

MINUTES OF THE REGULAR MEETING OF THE MAYOR AND BOARD OF TRUSTEES OF THE VILLAGE OF WILLOWBROOK TO BE HELD ON MONDAY, FEBRUARY 12, 2024, 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. by 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, and Gayle Neal, Attorney Michael Durkin, Village Administrator Sean Halloran, Assistant to the Village Administrator Alex Arteaga, Chief Financial Officer Lora Flori, Director of Parks and Recreation Dustin Kleefisch, Chief Lauren Kaspar, and Director of Public Works Rick Valent.

ABSENT: Deputy Clerk Christine Mardegan, Deputy Chief Ben Kadolph, and Deputy Chief Gerard Wodka.

Present via conference call was Village Trustee Gregory Ruffolo, and Director of Community Development Michael Krol.

A QUORUM WAS DECLARED

MOTION TO APPROVE - A MOTION TO ALLOW TRUSTEE GREGORY RUFFOLO TO ATTEND THE MEETING REMOTELY. (PASS)

Trustee Neal advised that a motion was necessary to allow Trustee Ruffolo to attend the meeting remotely.

MOTION: Made by Trustee Neal and seconded by Trustee Davi to allow Trustee Mistele to attend the meeting remotely.

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

MOTION DECLARED CARRIED

3. PLEDGE OF ALLEGIANCE

Mayor Trilla asked Director Kleefisch to lead everyone in saying the Pledge of Allegiance.

4. VISITORS' BUSINESS.

None present and no written comments were received.

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 January 22, 2024 (APPROVE)
- c. Warrants \$725,873.24
- d. RESOLUTION NO. 24-R-07 - A RESOLUTION OF THE VILLAGE OF WILLOWBROOK DETERMINING THE COST TO RESIDENTS FOR REFUSE/YARD WASTE STICKERS (ADOPT)

Mayor Trills asked the Board if there were any items to be removed from the Omnibus Vote Agenda.

MOTION: Made by Trustee Mistele and seconded by Trustee Davi 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. MOTION - MOTION TO TRANSFER ADDITIONAL SURPLUS FUNDS FROM THE GENERAL FUND TO THE OPPORTUNITY RESERVE FUND (PASS)

Chief Financial Officer Flori explained that on April 30, 2023, the General Fund's unassigned fund balance, net of the approved surplus funds transfer that was approved at the December 12, 2023 Board meeting, was \$543,479 more than 40% of the total approved operating expenditures for Fiscal Year 2023-24.

In keeping with the 40% fund balance policy, staff is recommending that the motion to transfer the surplus funds of \$543,479 be passed.

Administrator Halloran reminded the Board that last year it was decided to raise the reserve threshold of 33% to 40-50% of the approved operating expenditures in the General Fund, one of the highest rates in DuPage County. Last year, 45% was the target, and for this year the recommendation is 40%, the goal being to increase the amount of funds in the reserve fund. The reserves remain accessible if needed.

The Mayor commended staff and the Board on the initiative to set aside reserve funds. He noted that the fiscal responsibility shown bodes well for the residents of Willowbrook.

MOTION: Made by Trustee Davi and seconded by Trustee Berglund to pass the motion to transfer \$543,479 in surplus funds to the opportunity fund.

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

MOTION DECLARED CARRIED

7. RESOLUTION NO. 24-R-08 - A RESOLUTION OF THE VILLAGE OF WILLOWBROOK ACCEPTING A PROPOSAL FROM NUTOYS LEISURE PRODUCTS, INC. AND APPROVING THE PURCHASE OF CERTAIN PLAYGROUND EQUIPMENT AND FIXTURES FOR THE FARMINGDALE TERRACE PARK PROJECT AT A COST NOT TO EXCEED \$105,609.00 (ADOPT)

Director Kleefisch noted that at the Capital Improvement Open House meeting for the Farmingdale Terrace Park Improvement Project on October 19, 2023, residents were presented with six playground options and were asked to vote on their preference. The most popular option was the one presented by NuToys Leisure Product, manufactured by Landscape Structures of Delano, Minnesota.

He continued by outlining the equipment and design of the new playground. The purchase will be part of the renovation scheduled to begin May 1, 2024. Staff recommends moving forward with the purchase to allow for delivery in time to meet the construction schedule.

