

A G E N D A

COMMITTEE OF THE WHOLE MEETING OF THE MAYOR AND BOARD OF TRUSTEES OF THE VILLAGE OF WILLOWBROOK TO BE HELD ON MONDAY, APRIL 22, 2024, AT 5:30 P.M. AT THE COMMUNITY RESOURCE CENTER (CRC), 825 MIDWAY DRIVE, WILLOWBROOK, IL, DUPAGE COUNTY, ILLINOIS

1. CALL TO ORDER
2. ROLL CALL
3. PLEDGE OF ALLEGIANCE
4. VISITORS' BUSINESS - Public Comment is Limited to Three Minutes Per Person
5. OMNIBUS VOTE AGENDA
 - a. WAIVE READING OF THE MINUTES (APPROVE)
 - b. MINUTES - BOARD OF TRUSTEES COMMITTEE OF THE WHOLE MEETING, FEBRUARY 26, 2024 (APPROVE)
6. ITEMS FOR DISCUSSION:
 - a. WILLOWBROOK ECONOMIC DEVELOPMENT PARTNERSHIP (WEDP) ECONOMIC DEVELOPMENT PRESENTATION
 - b. CONSIDERATION FOR DELTA MARIOTT WITHIN THE DUPAGE COUNTY VISITORS' BUREAU
 - c. POLICE DEPARTMENT QUARTERLY CRIME UPDATE - Q1 2024
7. ADJOURNMENT

MINUTES OF THE COMMITTEE OF THE WHOLE OF THE MAYOR AND BOARD OF TRUSTEES OF THE VILLAGE OF WILLOWBROOK HELD ON MONDAY, FEBRUARY 26, 2024 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, Village Clerk Deborah Hahn, Trustees Mark Astrella, Sue Berglund, Umberto Davi, Michael Mistele, Gayle Neal, Gregory Ruffolo, Village Administrator Sean Halloran, Assistant to the Village Administrator Alex Arteaga, Director of Parks and Recreation Dustin Kleefisch, Chief Financial Officer Lora Flori, Chief Lauren Kaspar, Deputy Chief Benjamin Kadolph, Deputy Chief Gerard Wodka, Deputy Clerk Christine Mardegan, and Director of Public Works Rick Valent.

Present via zoom: Director of Community Development Michael Krol.

ABSENT: None.

Village Attorney Michael Durkin arrived at 5:33 p.m.

A QUORUM WAS DECLARED

3. PLEDGE OF ALLEGIANCE

Mayor Trilla asked Director Valent to lead everyone in saying the pledge of allegiance.

4. VISITORS' BUSINESS

None present.

5. OMNIBUS VOTE AGENDA

a. WAIVE READING OF THE MINUTES (APPROVE)

b. MINUTES - BOARD OF TRUSTEES COMMITTEE OF THE WHOLE MEETING - JANUARY 22, 2024 (APPROVE)

Mayor Trilla 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 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

6. ITEMS FOR DISCUSSION:

a. ORGANIZED RETAIL CRIME SURVEILLANCE CAMERAS LICENSE AGREEMENTS

Deputy Kadolph began the discussion by providing a history of the grant award by the State of Illinois Attorney General's Office to assist in the Organized Retail Crime (ORC) program. He reviewed the Village's purchase of Mobile Pro Camera Systems and the deployment of same.

Two of the original property owners who had agreed to install the cameras withdrew from their respective agreements. With the cameras previously allocated to these properties now available, staff worked with alternate properties to reallocate the equipment.

Village staff is requesting approvals for a license agreement between the Village of Willowbrook and Willowbrook Square Management Co. Inc. to deploy two cameras, and a first amendment to the existing approved license agreement between the Village of Willowbrook and Hinsdale Lake Commons (Regency Centers, L.P.) to allocate a third camera on the property.

Trustee Davi wondered which properties had withdrawn their agreements. Deputy Kadolph indicated that both Target and Walgreens had been interested, but that after a review by their respective corporate offices, the agreement had been rescinded.

b. 2024 INFIELD MAINTENANCE CONTRACT WITH SPORTSFIELDS, INC WITH A PROPOSED COST OF \$13,300 TO BE A SHARED COST WITH BURR-RIDGE WILLOWBROOK (BRW) SOFTBALL

Director Kleefisch outlined a proposal for a shared cost contract with Burr Ridge-Willowbrook (BRW) Softball for a 2024 infield maintenance contract with Sportsfields, Inc.

