

MINUTES OF THE REGULAR MEETING OF THE MAYOR AND BOARD OF TRUSTEES OF THE VILLAGE OF WILLOWBROOK TO BE HELD ON MONDAY, DECEMBER 18, 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. Mayor Trilla.

2. ROLL CALL

Those physically present at roll call were, Mayor Frank Trilla, 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, Director of Community Development Michael Krol, Chief Financial Officer Lora Flori, Director of Parks and Recreation Dustin Kleefisch, Chief Lauren Kaspar, Deputy Clerk Christine Mardegan, Public Works Director Rick Valent and Public Works Foreman AJ Passero.

ABSENT: Deputy Chief Benjamin Kadolph, Deputy Chief Gerard Wodka.

A QUORUM WAS DECLARED

3. PLEDGE OF ALLEGIANCE

Mayor Trills asked Director Valent to lead everyone in saying the Pledge of Allegiance.

Director Kleefisch was pleased to introduce Poppy, Penelope, and Aya who passed the testing to become Santa's elves for this year. They were photographed with the Board and congratulated.

4. VISITORS' BUSINESS

Resident Greg Szymczak, who resides at 755 Tanglewood Lane, located in the Lake Willow Way condominiums, thanked the Mayor and the Board for the opportunity to speak. He expressed his concerns with the garbage trucks and delivery drivers making their rounds and other deliveries at the Willowbrook Center too early in the morning.

Chief Kaspar assured Mr. Szymczak that the police department is aware of this ongoing problem. The police department has issued a citation to Michael's. The department maintains a specific watch on this area for this issue.

Director Krol has sent letters to every business in the area letting them know no deliveries are to be made before 6:00 a.m. The Village is actively trying to resolve this issue. Once of the issues facing the

Police is the different companies and drivers violating the ordinance. The department is attempting to pinpoint a specific day and time of the violations to dispatch officers. Director Krol agreed to send another round of letters reminding the businesses and property management of the ordinance.

5. OMNIBUS VOTE AGENDA

Mayor Trilla 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 November 27, 2023 (APPROVE)
- c. Warrants \$2,020,153.45
- d. ORDINANCES RELATING TO THE ILLINOIS PAID LEAVE AMENDMENT
 - i. ORDINANCE NO. 23-O-23 - AN ORDINANCE OF THE VILLAGE OF WILLOWBROOK APPROVING AND ADOPTING THE VILLAGE OF WILLOWBROOK EMPLOYEE HANDBOOK (PASS)
 - ii. ORDINANCE NO. 23-O-24 - AN ORDINANCE EXCLUDING THE VILLAGE OF WILLOWBROOK AS A MUNICIPAL EMPLOYER FROM COVERAGE UNDER THE PAID LEAVE FOR ALL WORKERS ACT AND AMENDING THE VILLAGE CODE TO REQUIRE A FORM OF PAID LEAVE FOR VILLAGE EMPLOYEES (PASS)
- e. RESOLUTION NO. 23-R-83 - A RESOLUTION APPROVING AND AUTHORIZING THE EXECUTION OF AN AGREEMENT BY AND BETWEEN DROPCOUNTR, INC. AND THE VILLAGE OF WILLOWBROOK FOR A WATER UTILITY CUSTOMER PORTAL (ADOPT)
- f. ORDINANCE NO. 23-O-25 - AN ORDINANCE PROVIDING FOR THE LEVY OF TAXES FOR THE FISCAL YEAR COMMENCING ON MAY 1, 2023 AND ENDING APRIL 30, 2024, OF THE VILLAGE OF WILLOWBROOK, DUPAGE COUNTY, ILLINOIS (PASS)
- g. RESOLUTION NO. 23-R-84 - A RESOLUTION ADOPTING A RETIREMENT HEALTHCARE FUNDING PLAN (ADOPT)
- h. ORDINANCE NO. 23-O-26 - AN ORDINANCE AMENDING TITLE 1 ENTITLED "ADMINISTRATIVE" OF CHAPTER 2 ENTITLED "ADMINISTRATION" OF THE VILLAGE OF WILLOWBROOK MUNICIPAL CODE BY ADDING THERETO CHAPTER 15 ENTITLED "ADMINISTRATIVE ADJUDICATION OF MUNICIPAL ORDINANCE VIOLATIONS" (PASS)
- i. DUPAGE WATER COMMISSION & CITY OF CHICAGO WATER SUPPLY CONTRACTS
 - i. ORDINANCE NO. 23-O-27 - AN ORDINANCE APPROVING A WATER PURCHASE AND SALE CONTRACT BETWEEN THE DUPAGE WATER COMMISSION AND CONTRACT CUSTOMERS (PASS)

