

MINUTES OF THE REGULAR MEETING OF THE MAYOR AND BOARD OF TRUSTEES OF THE VILLAGE OF WILLOWBROOK TO BE HELD ON MONDAY, SEPTEMBER 23, 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 Gretchen Boerwinkle, Village Trustees Mark Astrella, Sue Berglund, Umberto Davi, Michael Mistele, Gayle Neal and Greg Ruffolo, Village Attorney Michael Durkin, Village Administrator Sean Halloran, Assistant Village Administrator Alex Arteaga, Chief Financial Officer Lora Flori, Director of Community Development Michael Krol, Director of Parks and Recreation Dustin Kleefisch, Director of Public Works Rick Valent, Chief Lauren Kaspar, Deputy Chief Gerard Wodka, Deputy Chief Ben Kadolph, and Deputy Clerk Christine Mardegan.

ABSENT: NONE.

A QUORUM WAS DECLARED

3. PLEDGE OF ALLEGIANCE

Mayor Trilla asked Deputy Chief Wodka to lead everyone in saying the Pledge of Allegiance.

4. MOTION TO APPROVE MERITORIOUS SERVICE AWARDS FOR SERGEANT JOSEPH LAVALLE, OFFICER CLAIRE MANLEY, OFFICER NICHOLAS CLEDON, AND OFFICER RICHARD FOYTIK (PASS)

a. Officer Nicholas Cledon	c. Sergeant Joseph Lavalle
b. Officer Richard Foytik	d. Officer Claire Manley

Chief Kaspar began her presentation with a review of the eligibility requirements for the Meritorious Service Award plus honorarium:

Any Willowbrook employee during his/her regular course of employment shall be eligible if, in attempting to save the life of another or prevent serious injuries to another, exhibits superior efforts in a range which exceeds the common standards of performance expected of his/her profession.

The Chief then related the incident that warranted this award to the police personnel at this meeting:

In that on August 20th, 2024 Willowbrook officers responded to the report of a suicidal subject. Upon arrival, officers quickly assessed the situation and worked seamlessly as a team to provide immediate and effective first aid to an individual who was in dire need of assistance. Their application of direct pressure and a tourniquet to a severely bleeding wound was crucial in stabilizing the individual, preventing a potentially tragic outcome. These actions not only saved a life but also exemplified the values of compassion, professionalism, and selflessness that define the Willowbrook Police Department.

The Mayor and the Trustees thanked the sergeants and officers for everything they do to keep Willowbrook safe. Mayor Trilla shared his appreciation and love of the department for creating a family feeling at the Village and Police Department.

MOTION: Made by Trustee Mistele and seconded by Trustee Astrella to approve the Meritorious Service Awards for Sergeant Joseph Lavalle, Officer Claire Manley, Officer Nicholas Cledon, and Officer Richard Foytik as presented.

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

MOTION DECLARED CARRIED

5. VISITORS' BUSINESS

None present and no written comments were received.

6. 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 September 9, 2024 (APPROVE)
- c. Warrants \$ 865,397.28
- d. MOTION - A MOTION FOR A BUDGET AMENDMENT TO THE WATER FUND FOR THE WATER TOWER MAINTENANCE AGREEMENT (PASS)
- e. MOTION - A MOTION TO GRANT A ONE-DAY CLASS C SPECIAL EVENT LIQUOR LICENSE TO THE VILLAGE OF WILLOWBROOK FOR THE MUG RUN EVENT TO BE HELD AT BORSE MEMORIAL COMMUNITY PARK ON SATURDAY, OCTOBER 12, 2024. (PASS)

f. LANDSCAPE BEAUTIFICATION

- i. MOTION - A MOTION TO APPROVE A BUDGET AMENDMENT FOR VILLAGE LANDSCAPE BEAUTIFICATION (PASS)
- ii. ORDINANCE NO. 24-O-27 - AN ORDINANCE OF THE VILLAGE OF WILLOWBROOK WAIVING COMPETITIVE BIDDING, APPROVING AND AUTHORIZING THE EXECUTION OF A CONTRACT WITH LANDWORKS, LTD. FOR THE LANDSCAPE BEAUTIFICATION PROJECT IN THE VILLAGE OF WILLOWBROOK AT A COST NOT TO EXCEED \$246,000.00 (PASS)