He began the discussion by providing information on the services provided by Sportsfields, Inc. and background into the company. When Director Kleefisch approached BRW about splitting the cost of the maintenance, they were very enthusiastic.

Staff is looking for direction to formalize an agreement with BRW and Sportsfields, Inc. The Board agreed to the proposal.

c. AFFILIATE AGREEMENT BETWEEN THE VILLAGE AND BURR RIDGE-WILLOWBROOK (BRW) SOFTBALL

Director Kleefisch indicated that in the course of discussions with BRW, he attempted to locate previous agreements with the organization. He outlined the long-standing history between the Village and BRW but

indicated that he had been unable to locate any type of formal agreement between BRW and the Village at least as far back as 2014.

An affiliate agreement will recognize and memorialize the financial contribution from the organization to the Village. In addition, it is in both organizations' best interest to have a signed affiliate agreement to define each parties' role and provide clarification and protection to both parties regarding the agreement's scope and status.

Staff is seeking feedback and direction on entering into an affiliate agreement with the BRW Softball, Inc. The Board's consensus was to proceed with the agreement.

d. INTERGOVERNMENTAL AGREEMENT (IGA) BETWEEN THE BURR RIDGE PARK DISTRICT AND VILLAGE OF WILLOWBROOK

Director Kleefisch indicated that staff is looking for feedback and direction to update the Intergovernmental Agreement (IGA) between the Village and the Burr Ridge Park District.

Due to staffing and program changes in the Parks department, and as an overall review, he noted that he and the Executive Director of the Burr Ridge Park District have been in discussions to amend the agreement to better reflect the current spirit of the agreement and provide for future flexibility.

Some of the agreement highlights include avoiding direct competition or conflict with the other organization or outside parties detrimental to the other's interests in addition to working collaboratively to discuss and design future seasonal program offerings for the residents of each community. A major factor is to maintain the "resident rate" reciprocity with each other's programs. Each party will be provided with four (4) pages of content in the others seasonal programming guide, and each party will have the right to request non-publication of any programming, such as ads from outside groups.

The Board agreed the agreement should be updated.

e. UPDATE - WATER VALVE MAPPING PROJECT - TWiG TECHNOLOGY

Director Valent provided an update on the TWiG Technology map surveying project begun late last year. They are currently collecting data on the Village water system, including the valves, hydrants, hydrant valves and, most importantly, the water main.

Begin in November 2023, 154 valves have been surveyed through the end of January 2024. Of those valves survey, approximately 40%, almost 60+

valves, are in structures which prevent the data such as pipe size to be collected due to accumulated ground water, debris, dirt infiltration, or poor condition of the valve or pipe itself.

The solution is to remove these materials from the structures with specialized vacuum equipment to allow the visual survey to be completed. Without the specialized equipment, this project is beyond the scope of the Public Works department. Without this information, the mapping data produced would be incomplete and would require follow-up at a later date, which is not recommended.

To complete this work, three contractor proposals have been received, one of which provided an hourly rate with a not to exceed amount of \$19,800, to address the known 60+ obscured structures.

Although the cost of evacuation of the current known obstructions would fall under the purchasing authority of the Administrator, staff will be releasing an RFP (Request for Proposal) for this project as the expectation is that more obstructed valves will be found. The results of the RFP would be brought to the Board for approval. If the current obstructions were not to be addressed and resolved, the mapping project would end without a successful result. By seeking bids for the clearing process, staff anticipates finding more competitive pricing for future work.

In response to a question regarding the scope of the contract for the mapping, Director Valent indicated the contract includes locating up to 600 valves, 600 hydrants, and 42 miles of water mains, which should cover the entire Village.

Trustee Neal questioned whether this clearing process would improve the water flow. Director Valent indicated that no, this issue is unrelated to the hydraulics which regulate the flow of water in the Village. He noted that it would be of benefit in identifying valve locations and to recognize leaks within the water system.

Mayor Trilla wanted to know whether this process would help identify areas of water loss. Director Valent indicated that, yes, this mapping would certainly help identify leakage and breaks.