- ii. RESOLUTION NO. 23-R-85 - A RESOLUTION OF THE VILLAGE OF WILLOWBROOK APPROVING AN EXTENSION OF THE WATER SUPPLY CONTRACT BETWEEN THE DUPAGE WATER COMMISSION AND THE CITY OF CHICAGO (ADOPT)
- j. RESOLUTION NO. 23-R-86 - A RESOLUTION APPROVING AND AUTHORIZING THE EXECUTION OF A FIRST AMENDMENT TO A MASTER SOFTWARE LICENSE AGREEMENT BY AND BETWEEN DACRA TECH, LLC, AND THE VILLAGE OF WILLOWBROOK (ADOPT)
- k. RESOLUTION NO. 23-R-87 - A RESOLUTION OF THE VILLAGE OF WILLOWBROOK AUTHORIZING AND APPROVING A MEMORANDUM OF UNDERSTANDING WITH THE ILLINOIS FRATERNAL ORDER OF POLICE LABOR COUNCIL (ADOPT)
- l. ORDINANCE NO. 23-O-28 - AN ORDINANCE OF THE VILLAGE OF WILLOWBROOK DETERMINING THE LOWEST RESPONSIBLE BIDDER FOR THE EXECUTIVE DRIVE FLOOD CONTROL PROJECT AND AWARDING A CONTRACT TO MARTAM CONSTRUCTION, INC. (PASS)
- m. ORDINANCE NO. 23-O-29 - AN ORDINANCE AMENDING CHAPTER 6 ENTITLED "PUBLIC WAYS AND PROPERTY" OF TITLE 4 ENTITLED "MUNICIPAL SERVICES", OF THE VILLAGE CODE OF ORDINANCES OF THE VILLAGE OF WILLOWBROOK, BY ADDING THERETO SECTION 4-6-4 ENTITLED "REGULATIONS REGARDING PLANTING OF TREES ON PUBLIC WAYS" (ADOPT)
- n. ORDINANCES ABATING THE TAXES HERETOFORE LEVIED FOR THE YEAR 2023 TO PAY THE PRINCIPAL AND INTEREST ON THE FOLLOWING GENERAL OBLIGATION BONDS OF THE VILLAGE OF WILLOWBROOK, DUPAGE COUNTY, ILLINOIS
 - i. ORDINANCE NO. 23-O-30 - AN ORDINANCE ABATING THE TAXES HERETOFORE LEVIED FOR THE YEAR 2023 TO PAY THE PRINCIPAL AND INTEREST ON THE \$4,930,000 GENERAL OBLIGATION BONDS (ALTERNATE REVENUE SOURCE), SERIES 2015 OF THE VILLAGE OF WILLOWBROOK, DUPAGE COUNTY, ILLINOIS (PASS)
 - ii. ORDINANCE NO. 23-O-31 - AN ORDINANCE ABATING THE TAXES HERETOFORE LEVIED FOR THE YEAR 2023 TO PAY THE PRINCIPAL AND INTEREST ON THE \$8,920,000 GENERAL OBLIGATION BONDS (ALTERNATE REVENUE SOURCE), SERIES 2022A OF THE VILLAGE OF WILLOWBROOK, DUPAGE COUNTY, ILLINOIS (PASS)
 - iii. ORDINANCE NO. 23-O-32 - AN ORDINANCE ABATING THE TAXES HERETOFORE LEVIED FOR THE YEAR 2023 TO PAY THE PRINCIPAL AND INTEREST ON THE \$1,020,000 GENERAL OBLIGATION BONDS (ALTERNATE REVENUE SOURCE), SERIES 2022B OF THE VILLAGE OF WILLOWBROOK, DUPAGE COUNTY, ILLINOIS (PASS)

