

MINUTES OF THE REGULAR MEETING OF THE MAYOR AND BOARD OF TRUSTEES OF THE VILLAGE OF WILLOWBROOK TO BE HELD ON MONDAY, OCTOBER 9, 2023, AT 6:30 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 6:30 P.M. Trustee 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, Greg Ruffolo, Attorney Michael Durkin, Village Administrator Sean Halloran, Assistant to the Village Administrator Alex Arteaga, Director of Community Development Michael Krol, Chief Financial Officer Lora Flori, Director of Parks and Recreation Dustin Kleefisch, Chief Lauren Kaspar, Deputy Chief Benjamin Kadolph and Public Works Foreman AJ Passero.

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 Kaspar to lead everyone in saying the Pledge of Allegiance.

4. VISITORS' BUSINESS

None presented and no written comments were received.

5. OMNIBUS VOTE AGENDA:

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

- a. Waive Reading of Minutes (Approve)
- b. Minutes - Board of Trustees Committee of the Whole Meeting September 25, 2023 (APPROVE)
- c. Minutes - Board of Trustees Regular Meeting September 25, 2023

(APPROVE)

- d. Warrants \$599,123.47
- e. ORDINANCE NO. 23-O-18 - AN ORDINANCE AMENDING SECTION 1-5-2 ENTITLED "MEETINGS OF BOARD" OF CHAPTER 5 ENTITLED "BOARD OF TRUSTEES" OF TITLE 1 ENTITLED "ADMINISTRATIVE" OF THE VILLAGE CODE OF ORDINANCES OF THE VILLAGE OF WILLOWBROOK, DUPAGE COUNTY, ILLINOIS. (PASS)
- f. RESOLUTION NO. 23-R-59 - A RESOLUTION OF THE VILLAGE OF WILLOWBROOK AMENDING AND ESTABLISHING PERMIT FEES, DEPOSITS AND OTHER CHARGES APPLICABLE TO THE RESERVATION OF PARKS OR PORTIONS THEREOF IN THE VILLAGE OF WILLOWBROOK, DUPAGE COUNTY, ILLINOIS (ADOPT)
- g. RESOLUTION NO. 23-R-60 - A RESOLUTION OF THE VILLAGE OF WILLOWBROOK AUTHORIZING AND APPROVING A MEMORANDUM OF UNDERSTANDING WITH THE ILLINOIS FRATERNAL ORDER OF POLICE LABOR COUNCIL (ADOPT)
- h. RESOLUTION NO. 23-R-61 - A RESOLUTION APPROVING AND AUTHORIZING THE EXECUTION OF AN AGREEMENT BY AND BETWEEN TWIG TECHNOLOGIES, LLC AND THE VILLAGE OF WILLOWBROOK (ADOPT)
- i. RESOLUTION NO. 23-R-62 - A RESOLUTION CREATING SET HOURS FOR HALLOWEEN 2023 TRICK-OR-TREATING IN THE VILLAGE OF WILLOWBROOK (ADOPT)
- j. PROCLAMATION - ARTS DUPAGE MONTH PROCLAMATION (RECEIVE)

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

Administrator Halloran asked Temporary Chairman Mistele asked if we could remove item #5g from the Omnibus Agenda due to the Mayors absence.

MOTION: Made by Trustee Davi and seconded by Trustee Astrella to approve the Omnibus Vote Agenda with the exception on item #5g.

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

MOTION DECLARED CARRIED

NEW BUSINESS

- 6. ORDINANCE NO. 23-O-19 - VILLAGE OF WILLOWBROOK DECLARING AND AUTHORIZING THE SALE, DISPOSAL OR TRADE-IN OF SURPLUS PERSONAL PROPERTY OWNED BY THE VILLAGE OF WILLOWBROOK (PASS)

Chief Kaspar reported, in June of 2022, the Village Board approved the purchase of two new Dodge Durango squad vehicles to replace two current squad vehicles which were at the end of their life cycle. These two vehicles were slated to be replaced in 2021, however due to supply

issues staff were unable to secure replacements until June of 2023. Having received the new vehicles, the staff is looking to surplus two patrol vehicles, #52 and #53, which have over 80,000.00 miles on them.

The funds from the vehicles will be deposited into the general fund.

MOTION: Made by Trustee Ruffolo and seconded by Trustee Berglund to pass Ordinance No. 23-0-19 as presented.