Trustee Berglund asked what the life expectancy of this equipment is. Director Kleefisch noted that it is generally 10-20 years with appropriate maintenance.

MOTION: Made by Trustee Mistele and seconded by Trustee Berglund to adopt Resolution 24-R-08 as presented.

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

MOTION DECLARED CARRIED

8. RESOLUTION NO. 24-09 - A RESOLUTION OF THE VILLAGE OF WILLOWBROOK ACCEPTING A PROPOSAL FROM PLAY ILLINOIS, LLC. AND APPROVING THE PURCHASE OF CERTAIN PLAYGROUND EQUIPMENT AND FIXTURES FOR THE CREEKSIDE PARK IMPROVEMENT PROJECT AT A COST NOT TO EXCEED \$82,888.00 (ADOPT)

Director Kleefisch noted that at the Capital Improvement Open House meeting for the Creekside Park Improvement Project on October 12, 2023, residents were presented with six playground options and were asked to vote on their preference. The most popular option was the one presented by Play Illinois and the Burke Playground design. Burke Playground manufactures their playgrounds in Fond du Lac, Wisconsin and are known for their innovative design, adaptability, and longevity.

He continued by outlining the equipment and design of the new playground. Staff recommends moving forward with the purchase at this time to allow enough lead time for delivery to coincide with the construction schedule.

The question regarding the longevity of the equipment was again asked, with the response of 10-20 years with routine maintenance.

The Mayor wondered if the selections as a result of the voting at the open houses was a narrow or wide margin. Director Kleefisch indicated that the selections from NuToys for Farmingdale Terrace was a landslide, almost unanimous. For Creekside Park, and the selection from Burke Playground was a majority, but a closer vote.

MOTION: Made by Trustee Mistele and seconded by Trustee Astrella to adopt Resolution 24-R-09 as presented.

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

MOTION DECLARED CARRIED

9. RESOLUTION NO. 24-R-10 - A RESOLUTION DECLARING THE LOWEST RESPONSIVE AND RESPONSIBLE BIDDER AND APPROVING AND AUTHORIZING THE MAYOR AND VILLAGE CLERK TO EXECUTE AN AGREEMENT WITH MYS, INCORPORATED FOR THE LANE COURT BRIDGE DECK REPAIRS PROJECT (ADOPT)

Director Valent recapped the deteriorated condition of the Lane Court bridge and reminded the Board of the discussion and options presented at the August 28, 2023 Committee of the Whole meeting.

A new request for bid was released in January 2024. After a review, and verification of the performance and qualifications of the bidders, Christopher B. Burke Engineering is recommending MYS, Inc. as the lowest responsible and responsive bidder. The bid amount of \$68,330 is \$15,600 lower than the engineer's revised estimate. The anticipated completion date is the end of April 2024.

Trustee Mistele asked about the accessibility of the bridge during construction. Director Valent noted that it was his understanding that the bridge would be open during the evening hours, but that during daytime construction it would not be open. Administrator Halloran noted that the total construction time would be approximately 10 days.

Trustee Neal thanked Director Valent for his analysis of issues in the Public Works department and implementation of results.

MOTION: Made by Trustee Mistele and seconded by Trustee Astrella to adopt Resolution 24-R-10 as presented.

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

MOTION DECLARED CARRIED

10. BORSE PARK STORM SEWER CHANGE ORDERS

- a. RESOLUTION No. 24-R-11 - A RESOLUTION OF THE VILLAGE OF WILLOWBROOK APPROVING AND AUTHORIZING THE EXECUTION OF CHANGE ORDER NUMBER ONE FOR THE BORSE PARK SEWER REPLACEMENT PROJECT (ADOPT)

Director Valent outlined the background and history of the Borse Park Storm Sewer Project. He noted that two resolutions are being presented as two separate companies and contracts are involved in the completion of this project.

During the cleaning and remote visual inspection of the pipe lining, it was determined that 127 feet of pipe could not be lined due to the extreme deterioration of the pipe and would require replacement.

As a result, the contract with the firm performing the replacement would add an additional 127 feet to their contract, resulting in an increase of \$28,040. At the same time, the firm performing the lining would decrease their contract by 127 feet, resulting in a decrease of \$11,430 in the overall cost. The net increase in the overall project is \$16,610 with the overall cost of the project remaining under budget by \$29,625.