Mayor Trilla 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 Mistele 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. 24-R-55 - A RESOLUTION OF THE VILLAGE OF WILLOWBROOK ACCEPTING A PROPOSAL AND APPROVING THE PURCHASE OF AN OUTDOOR BATTING CAGE SYSTEM FOR THE BORSE MEMORIAL COMMUNITY PARK IMPROVEMENT PROJECT AT A COST NOT TO EXCEED \$23,252.00 (ADOPT)

Director Kleefisch explained the purchase is for the batting cage warmup area to be built at Borse Memorial Park. This batting cage is different than the systems installed at Farmingdale and Creekside Parks. This a TF Pro system that comes with 6-inch heavy duty support poles on all of its riggers with heavy duty net.

Trustee Davi asked if this will stay outside all year long. Director Kleefisch confirmed that it will remain outside; the nets can last from 7-10 years depending on how they wear.

MOTION: Made by Trustee Mistele and seconded by Trustee Astrella to adopt Resolution 24-R-55 as presented.

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

MOTION DECLARED CARRIED

8. RESOLUTION NO. 24-R-56 - A RESOLUTION OF THE VILLAGE OF WILLOWBROOK APPROVING AND AUTHORIZING THE EXECUTION OF CHANGE ORDER NUMBER ONE FOR THE BORSE AND MIDWAY PARKS PERMEABLE PAVER INSTALLATION PROJECT WITH HOPPY'S LANDSCAPING, INC. (ADOPT)

Director Kleefisch explained that during soil testing and roll testing of the south parking lot at Borse Park, unexpected and poor soil conditions were discovered. After a dynamic cone penetration (DCP) test was conducted it showed soil penetration in 2-4 blows per 6" instead of the desired 6-9 blows. Christopher B. Burke Engineering (CBBEL) confirmed and recommended a 9" undercut of the existing subgrade for the entire parking lot area to help strengthen and stabilize the parking lot as well as increase water storage capacity.

Additionally, while performing the undercut work, it was discovered that a 12" high-density polyethylene pipe (HDPE) had collapsed and needed to be replaced. Hoppy's Landscaping recommended completing the work on a Time and Materials (T&M) cost basis to continue the work progress without delay. Director Valent and Foreman Passero were able to source replacement supplies and materials to bring the expense of the piping replacement down to \$7,510.

Mayor Trilla commented that with the nice weather, hopefully Hoppy is ahead of schedule. Director Kleefisch stated that progress has been very good, and Hoppy is keeping up with the timeline and schedule.

Trustee Mistele wanted to know what would be placed in the 9" undercut. Director Kleefisch advised that it would be filled with a CA-1 gradation aggregate. He asked if there was a drainage membrane. Per Director Kleefisch, there is not. Trustee Mistele asked if the pavers were for aesthetics and to match the other lots. Director Kleefisch responded that the permeable pavers were to match but also for water storage. He added that the Village has received to grants of \$99,000 and \$574,000 for this installation for watershed improvements. Trustee Mistele then wanted to know if we had exhausted the grant money or if was being used for this change order. Administrator Halloran noted that the annual grants were used in the previous year.

MOTION: Made by Trustee Davi and seconded by Trustee Mistele to adopt Resolution 24-R-56 as presented.

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

MOTION DECLARED CARRIED

9. RESOLUTION NO. 24-R-57 - A RESOLUTION APPROVING AND AUTHORIZING THE EXECUTION OF AN AGREEMENT BY AND BETWEEN THE DAVENPORT GROUP USA, LTD. AND THE VILLAGE OF WILLOWBROOK FOR AN ONLINE PERMIT SOFTWARE PACKAGE FOR FIVE (5) YEARS AT A COST NOT TO EXCEED \$158,897.00 (ADOPT)

Director Krol reported that one of the goals for the current fiscal year is to acquire online permitting software making it easier not only for staff, but applicants as well, to apply and monitor the progress of the permitting process.

An RFP for online permitting/plan review/inspection software was released on May 17, 2024, receiving six (6) bids on June 14, 2024. Staff reviewed all six submitted proposals and scheduled several software demonstrations. The lowest bidder was \$24,590.00 and the highest bidder was \$301,648.00 for three (3) years of service and implementation. Of the bids received, it was determined by the Community Development department staff after numerous interviews and demonstrations, that Lama Software by The Davenport Group USA, Ltd. was the best fit for the department.