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

MOTION DECLARED CARRIED

7. ORDINANCE NO. 23-0-20 - AN ORDINANCE GRANTING CERTAIN VARIATIONS FROM TITLE 9 OF THE VILLAGE OF WILLOWBROOK UNIFIED DEVELOPMENT ORDINANCE PC 2305-310 59<sup>th</sup> STREET (PASS)

Director Krol shared that the owners of the subject property at 310 59<sup>th</sup> Street would like to reduce the front yard setback in R-2 district from 40-feet to the existing house location, 26-feet and to reduce the exterior side yard setback in the R-2 district from 40-feet to 31-feet.

The property owners contacted Village staff regarding adding a second floor and new attached garage. Section 9-10-04(B) of the Unified Development Ordinance (UDO) states that a nonconforming residential building or structure which is nonconforming only as to bulk regulations (setbacks), may be added to or enlarged, provided such additions or enlargements conform to all regulations of the district in which it is located.

This property was originally developed in 1978 under unincorporated DuPage County Zoning and Subdivision codes and was annexed into the Village of Willowbrook in 1987 as part of a fourteen-lot annexation.

Community Development Department staff have no objection to the proposed zoning variations to the front and exterior side yard setback requires because the lot and dwelling were legally established prior to annexation to the Village of Willowbrook. A public hearing was held on Wednesday, October 4, 2023, before the Plan Commission, which voted unanimously 4 to 0 in favor of recommending approval of the proposed variations as proposed.

Trustee Mistele asked if, based on the drawings, a new curb cut for the driveway would be required. Director Krol indicated that although the curb cut would be in a different location, there is no indication that the homeowner intends to extend beyond the allowable 33 feet. This will be confirmed during the permitting and inspection process.

MOTION: Made by Trustee Davi and seconded by Trustee Berglund to pass Ordinance No. 23-0-20 as presented.

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

MOTION DECLARED CARRIED

8. ORGANIZED RETAIL CRIME SURVEILLANCE CAMERAS LICENSING AGREEMENTS

Deputy Chief Kadolph indicated that three separate licensing agreements, for the Town Center, for Binny's Beverage Depot and for Regency Centers, the Hinsdale Lake Commons plaza, were being presented.

In March of 2023, the Village of Willowbrook was approved for a grant awarded by the State of Illinois Attorney General's Office to help with its Organized Retail Crime program. As part of the grant award, the Village received funds to purchase a Mobile Pro Camera system. Staff worked on partnering with local retail areas to include Willowbrook Town Center, Binny's, and Hinsdale Lake Commons. Working with the camera vendor, placement locations were identified.

The Village Board approved the purchase of these camera systems at their meeting on June 26, 2023. Staff worked with the Village Attorney and the private property owners on language for licensing agreements to place Village camera systems on their property. Staff is seeking approval of the three agreements. Once the resolutions are adopted, staff will work with an electrical contractor and the camera vendor for the installation of these cameras.

Deputy Chief Kadolph also noted that the department has additional cameras and will be working with local vendors for additional installations and will present the information at a later date.

Trustee Neal congratulated and thanked the Police department for getting the cameras into the shopping centers.

a. RESOLUTION NO. 23-R-63 - A RESOLUTION APPROVING AND AUTHORIZING THE EXECUTION AND ACCEPTANCE OF A NON-EXCLUSIVE LICENSE AGREEMENT WITH WILLOWBROOK TOWN CENTER, LLC (ADOPT)

MOTION: Made by Trustee Neal and seconded by Trustee Astrella to adopt Resolution No. 23-R-63 as presented.

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

MOTION DECLARED CARRIED

b. RESOLUTION NO. 23-R-64 - A RESOLUTION APPROVING AND AUTHORIZING THE EXECUTION AND ACCEPTANCE OF A NON-EXCLUSIVE LICENSE AGREEMENT WITH GOLD STANDARD ENTERPRISES, INC. D/B/A BINNY'S BEVERAGE DEPOT (ADOPT)

MOTION: Made by Trustee Ruffolo and seconded by Trustee Berglund to adopt Resolution No. 23-R-64 as presented.

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

MOTION DECLARED CARRIED

c. RESOLUTION NO. 23-R-65 - A RESOLUTION APPROVING AND AUTHORIZING THE EXECUTION AND ACCEPTANCE OF A NON-EXCLUSIVE LICENSE AGREEMENT WITH REGENCY CENTERS, L.P. (ADOPT)

MOTION: Made by Trustee Neal and seconded by Trustee Davi to adopt Resolution No. 23-R-65 as presented.