The Board agreed that Public Works should proceed with their plan to release an RFP for evacuation of the water system in those areas identified by the TWiG mapping project in need of clearing.

f. PARTNERSHIP WITH PLEASANTDALE PARK DISTRICT TO OFFER VILLAGE OF
WILLOWBROOK ACTIVE ADULT TRIPS

Director Kleefisch indicated that this is an opportunity for Willowbrook and Pleasantdale to offer trips to their residents not offered by their respective communities.

The Pleasantdale Park District only offers casino trips in their senior activities' programs. In an effort to expand the current offerings, and to broaden the range of Willowbrook's trip programs, staff is recommending partnering with Pleasantdale to offer Willowbrook trip programs to Pleasantdale residents and in return be able to offer their casino trips in the Willowbrook Active Adult program.

The Mayor asked if this was the third community that we were joining with to expand our participant base. Director Kleefisch indicated that Pleasantdale would be the fourth community, including Burr Ridge, Hinsdale, and Darien.

Consensus was reached on entering into an agreement with the Pleasantdale Park District to offer each other's senior trips.

7. ADJOURNMENT

MOTION: Made by Trustee Mistele and seconded by Trustee Ruffolo to adjourn the Committee of the Whole meeting at the hour of 5:51 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 Administrative Assistant Jody Wegrzynski.



COMMITTEE OF THE WHOLE

AGENDA ITEM NO: 6.a.

DATE: April 22, 2024

SUBJECT:

WILLOWBROOK ECONOMIC DEVELOPMENT PARTNERSHIP (WEDP) ECONOMIC
DEVELOPMENT PRESENTATION

STAFF REPORT

TO: Mayor Trilla and Board of Trustees
FROM: Sean Halloran, Village Administrator
THROUGH: Sean Halloran, Village Administrator

PURPOSE AND ACTION REQUESTED

As required, the Willowbrook Economic Development Partnership (WEDP) will provide a presentation on economic development matters within the Village of Willowbrook.

BACKGROUND/SUMMARY

The Board approved an agreement with the WEDP in 2022 and funds were approved through the 2022 bond and will expire in October 2025. As part of the agreement, the WEDP is required to report to the Village Board with an update on economic development matters within the Village.

Below is the budget for the WEDP:

Category	Amount
Personnel	\$144,664
General Expenses (Audit, Software, Telephone)	\$84,168
Marketing and Program Expenses	\$17,000
Other	\$2,650
Total	\$248,842

The funding request includes two positions: (1) Executive Director and, (2) Administrative Assistant

FINANCIAL IMPACT

The Board has already approved a funding agreement and the 2024-2025 budget includes the requested funding for the WEDP.

RECOMMENDED ACTION:

There is no recommendation than to hear the presentation from the WEDP.

Willowbrook Economic Development Partnership FY 24/25 Budget					
		Yearly Expenses	Per Hour	Hrs. per Year	Annual Salary
Salaries	Exec Director	\$ 90,000	\$ 90	Varies	\$ 90,000
Admin Assistant	Administrative Support	\$ 42,000	\$ 30	1400	\$ 42,000
Benefits	None	\$ -			
Employer share: (SS-6.2%: Medicaid - 1.5%)	Payroll taxes @ 7.7%	\$ 10,164			
Payroll Processing (including unemployment withholdings)		\$ 2,500			
			\$ 144,664		
General Expenses					
Rent		\$ 14,400			
FF & E		\$ 800			
Mapping: site, topo, and related		\$ 3,200			
Installation of phone System (Ring Central) with video install		\$ 7,000			
Land line office phones and Ring Central service		\$ 1,740			
Comcast (\$125.68 per mo.)		\$ 1,508			
Website maintenance, domain name, email, server		\$ 4,500			
Website Google prominence		\$ 1,500			
Computer maintenance and computer supplies		\$ 1,500			
CoStar property data and analytics		\$ 6,000			
Software (Microsoft 365 \$100 x 2: QuickBooks \$85 per mo.)		\$ 1,220			
Printing general		\$ 3,500			
Legal		\$ 5,000			
Special Projects (engineering & architect services)		\$ 7,500			
Insurance		\$ 6,800			
Audit for FY ending 4/30/2024		\$ 8,500			
Accounting services and preparation for quarterly report and audit		\$ 7,500			
Office Supplies		\$ 800			
Memberships ICSC, IEDC. (Others under consideration)		\$ 1,200		\$ 84,168	
Marketing & Program Expenses					
Conferences / Trade Shows supplies and related (ICSC, IEDC)		\$ 4,500			
Development & printing of marketing materials		\$ 4,500			
Local meeting / event expenses		\$ 3,000			
Mailings		\$ 2,500			
Broker Receptions		\$ 2,500			
				\$ 17,000	
Other					
Subscriptions Daily Herald, Crain's		\$ 350			
Local Travel		\$ 1,500			
Human Resource expenses: backgrounds, ads and related		\$ 800			
Total Amount Requested for FY 2023 / 2024		\$ 248,482		\$ 2,650	



