

MINUTES OF THE REGULAR MEETING OF THE MAYOR AND BOARD OF TRUSTEES OF THE VILLAGE OF WILLOWBROOK TO BE HELD ON MONDAY, JULY 22, 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. 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, Chief Financial Officer Lora Flori, Director of Community Development Michael Krol, Director of Parks and Recreation Dustin Kleefisch, Director of Public Works Rick Valent, Deputy Chief Ben Kadolph, and Deputy Clerk Christine Mardegan.

ABSENT: Assistant Village Administrator Alex Arteaga, Chief Lauren Kaspar, and Deputy Chief Gerard Wodka.

A QUORUM WAS DECLARED

3. PLEDGE OF ALLEGIANCE

Mayor Trilla asked Deputy Clerk Mardegan 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 July 8, 2024 (APPROVE)
- c. Warrants \$ 2,096,970.64
- d. RESOLUTION NO. 24-R-36 - A RESOLUTION APPROVING AND AUTHORIZING THE EXECUTION OF AN AGREEMENT FOR PROFESSIONAL ENGINEERING SERVICES FOR THE VILLAGE OF WILLOWBROOK BY AND BETWEEN TROTTER AND ASSOCIATES, INC. AND THE VILLAGE OF WILLOWBROOK (ADOPT)

e. RESOLUTION NO. 24-R-37 - A RESOLUTION AUTHORIZING THE SUBMISSION OF AN OPEN SPACE LAND ACQUISITION AND DEVELOPMENT (OSLAD) GRANT APPLICATION FOR THE BORSE MEMORIAL COMMUNITY PARK RENOVATION PROJECT, PHASE THREE, 208 MIDWAY DRIVE, WILLOWBROOK, ILLINOIS (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. RESOLUTION NO. 24-R-38 - A RESOLUTION APPROVING A PLAT OF VACATION FOR THE REDUCTION OF THE PUBLIC UTILITY EASEMENT AND STORM WATER DETENTION EASEMENT AT 309 59th STREET, WILLOWBROOK, DUPAGE COUNTY, ILLINOIS (ADOPT)

Director Krol stated a permit was issued in October 2022 for a new single-family house located on the subject property. The house construction is completed. Prior to final occupancy, the owner needs to complete the exterior site work such as grading, sodding, and landscaping.

The owner approached staff with a revised site plan to include a new retaining wall that encroached the easement by 2.7 feet at the rear of the house and 6.6 feet at the rear corner. The purpose is to add a flat ground area because the rear yard is on a slope. The petitioner and owner of the subject property, Aleksandar Petreski, has requested review and approval of a Plat of Vacation to reduce the public utility easement and storm water detention easement by approximately 331.5 square feet.

The proposed plat and revised site plan were reviewed and approved by Christoper B. Burke Engineering, Ltd. (CBBEL) stating the proposed encroachment and retaining wall installation will not reduce the volume of the detention base and allows for the construction of the proposed retaining wall for the flat lawn area on the south side of the house.

Trustee Mistele asked why the easement is so wide, 50 feet on the east side of the property and 30 feet wide on the south side. Director Krol speculated that when the subdivision was developed in 1990 this area was used for water drainage in the event of a storm as a common detention area for the neighborhood.

Mayor Trilla questioned if Christopher Burke was aware of this during their review. Director Krol indicated that, yes, they were aware and concluded it would not reduce the volume of retention.

MOTION: Made by Trustee Mistele and seconded by Trustee Astrella to adopt Resolution 24-R-38 as presented.

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-39 - A RESOLUTION APPROVING AND AUTHORIZING THE EXECUTION OF AN AGREEMENT AND FIRST AMENDMENT TO GENERAL CONDITIONS FOR CONSTRUCTION ENGINEERING SERVICES FOR THE BORSE MEMORIAL COMMUNITY PARK AND CREEKSIDE PARK RENOVATION PROJECTS BY AND BETWEEN CHRISTOPHER B. BURKE ENGINEERING, LTD. AND THE VILLAGE OF WILLOWBROOK (ADOPT)

Director Kleefisch noted that given the complexities of the Phase II project at Borse Memorial Community Park and Creekside Park, staff felt that additional engineering and construction management was needed for these projects. Christopher B. Burke Engineering, Ltd. (CBBEL) has prepared a scope of services to assist in the management and execution of the projects. Within this scope CBBEL will assist with pre-construction services, submittal reviews, construction observation, material inspection, and post construction inspection.