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

MOTION DECLARED CARRIED

9. RESOLUTION NO. 23-R-66 - A RESOLUTION TO APPROVE AND AUTHORIZE THE EXECUTION OF A CONTRACT FOR ON-CALL PROFESSIONAL DESIGN AND RELATED SERVICES FOR THE VILLAGE PARKS AND RECREATION DEPARTMENT BY AND BETWEEN UPLAND DESIGN, LTD. AND THE VILLAGE OF WILLOWBROOK (ADOPT)

Director Kleefisch reported that after interviewing a variety of firms to assist us with our On Call Professional Services. With the number of upcoming park projects over the next few years, the goal was to locate a firm to assist the Village quickly and efficiently with concept renderings to present to the residents to move forward with the timelines for these projects.

By taking this approach, the Village will be able to take advantage of bidding projects out earlier and potential cost-savings over the long term. An On-Call Professional Services Request for Qualification ("RFQ") was released by Village staff on August 16<sup>th</sup> with bids due on September 15<sup>th</sup>. Staff received 6 bids from Gewalt Hamilton, Hitchcock Design Group, Kimley-Horn, RN Chin, Senga Architects, and Upland Design.

Ultimately, Upland Design Ltd was selected by staff as the firm for the On-Call Professional services because of its impressive and comprehensive portfolio of work over the past 25 years, in addition to their 94% success rate in obtaining OSLAD (Open Space Lands Acquisition and Development) grants. Within the parks and recreation field, Upland Design has a sterling reputation and is known as a leader in project management and landscape architecture.

MOTION: Made by Trustee Ruffolo and seconded by Trustee Astrella to adopt Resolution No. 23-R-66 as presented.

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

MOTION DECLARED CARRIED

10. RESOLUTION NO. 23-R-67 - A RESOLUTION OF THE VILLAGE OF WILLOWBROOK APPROVING AND AUTHORIZING THE EXECUTION OF A CONTRACT WITH CHICAGOLAND PAVING CONTRACTORS, INC. FOR ASPHALT PATCHING SERVICES WITH THE VILLAGE OF WILLOWBROOK (ADOPT)

Foreman Passero reported that this is a cost saving contract from Chicagoland Paving for paving and asphalt patching. An RFP was released, and two bids were opened on September 20<sup>th</sup>, from Chicagoland Paving and McGill Construction. Currently the Village pays \$65.00 per square yard for a typical 2" patch, and Chicagoland Paving, as the lowest responsible bidder, quoted a cost of \$45.00 per square yard, a cost savings of \$20.00 per square yard of patching. Staff is seeking approval to enter into this contract.

MOTION: Made by Trustee Davi and seconded by Trustee Astrella to adopt Resolution No. 23-R-67 as presented.

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

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 was proud to report that his middle son had now become a new resident of Willowbrook.

Trustee Astrella had no report.

12. ATTORNEY'S REPORT

Attorney Durkin reminded the Board that there is an executive session this evening.

13. CLERK'S REPORT

Clerk Hahn had no report.

14. ADMINISTRATOR'S REPORT

Administrator Halloran advised the Board that the upcoming Pumpkin Flotilla has been pushed back to October 20<sup>th</sup> due to the inclement weather forecast.

There will be three open houses for the upcoming park renovations:

10/12 Creekside Park | 10/19 Farmingdale | 1026 Borse Park Phase II

Two open houses for each neighborhood will be held, the first to introduce the project and timeline, as well as gather suggestions.

This summer, the Board was advised that the bids for the Executive Drive project came in well above the projections. Staff is working with Christopher Burke (Engineering) to re-release the bid this winter in order to obtain the bids before contractors are overwhelmed by the next season's work. Christopher Burke is also working on cost alternatives, and, as more information is obtained, the Board will be updated.

## 15. MAYOR'S REPORT

Mayor Trilla was not present.

## 16. EXECUTIVE SESSION

5 ILCS 120/2(c)(11) – Pending litigation.

## 17. ADJOURNMENT

MOTION: Made by Trustee Ruffolo and seconded by Trustee Neal to adjourn the Regular Meeting at the hour of 6:58 p.m. and move to Executive Session.

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

MOTION DECLARED CARRIED

PRESENTED, READ, and APPROVED.

, 2023.

Frank A. Trilla, Mayor

Minutes transcribed by Deputy Clerk Christine Mardegan.