

MINUTES OF THE REGULAR MEETING OF THE MAYOR AND BOARD OF TRUSTEES OF THE VILLAGE OF WILLOWBROOK TO BE HELD ON MONDAY, NOVEMBER 13, 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 and Greg Ruffolo, Attorney Michael Durkin, Village Administrator Sean Halloran, Assistant to the Village Administrator Alex Arteaga, Community Development Michael Krol, Director of Parks Recreation Dustin Kleefisch, Chief Lauren Kaspar, Deputy Chief Gerard Wodka, Deputy Clerk Christine Mardegan and Public Works Foreman AJ Passero.

ABSENT: Mayor Frank Trilla, Chief Financial Officer Lora Flori and Deputy Chief Benjamin Kadolph.

A QUORUM WAS DECLARED

3. PLEDGE OF ALLEGIANCE

Temporary Chairman Mistele asked Officer Delgado to lead everyone in saying the Pledge of Allegiance.

MOTION TO APPROVE - A MOTION TO APPOINT TRUSTEE MICHAEL MISTELE AS TEMPORARY CHAIRMAN IN THE MAYOR'S ABSENCE

Trustee Neal called for a motion to appoint Trustee Michael Mistele as Temporary Chairman at tonight's meeting in the Mayor's absence.

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

4. OATH OF OFFICE

i. Deputy Chief of Officer Peter Delgado

Clerk Hahn had the honor of swearing in the new Police Officer. Temporary Chairman Mistele thanked the families and friends of the deputy for attending the meeting to witness the swearing in ceremony. Chief Kaspar noted that Officer Delgado comes from the City of Chicago after serving over nine years there, as well as being a 10-year veteran of the armed forces. Officer Delgado introduced his family and thanked all the family and friends that attended the meeting.

5. VISITORS' BUSINESS

No visitors were present.

6. 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 Regular Meeting October 23, 2023 (APPROVE)
- c. Warrants \$562,663.68
- d. RESOLUTION NO. 23-R-69- A RESOLUTION PURSUANT TO TITLE 5, CHAPTER 1, SECTION 5-1-14 OF THE VILLAGE CODE TO DEVIATE FROM THE POLICE DEPARTMENT HIRING ROTATION PROCESS AND EFFECT THE ORIGINAL APPOINTMENT OF TWO (2) LATERAL POLICE CANDIDATES FOR THE RANK OF PATROL OFFICER (ADOPT)
- e. RESOLUTION NO. 23-R-70- A RESOLUTION APPOINTING THE VILLAGE ADMINISTRATOR TO SERVE AS THE PLAN COORDINATOR FOR THE VILLAGE'S MISSION SQUARE RETIREMENT DEFERRED COMPENSATION PLAN, AND APPOINTING THE VILLAGE CHIEF FINANCIAL OFFICER ("CFO") TO SERVE AS THE TRUSTEE FOR THE VILLAGE'S RETIREMENT HEALTH SAVINGS PLAN (ADOPT)
- f. PUBLIC WORKS EQUIPMENT - TOOL CAT
  - i. MOTION - MOTION TO AUTHORIZE A BUDGET AMENDMENT TO EFFECT THE PURCHASE OF A BOBCAT UW56 TOOL CAT (PASS)
  - ii. RESOLUTION NO. 23-R-71- A RESOLUTION APPROVING AND AUTHORIZING THE PURCHASE OF ONE (1) NEW BOBCAT MODEL UW56 TOOL CAT, PLUS ACCESSORIES, AT A TOTAL COST NOT TO EXCEED \$103,192.01 (ADOPT)
- g. RESOLUTION NO. 23-R-72 - A RESOLUTION APPROVING AND AUTHORIZING THE EXECUTION OF AN INTERGOVERNMENTAL AGREEMENT BETWEEN THE VILLAGE OF WILLOWBROOK AND THE TRI-STATE FIRE PROTECTION DISTRICT FOR ACCESS TO THE VILLAGE PERMIT SYSTEM (ADOPT)

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

MOTION: Made by Trustee Berglund and seconded by Trustee Ruffolo 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

7. RESOLUTION NO. 23-R-73- A RESOLUTION DECLARING THE LOWEST RESPONSIBLE AND RESPONSIVE BIDDER AND APPROVING AND AUTHORIZING THE MAYOR AND VILLAGE CLERK TO EXECUTE AN AGREEMENT WITH UTILITY DYNAMICS CORPORATION FOR THE 2023 ADAMS STREET LED LIGHTING IMPROVEMENTS PROJECT (ADOPT)

Foreman Passero indicated that in April of 2015, staff released a bid to replace almost all the outdated, inefficient, sodium halide streetlights throughout the community. At the time, the proposed streetlight retrofit was not compatible with the existing poles located along Adams Street south of Plainfield Road. Village staff hosted a bid opening for this project on November 1, 2023, and received two bids.