The project is slated to begin by the end of this week and be completed before the end of the current fiscal year.

MOTION: Made by Trustee Davi and seconded by Trustee Berglund to adopt Resolution 24-R-11 as presented.

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

MOTION DECLARED CARRIED

b. RESOLUTION NO. 24-R-12 - A RESOLUTION OF THE VILLAGE OF WILLOWBROOK APPROVING AND AUTHORIZING THE EXECUTION OF CHANGE ORDER NUMBER ONE FOR THE BORSE PARK SEWER LINING PROJECT (ADOPT)

MOTION: Made by Trustee Mistele and seconded by Trustee Ruffolo to adopt Resolution 24-R-12 as presented.

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

MOTION DECLARED CARRIED

11. RESOLUTION NO. 24-R-13 - A RESOLUTION AUTHORIZING THE EXECUTION OF A PURCHASE AND SALE AGREEMENT (815 79th Street) (ADOPT)

The Mayor indicated that a vote on item 11 would be postponed until later in the meeting.

PRIOR BUSINESS

12. TRUSTEE REPORTS

Trustee Neal has no report.

Trustee Ruffolo had no report.

Trustee Mistele had no report.

Trustee Berglund had no report.

Trustee Davi wondered if it would be possible to receive the Board meeting agenda packets sooner than previous Friday midday. Director Halloran indicated that would not be possible.

Trustee Astrella had no report.

13. ATTORNEY'S REPORT

Attorney Durkin had no report and reminded the Board of the Executive Session at this evening's meeting.

14. CLERK'S REPORT

Clerk Hahn had no report.

15. ADMINISTRATOR'S REPORT

Administrator Halloran offered his thanks and congratulations to Dustin Kleefisch, the Director of Parks and Recreation, for his efforts in securing the \$600,00 OLSAD (Open Space Lands Acquisition and Development) grant which will be used as part of Phase II of the Borse Memorial Community Park project.

He also noted that Parks and Recreation hosted the first Daddy / Daughter dance with 26-27 families attending on the preceding Friday night.

16. MAYOR'S REPORT

Mayor Trilla thanked the trustees for attending the WCMC (West Central Municipal Conference) legislative breakfast. It was a great opportunity to meet local legislators and hear directly from them regarding their agenda for the coming year.

17. EXECUTIVE SESSION

5 ILCS 120/2(c)(5) - The purchase or lease of real property for the use of the public body, including meetings held for the purpose of discussing whether particular parcel should be acquired.

5 ILCS 120/2(c)(6) The setting of a price for sale or lease of property owned by the public body.

MOTION: Made by Trustee Mistele and seconded by Trustee Berglund to recess to closed session at the hour of 6:57 p.m.

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

MOTION DECLARED CARRIED

The Board recessed to closed session.

The Board returned to reconvene the regular session.

A roll call was taken:

Those physically present at roll call were, Mayor Frank Trilla, Village Clerk Deborah Hahn, Village Trustees Mark Astrella, Sue Berglund, Umberto Davi, Michael Mistele, and Gayle Neal, Attorney Michael Durkin, Village Administrator Sean Halloran, and Assistant to the Village Administrator Alex Arteaga

Present via conference call was Village Trustee Gregory Ruffolo.

A QUORUM WAS DECLARED

MOTION: Made by Trustee Mistele and seconded by Trustee Davi to reconvene the open session at the hour of 7:16 p.m.

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

MOTION DECLARED CARRIED

Return to Agenda Item #11:

11. RESOLUTION NO. 24-R-13 - A RESOLUTION AUTHORIZING THE EXECUTION OF A PURCHASE AND SALE AGREEMENT (815 79th Street) (ADOPT)

MOTION: Made by Trustee Mistele and seconded by Trustee Davi to adopt Resolution 24-R-13 as presented.

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

MOTION DECLARED CARRIED

18. ADJOURNMENT

MOTION: Made by Trustee Mistele and seconded by Trustee Berglund to adjourn the Regular meeting at the hour of 7:19 p.m.

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

MOTION DECLARED CARRIED

PRESENTED, READ, and APPROVED.

_____, 2024.

Frank A. Trilla, Mayor

Minutes transcribed by Administrative Assistant Jody Wegrzynski.