COMMITTEE OF THE WHOLE

AGENDA ITEM NO: 6.b.

DATE: April 22, 2024

SUBJECT:

CONSIDERATION FOR DELTA MARIOTT WITHIN THE DUPAGE COUNTY VISITORS' BUREAU

STAFF REPORT

TO: Mayor Trilla and Board of Trustees
FROM: Sean Halloran, Village Administrator
THROUGH: Sean Halloran, Village Administrator

PURPOSE AND ACTION REQUESTED

Village staff is requesting feedback to permit membership for Delta Marriott within the DuPage Convention & Visitors' Bureau (DCVB).

BACKGROUND/SUMMARY

Staff and the Mayor were approached by a new management team at the Delta Marriott in the past couple of months regarding membership at the DCVB. The revenue generated from the Hotel Tax is estimated at \$353,000 in FY 2024-2025 from all hotels within the Village. As of now, the annual payment from the Village for Delta to become a member of DCVB will be \$4,125. The services that DCVB will provide include the following:

- Reports on trends, forecasts, research, and product development for the hospitality industry.
- ROI/economic impact reports from DCVB/DSC (DuPage Sports Commission) events.
- Inclusion in DCVB monthly, seasonal promotional, and integrated campaigns.
- Sales leads for sports groups, small meetings, seminars, wedding receptions, class reunions, family reunions, and more that may or may not have hotel rooms associated with the event.

FINANCIAL IMPACT

If approved, the Village will pay \$4,125 on an annual basis.

RECOMMENDED ACTION:

Staff are recommending approval and seeking a discussion with the Board.



COMMITTEE OF THE WHOLE

AGENDA ITEM NO: 6.c.

DATE: April 22, 2024

SUBJECT:

Police Department Quarterly Crime Update – Q1 2024

STAFF REPORT

TO: Mayor Trilla and Board of Trustees
FROM: Lauren Kaspar, Chief of Police
THROUGH: Sean Halloran, Village Administrator

PURPOSE AND ACTION REQUESTED

Presentation and discussion of the Quarterly Crime Report for the first quarter of the calendar year 2024.

BACKGROUND/SUMMARY

At the close of each calendar year, the Police Department publishes an annual report outlining various department statistics, projects, and changes that occurred throughout the year. Additionally, staff provides a snapshot of crime information in the Village's Monthly Information Report. The purpose of this quarterly report is to brief the board at the Committee of the Whole meetings on a quarterly basis to provide a more in-depth discussion and comparison to what is being seen throughout the County.

Below you will find summarized information for the following items:

- a. Total Dispatched Calls for the first quarter of calendar years 2020 through 2024
- b. Traffic Enforcement Summary the first quarter of calendar years 2020 through 2024
- c. Traffic Accident Summary for the first quarter of calendar years 2020 through 2024
- d. Offense Trends from January 2023 to current
- e. A heat map overview for all calls requiring written reports during the first quarter of calendar year 2024
- f. Investigative section updates