Mayor Trills asked the Board if there were any items to be removed from the 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: Trustees Astrella, Berglund, Davi, Mistele, Neal and Ruffolo. NAYS: None. ABSENT: None.

MOTION DECLARED CARRIED

NEW BUSINESS

6. ORDINANCE NO. 23-O-33 - AN ORDINANCE GRANTING A CERTAIN VARIATION FROM TITLE 9 OF THE VILLAGE OF WILLOWBROOK UNIFIED DEVELOPMENT ORDINANCE PC 638 67th STREET, WILLOWBROOK, ILLINOIS (PASS)

Director Kroll indicated that staff is seeking Village Board approval for the front yard setback variance from 40 feet to 33 feet 6 inches.

The property owners at 638 67th Place contacted Village staff regarding a second-floor addition, new attached garage, and a covered front porch project. During the approval process it was noted that the subject property was nonconforming with the setback regulations.

The home was originally constructed under DuPage County zoning regulations in 1958 which mandated a 30' setback at that time. The house was annexed into Willowbrook in 1981. Based on the plat of survey the house has a 39.45-foot setback. The proposed variance is to Section 9-3-01(A) of the UDO (Unified Development Ordinance) to reduce the front yard setback in R-2 district from 40-feet to 33' 6". A public hearing was held with the Planning Commission on Wednesday, December 13. The Commission voted unanimously to recommend approval of the variation.

MOTION: Made by Trustee Davi and seconded by Trustee Ruffolo to pass Ordinance No. 23-O-33 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-O-34 - AN ORDINANCE AMENDING SECTION 3-12-5 ENTITLED "CLASSIFICATIONS," AND SECTION 3-12-19 ENTITLED "HOURS" OF CHAPTER 12 ENTITLED "LIQUOR," OF TITLE 3 ENTITLED "BUSINESS REGULATIONS" OF THE VILLAGE CODE OF ORDINANCES OF THE VILLAGE OF WILLOWBROOK, DUPAGE COUNTY, ILLINOIS (PASS)

Mr. Arteaga indicated that the owner of Quick Mart requested an amendment to the business' Class R liquor license to allow the sale of

single serve cans of beer and malt liquor, and the sale of spirits in 50ml, 200ml, and 375ml sizes. Quick Mart is the only business in the Village with a Class R liquor license.

Mayor Trilla asked each board member to provide their thoughts on passing this ordinance. The Mayor noted that although he is in favor of supporting local businesses, he is not in favor of this ordinance.

The main concerns were the following:

- We declined this request once before.
- Deep concerns due to the proximity of schools.
- Deep concerns due to the proximity of parks.
- Concerns on littering cast offs of one-shot bottles and individual cans of beer.
- Concerns that suddenly 75-100 people per month want this - who are these "customers", and why did it come up suddenly.
- Concerns of added problems for policing liquor that can be easily concealed or thrown out the window.

The Trustees' consensus was the ordinance should not be amended.

MOTION: No motion was made to pass Ordinance 23-O-34 as presented.

ROLL CALL VOTE: No roll call was taken.