Since the Lama software integrates with Laserfiche, the Village's cloud storage provider, there will be savings of \$8,500-\$10,000 annually for reduced scanning service required and will save \$1,200 annually by eliminating the BS&A permit module.

The agreement with The Davenport Group is for 5 years of service, which includes all modules including permitting, code compliance, planning, licensing, citizens access portal, mobile app access, and E-plan review. The package includes all implementation services to get the software live and integrations with existing GIS maps, BS&A financial systems, Laserfiche, BlueBeam, and SeeClickFix. Custom integrations will include customer software interface with ACI, the Village credit card company, and Dacra, the Village adjudication software. All existing permit data in our current system BS&A will be migrated over to Lama.

Although the software will mainly be utilized for Community Development permitting, inspections, and code enforcement, the software can be utilized by multiple departments, for example tracking park inspections and results.

Administrator Halloran added that Director Krol and his team are doing a great job as seen in the collection of permit fees noted in the monthly information report. Director Krol and his staff field a high volume of questions related to the open permits. With this system, applicants will be able to check permits and the status online, increasing departmental efficiency and transparency.

Trustee Neal asked when this will be available. Director Krol stated that staff has a meeting with the Davenport Group on October 4<sup>th</sup>, pending Board approval, and there is an approximate six-month implementation time. The target is to be live by April 2025.

Trustee Neal asked if the residents/contractors will get walked through the process. Director Krol stated that there will be walk through instructions on the website and staff will be available for additional help with the process if needed.

MOTION: Made by Trustee Ruffolo and seconded by Trustee Berglund to adopt Resolution 24-R-56 as presented.

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

MOTION DECLARED CARRIED

PRIOR BUSINESS

10. 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.

11. ATTORNEY'S REPORT

Attorney Durkin had no report.

12. CLERK'S REPORT

Clerk Boerwinkle had no report.

13. ADMINISTRATOR'S REPORT

Administrator Halloran updated the Board on a few items:

The dispensary (The Mint) will have a soft opening this week with a grand opening in thirty days.

Panda Express received their NFR (No Further Remediation) letter and staff has received their plans. On November 6 the Plan Commission will schedule a public hearing.

On October 3<sup>rd</sup> there will be a grand opening for Farmingdale Park at 5:30 p.m. Many thanks to Director Kleefisch, Director Valent and Foreman Passero for their efforts.

Last Wednesday, Willowbrook was awarded the innovation award at the DMMC (DuPage Mayors and Managers Conference) dinner, beating out Schaumburg, Roselle, Bartlett and Hanover Park, with the Hotel Crime Reduction program, which the Board and Trustee Neal worked on diligently for many years. Thaks to Director Krol, Chief Kaspar, Deputy Chief Kadolph, Deputy Chief Wodka, Assistant Administrator

Arteaga and Administrative Assistant Jody Wegrzynski for their help in preparing the presentation.

14. MAYOR'S REPORT

Mayor Trilla expressed his thanks and his pride in the department heads for all of their hard work and efforts. He is proud of all they bring before the Board to continue to position the Village for the future.

Additionally, he commented on specific departments:

Noting that Finance often gets overlooked, he thanked them for their efforts in garnering the awards they do; the highest awards in government finance and the highest honors in Village history.

He noted Community Development is adding another system to help smooth the permitting process. Director Krol is adding another layer of efficiency on top of an incredibly improved process.

He wanted to ensure that the staff is aware that the Board notices and appreciates your efforts. He thanked Administrator Halloran for his leadership, a great team effort.

The Mayor noted that in the past week he has walked around the Village and knocked on a lot of doors. Overwhelmingly, residents love the town and are excited about all the improvements. He is happy and proud of the entire team.

15. EXECUTIVE SESSION

Mayor Trillas stated there is no need for an Executive Session during tonight's meeting.

16. ADJOURNMENT

MOTION: Made by Trustee Berglund and seconded by Trustee Davi to adjourn the Regular Meeting at the hour of 6:59 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.

October 14, 2024

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Frank A. Trilla, Mayor

Minutes transcribed by Deputy Clerk Christine Mardegan.