FINANCIAL IMPACT

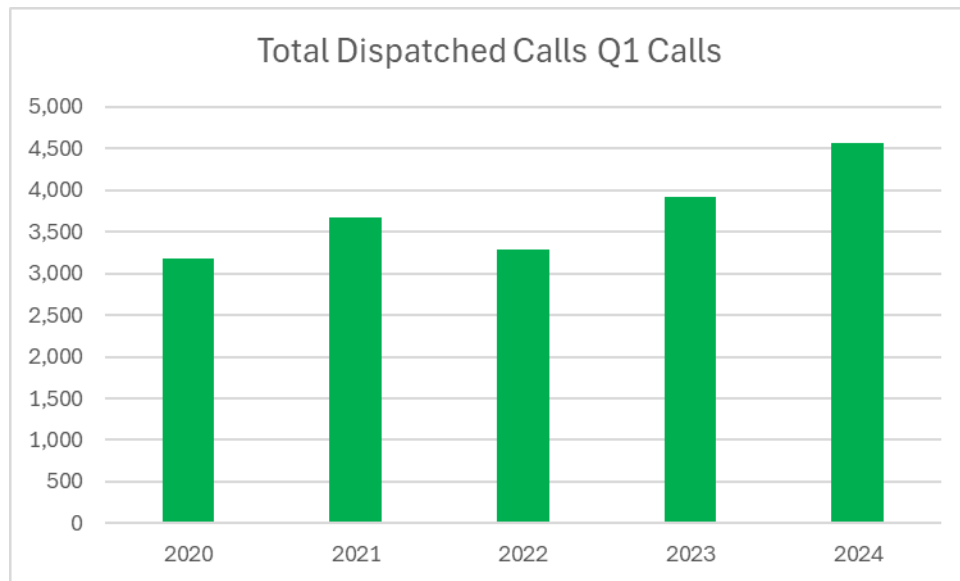
There is no financial consideration as part of this presentation.

RECOMMENDED ACTION:

Provide comments or feedback and/or ask questions.

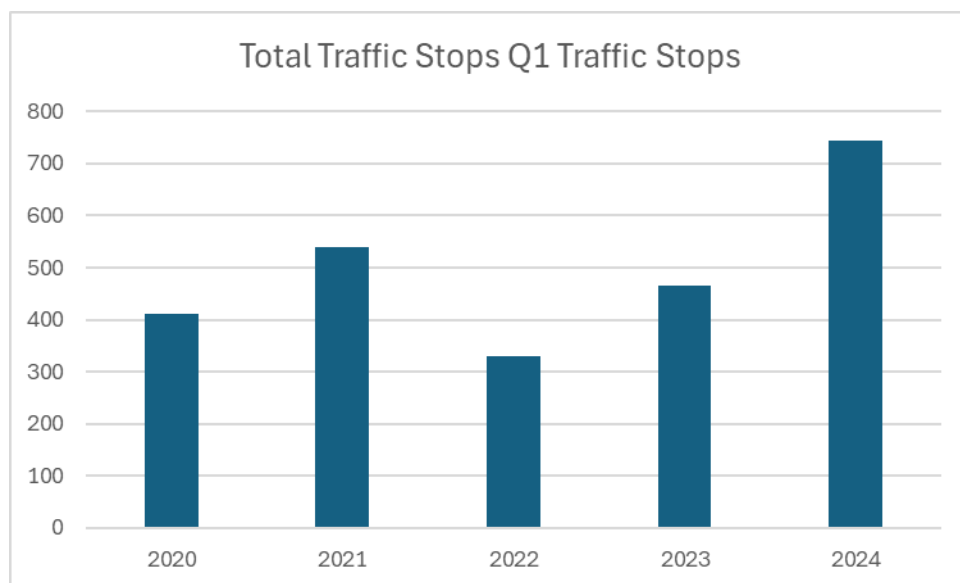


a. Total Dispatched Calls for the first quarter of calendar years 2020 through 2024