MOTION DENIED

8. VILLAGE FEE AND FINE UPDATE ORDINANCES

- i. ORDINANCE NO. 23-O-35 - AN ORDINANCE OF THE VILLAGE OF WILLOWBROOK AMENDING SECTION 3-1A-1 ENTITLED "FEES ENUMERATED" OF CHAPTER 1A ENTITLED "LICENSE FEES" OF TITLE 3 ENTITLED "BUSINESS REGULATIONS AND SECTION 4-2-11 ENTITLED "PERMIT FEES" OF CHAPTER 2 ENTITLED "BUILDING CODE" OF TITLE 4 ENTITLED "MUNICIPAL SERVICES" OF THE VILLAGE CODE OF ORDINANCES OF THE VILLAGE OF WILLOWBROOK (PASS)

Administrator Halloran noted that this item was included as part of the agenda's New Business because, although the Permit Fee changes had been previously presented at the Committee of the Whole meeting, staff was seeking two additional items in these ordinances: 1) creation of a rental agreement for the Community Resource Center (CRC), and 2) changes to the penalties incurred for violations of the hotel ordinance.

Director Krol reviewed the updates to the permit fee schedule.

Section 4-2-11: At the November 27, 2023, Committee of the Whole meeting, the update to the Permit Fee structure for building permits was presented and the Board unanimously approved staff's recommendation.

Changes include a percentage-based rate schedule of fees, a residential flat rate single-day approval permit fee that include reviews, inspections, and certificate of compliance, and a slight increase to the standard cubic foot permit fee cost for all residential, multi-family and non-residential addition, alteration, remodel, and buildout projects. Attached to the agenda packet is the permit fee code language, which was reviewed and edited for clarity.

MOTION: Made by Trustee Ruffolo and seconded by Trustee Davi to pass Ordinance No. 23-O-35 as presented.

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

MOTION DECLARED CARRIED

- ii. ORDINANCE NO. 23-O-36 - AN ORDINANCE AMENDING SECTION 3-9-18 ENTITLED "PENALTIES" OF CHAPTER 9 ENTITLED "HOTELS; ROOMING HOUSES" OF TITLE 3 ENTITLED "BUSINESS REGULATIONS" OF THE VILLAGE CODE OF ORDINANCES OF THE VILLAGE OF WILLOWBROOK, DUPAGE COUNTY, ILLINOIS (PASS)

MOTION: Made by Trustee Davi and seconded by Trustee Astrella to pass Ordinance No. 23-O-36 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 had no report but wished everyone a Merry Christmas.

Trustee Ruffolo had no report.

Trustee Mistele had no report but wished everyone a Merry Christmas.

Trustee Berglund had no report.

Trustee Davi had no report but wished the Board and staff Happy Holidays.

Trustee Astrella had no report.

10. ATTORNEY'S REPORT

Attorney Durkin had no report.

11. CLERK'S REPORT

Clerk Hahn had no report but welcomed Director Valent to the Village and wished everyone a Happy Holiday.

12. ADMINISTRATOR'S REPORT

Administrator Halloran wanted to thank Trustee Neal for all the help she provided with IDOT (Illinois Department of Transportation) with a 10-year ongoing issue. In discussing the most pressing issues of concern to Willowbrook, IDOT agreed that Route 83 has the highest traffic volume of all DuPage County roads. The issues with Route 83 traffic is of concern to all our residents.

13. MAYOR'S REPORT

Mayor Trilla thanked Director Kleefisch, Public Works, and the Police Department for all their efforts with Light up the Night. Although the weather did not cooperate, it was a great evening. Thank you to all the Trustees that showed their support as well. It was great to see you there. What a great total team effort. He also welcomed Director Valent. He expressed pride and honor in working with everyone, great Board and great staff, and feels that Willowbrook is an example of what local government should be.

14. EXECUTIVE SESSION

There was no executive session this evening.

15. ADJOURNMENT

MOTION: Made by Trustee Mistele and seconded by Trustee Davi to adjourn the Regular Meeting at the hour of 7:04 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.

_____, 2024.

Frank A. Trilla, Mayor

Minutes transcribed by Deputy Clerk Christine Mardegan.