Utility Dynamics Corporation was the lowest responsible bidder for this project with a bid of \$48,683.00. Utility Dynamics was the contractor in 2015 for the LED retrofit project with the Village. Village staff budgeted \$85,000 for this project and will see a savings of \$36,317 on the overall cost.

Temporary Chairman Mistele asked if this project includes replacing the wiring. Foreman Passero indicated that it does not and would replace the poles and fixtures only. The engineers confirmed that the bases and underground wiring did not need to be replaced.

MOTION: Made by Trustee Davi and seconded by Trustee Astrella to adopt Resolution No. 23-R-73 as presented.

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

MOTION DECLARED CARRIED

8. MOTOR FUEL TAX APPROPRIATION PURCHASE

i. RESOLUTION NO. 23-R-74 - A RESOLUTION OF THE VILLAGE OF WILLOWBROOK UNDER THE PROVISIONS OF THE ILLINOIS HIGHWAY CODE APPROPRIATING THE SUM OF \$92,000.00 OF MOTOR FUEL TAX FUNDS (ADOPT)

Foreman Passero stated that historically staff has budgeted from the general fund for the purchase of untreated bulk rock salt for the winter season. Staff is seeking to appropriate Motor Fuel Tax (MFT) funds for use in the purchase of bulk rock salt through the DuPage County joint bid contract.

The DuPage County solicited bids from the Central Management Services (CMS) for untreated rock salt. Compass Minerals was the lowest

responsible bidder this year with a cost of \$78.31 per ton, which is \$2.82 less per ton compared to last year.

The "Standard Buy" is the standard minimum purchase of 80% allowable amount, with the option to take up to 130% of the contract amount at the same price for deliveries. With the higher option, the Village could purchase up to 1,170 tons of untreated bulk rock salt but staff anticipates only needing to purchase the 80% minimum requirement of 720 tons. There are currently 600 tons of salt on hand, stored in the salt dome. The estimated cost of salt purchases this year is \$56,383.

MOTION: Made by Trustee Astrella and seconded by Trustee Davi to adopt Resolution No. 23-R-74 as presented.

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

MOTION DECLARED CARRIED

ii.RESOLUTION NO. 23-R-75 - A RESOLUTION AUTHORIZING THE PURCHASE OF UNTREATED BULK ROCK SALT FOR USE WITHIN THE VILLAGE OF WILLOWBROOK FOR THE 2023/2024 WINTER SEASON (ADOPT)

MOTION: Made by Trustee Ruffolo and seconded by Trustee Berglund to adopt Resolution No. 23-R-75 as presented.

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

MOTION DECLARED CARRIED

#### PRIOR BUSINESS

##### 9. TRUSTEE REPORTS

Trustee Neal noted that it was mentioned that Officer Delgado was a veteran and this past weekend honored veterans on Veterans Day. She reminded all that we reflect on the eleventh hour of the eleventh day of the eleventh month, the time agreed upon to end the fighting in World War I as a prelude to the peace negotiations, as we remember those who served.

In 1954, President Dwight Eisenhower signed legislation that changed the name of the federal holiday from Armistice Day to Veterans Day. We owe all our veterans a huge thank you.

Trustee Ruffolo had no report.

Trustee Mistele had no report.

Trustee Berglund had no report.

Trustee Davi had no report but thanked Trustee Neal for the reminder.

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Trustee Astrella had no report.

10. ATTORNEY'S REPORT

Attorney Durkin had no report.

11. CLERK'S REPORT

Clerk Hahn had no report.

12. ADMINISTRATOR'S REPORT

Administrator Halloran shared that the Mayor requested the Board be given an update on the Panda Express project. As of the November 10 deadline, there are still issues with several documents provided and the NFR (No Further Remediation) letter from the IEPA (Illinois Environmental Protection Agency) has not been provided.

The developer is planning on coming back to the board for approval and is aware that they must begin the approval process over with the Plan Commission and the Board of Trustees. Staff are making obtaining the NFR letter a pre-condition before resubmitting their application.

13. MAYOR'S REPORT

Mayor Trilla was not present.

14. EXECUTIVE SESSION

There was no executive session this evening.

15. ADJOURNMENT

MOTION: Made by Trustee Ruffolo and seconded by Trustee Berglund to adjourn the Regular Meeting at the hour of 6:50 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.

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Frank A. Trilla, Mayor

Minutes transcribed by Deputy Clerk Christine Mardegan.