Year	2020	2021	2022	2023	2024
Calls	3,183	3,677	3,284	3,920	4,558

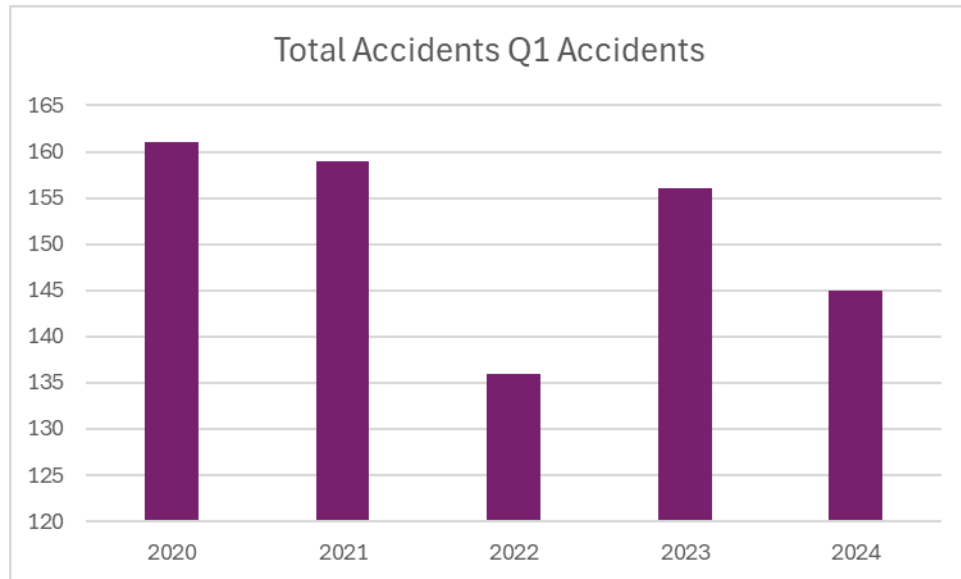
b. Traffic Enforcement Summary the first quarter of calendar years 2020 through 2024



Year	2020	2021	2022	2023	2024
Traffic Stops	411	539	330	465	743

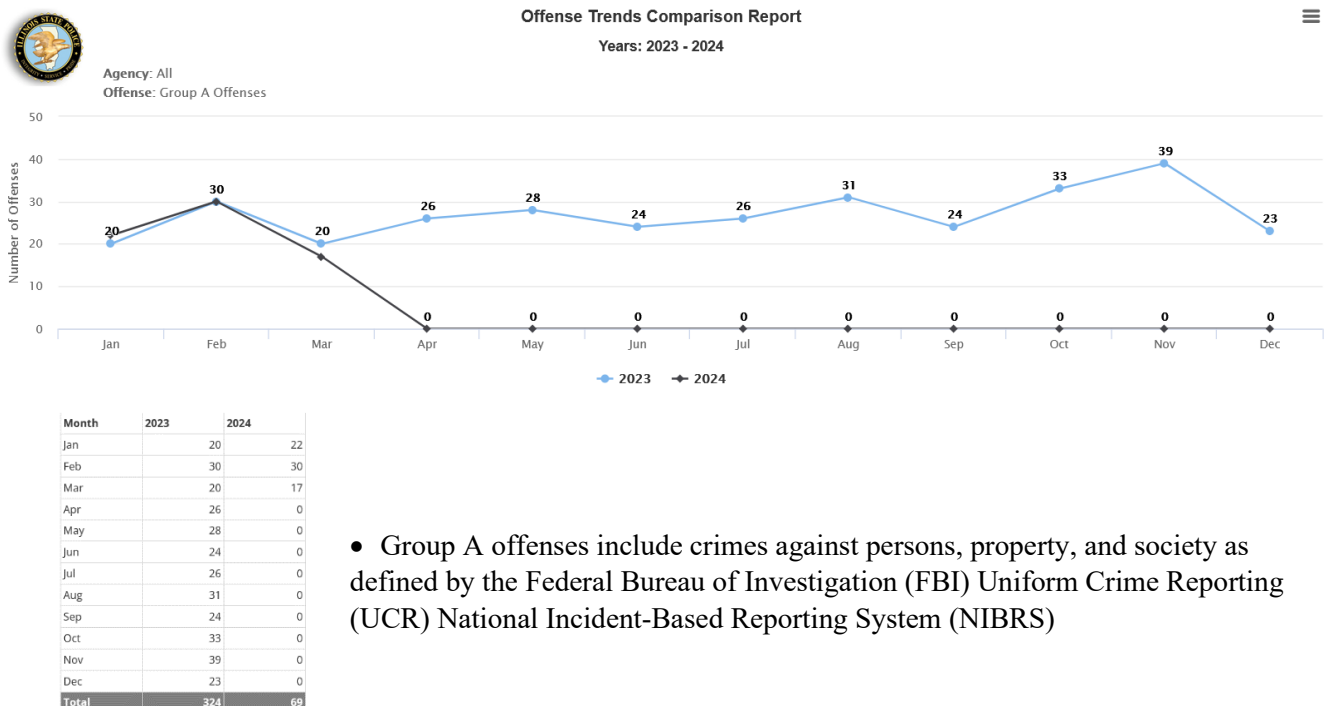


c. Traffic Accident Summary for the first quarter of calendar years 2020 through 2024