CBBEL will provide one part-time Resident Engineer for an estimated 2 hours per day for 3-5 days, based on need, for the duration of the twelve-week project at Creekside Park at a not to exceed cost of \$34,684.

CBBEL will perform the same services for the Borse Memorial project by providing one part-time Resident Engineer for 4 hours per day for 3-5 days a week, based on need, for the duration of the eighteen-week project at Borse Park, at a not to exceed cost of \$70,418.

Staff recommends approving the proposal from CBBEL for construction engineering services for the Creekside Park and Borse Memorial Park Projects for a combined amount not to exceed \$105,102.00.

MOTION: Made by Trustee Mistele and seconded by Trustee Ruffolo to adopt Resolution 24-R-39 as presented.

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

MOTION DECLARED CARRIED

8. SOLAR LIGHTS - BORSE COMMUNITY MEMORIAL PARK

a. RESOLUTION NO. 24-R-40 - A RESOLUTION OF THE VILLAGE OF WILLOWBROOK DETERMINING THE LOWEST RESPONSIBLE PROPOSAL AND APPROVING THE PURCHASE OF FIFTEEN (15) SOLAR LED PARK LIGHTS FROM WILLOW ELECTRIC SUPPLY, INC. FOR FARMINGDALE TERRACE PARK, CREEKSIDE PARK, AND BORSE MEMORIAL COMMUNITY PARK AT A COST NOT TO EXCEED \$63,293.40

Director Kleefisch outlined the proposal for the purchase and installation of 15 solar LED park lights for Farmingdale Terrace Park, Creekside Park and Borse Memorial Park. The proposed lights are the same manufacturer and model, First Light Technologies model SCL2, as those installed at Midway Park. The lights will be installed as follows: Borse Memorial - five (5) at the Eleanor Street parking lot, and five each at Farmingdale Terrace and Creekside.

Staff received four quotes for the LED lights. The bids were relatively close with the highest being \$71,469.45 and the lowest being \$63,293.40. Willow Electric Supply submitted the lowest proposal at \$63,293.40.

For the installation, staff is requesting waiving competitive bidding and to have the work assigned to Rag's Electric, the Village's contracted vendor for streetlight maintenance, as the work is similar in scope to the service contract awarded to Rag's Electric in February 2023. The proposal received from Rag's Electric for the park lighting installation is based on the terms of that agreement. Rag's provided a proposal in the amount of \$36,000.00 for the installation, labor, and materials, including the Helix bases and the poles ordered from Willow Electrical Supply.

Staff is asking the Board to adopt the resolution for the solar LED lighting purchase from Willow Electric Supply, and to pass the ordinance to contract with Rag's Electric for the installation.

MOTION: Made by Trustee Ruffolo and seconded by Trustee Mistele to adopt Resolution 24-R-40 as presented.

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

MOTION DECLARED CARRIED

b. ORDINANCE NO. 24-O-19 - AN ORDINANCE OF THE VILLAGE OF WILLOWBROOK WAIVING COMPETITIVE BIDDING, APPROVING AND AUTHORIZING THE EXECUTION OF A CONTRACT WITH RAG'S ELECTRIC, INC. FOR THE ELECTRICAL INSTALLATION OF FIFTEEN (15) SOLAR LED PARK LIGHTS AT FARMINGDALE TERRACE PARK, CREEKSIDE PARK, AND BORSE MEMORIAL COMMUNITY PARK IN THE VILLAGE OF WILLOWBROOK (PASS)

MOTION: Made by Trustee Mistele and seconded by Trustee Ruffolo to pass Ordinance No. 24-0-19 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-41 - 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 ONE (1) CANDIDATE TO FILL A VACANCY IN THE RANK OF PATROL OFFICER (ADOPT)

Deputy Chief Kadolph presented the request to the Board to allow the Board of Police Commissioners to make an original appointment of one (1) candidate to patrol officer with this deviation from the hiring rotation.

