC PRODUCTS

Chief Kaspar provided a background of unregulated THC products. With their increasing popularity, questions surrounding their safety have surfaced. Recent warnings from the Centers for Disease Control and Prevention (CDC), and the Food and Drug Administration (FDA) say delta-8, a THC-based product, is a potentially dangerous drug that's resulted in thousands of accidental poisonings.

Due to this, Illinois legislators have considered a further amendment of the Cannabis Regulation and Tax Act (CRTA). Chief Kaspar is asking the Board to consider amending the language of the Village's ordinances in regard to THC products to include prohibitions, remedies, exemptions and safety regulations.

Trustee Mistele asked if these enhancements would be handled as ordinance violations. Chief Kaspar indicated, yes, it would be handled similar to tobacco or business violations.

The Mayor asked where these products might be sold. Chief Kaspar responded, vape shops, tobacco shops, or gas stations. He followed up by asking whether THC products are currently being sold in Willowbrook. Chief Kaspar indicated they were.

The Mayor asked if there were any trustees who had any objections to moving forward with the ordinance. There were none.

e. DISCUSSION REGARDING THE USAGE OF THE COMMUNITY RESOURCE ROOM AT THE COMMUNITY RESOURCE CENTER

The Community Resource Room at the CRC, like the Village parks, can be available for public use. And like the parks, Administrator Halloran would

like to create some guidelines for the use of the room.

After reviewing other communities' guidelines, staff has drawn up some general guidelines regarding the uses of the room, services available in the use of the room, and is recommending a \$100 rental fee.

The question was asked whether the rental of the room would be restricted to official organizations or whether it could be rented for a party space. Administrator Halloran indicated that the intent is for meetings such as Homeowners' Associations (HOA), or government, political or non-profit community organizations.

As the question was raised, Administrator Halloran indicated that Parks and Recreation department programs would have the priority in the use of the facility.

The Board agreed that staff should move forward with creating a rental agreement for use of the Community Resource Room by outside organizations.

6. ADJOURNMENT

MOTION: Made by Trustee Mistele and seconded by Trustee Davi to adjourn the Special Meeting at the hour of 5:55 p.m.

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

MOTION DECLARED CARRIED

PRESENTED, READ, and APPROVED.

_____, 2023.

Frank A. Trilla, Mayor

Minutes transcribed by Deputy Clerk Christine Mardegan.