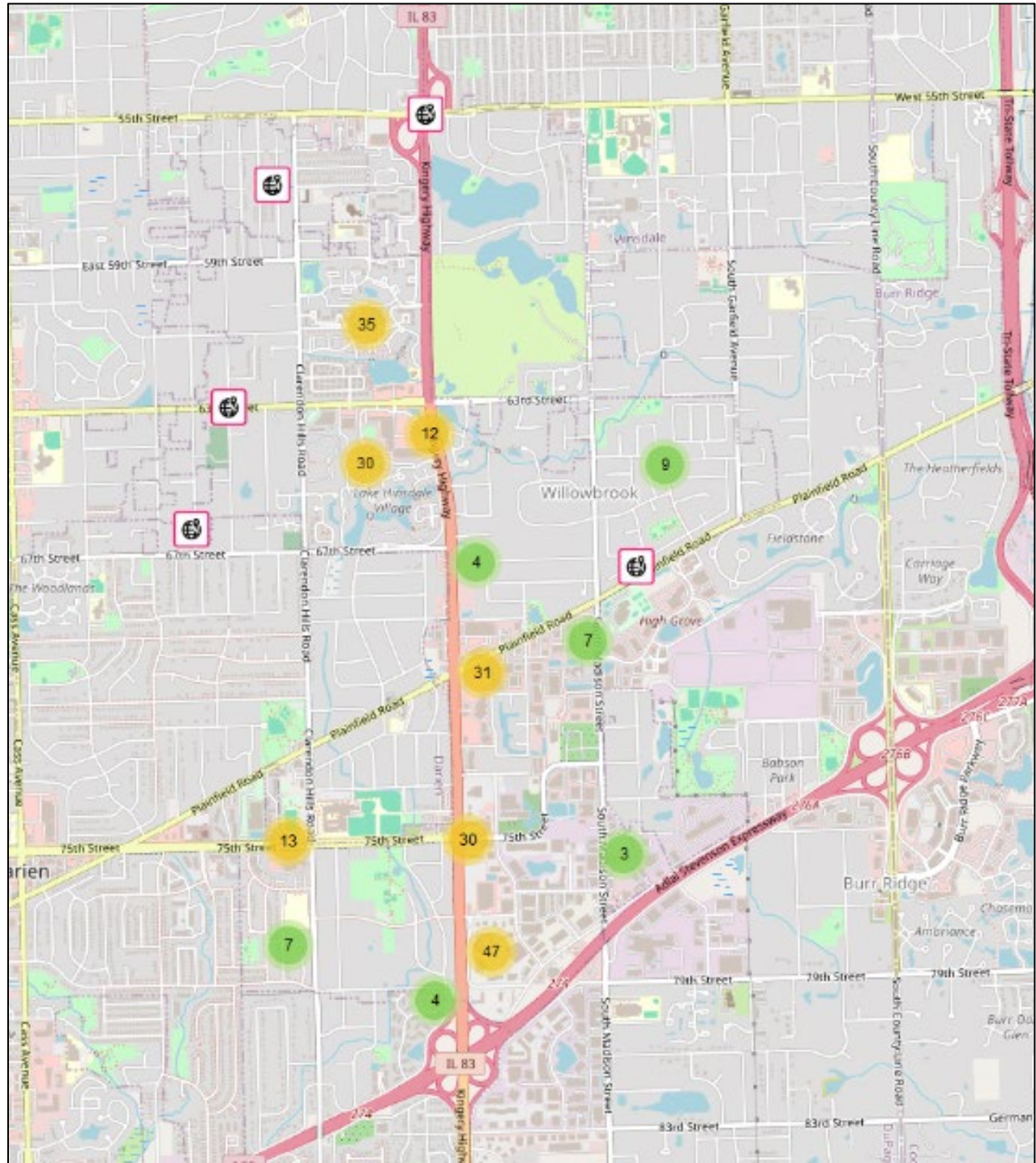
Year	2020	2021	2022	2023	2024
Accidents	161	159	136	156	145

d. Offense Trends from January 2023 to current





- e. A heat map overview for all calls requiring written reports during the first quarter of calendar year 2024



- f. Investigative section updates