Deputy Chief Kadolph reviewed the current allowable composition of the department as provided by Title 5, Chapter 1, Section 5-1-1 of the municipal code:

Chief of Police -1

Deputy Chief of Police -2

Sergeants - 4

Patrol Officers - in such numbers as may be provided from time to time by the Mayor and Board of Trustees for a total department composition not to exceed twenty-seven (27) members.

With the most recent lateral hire, the total number of sworn officers is twenty-five (25) in the police department leaving two vacancies.

On May 28<sup>th</sup>, 2024, staff received Village Board approval to deviate from the hiring rotation to hire a lateral candidate. In June of 2024, that candidate was given a conditional offer of employment and chose to withdraw from consideration. Since then, the Board of Police Commissioners has completed the testing process and established a new entry level hiring list containing 33 candidates. The staff is currently in the process of conducting background investigations on several candidates for an August/September Police Academy admission date. Due to the timelines set by the police academies, staff would like to deviate from the hiring rotation approved on May 28<sup>th</sup>, 2024 to action a lateral hire, and focus on hiring an entry level candidate.

MOTION: Made by Trustee Davi and seconded by Trustee Berglund to adopt Resolution 24-R-41 as presented.

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

MOTION DECLARED CARRIED

10. RESOLUTION NO. 24-R-42 - A RESOLUTION APPROVING AND AUTHORIZING THE EXECUTION OF A SECOND AMENDMENT AGREEMENT WITH GROOT, INC. TO PROVIDE RESIDENTIAL SCAVENGER SERVICES TO THE VILLAGE OF WILLOWBROOK (ADOPT)

Administrator Halloran explained in July 2020, the Village entered into a 4-year contract with Groot Industries, Inc. for a base service package for refuse and recycling, yard waste service, and a sticker program.

Over the past three months, staff and representatives from Groot have negotiated an extension agreement to the existing contract. Below are the highlights of the agreement:

- The new agreement extends the contract to six years.
- The contract includes a 3.5% increase year over year. Previous increases were at 2.5%
- Senior discount rates have been increased from 6% to 15%.
- The contract allows HOAs to join the program if Groot Industries consents.

MOTION: Made by Trustee Davi and seconded by Trustee Berglund to adopt Resolution 24-R-42 as presented.

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

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 had no report.

Trustee Astrella had no report.

12. ATTORNEY'S REPORT

Attorney Durkin had no report.

13. CLERK'S REPORT

Clerk Hahn had no report.

14. ADMINISTRATOR'S REPORT

Administrator Halloran asked Director Valent to provide the Board with an update on the importance and benefits of the recently completed \$4 million Executive Drive project.

Director Valent praised the work of the staff, engineering team, and contractors to coordinate the project to a successful conclusion. The project began the week of February 12<sup>th</sup> and was completed on July 9<sup>th</sup>, roughly three weeks ahead of schedule.

Approximately 1,125 feet of Executive Dr. and 700 feet of Plaza Ct. were reprofiled and reconstructed with new asphalt, curb, and driveways. The aging water main was replaced, and the stormwater system was improved with compensatory storage addressing decades of flooding in the area.

Recent heavy storms produced no standing water on the roadway and the Plaza Court Pond did not overflow. The project is estimated to have a final cost of \$50,000 to \$75,000 below the approved construction costs amount of \$3,870,664.50.

Administrator Halloran also thanked and congratulated Director Kleefisch for securing a grant of \$572,000 from the Green Infrastructure Grant Opportunity (GIGO) Program offered through the Illinois EPA (Environmental Protection Agency). These funds will be used toward the Borse Park Phase II renovation.

15. **MAYOR'S REPORT**

Mayor Trilla had no report.

16. **EXECUTIVE SESSION**

There is no need for an Executive Session this evening.

17. **ADJOURNMENT**

MOTION: Made by Trustee Ruffolo and seconded by Trustee Astrella to adjourn the Regular Meeting at the hour of 6:55p.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

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Frank A. Trilla, Mayor

Minutes transcribed by Deputy Clerk Christine Mardegan.