

A G E N D A

REGULAR MEETING OF THE MAYOR AND BOARD OF TRUSTEES OF THE VILLAGE OF WILLOWBROOK TO BE HELD ON MONDAY, APRIL 28, 2025 FOLLOWING THE COMMITTEE OF THE WHOLE MEETING, OR AT 6:30 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. PROCLAMATION & PRESENTATION - TO RECOGNIZE AND COMMEND HINSDALE POLICE OFFICER MATTHEW GALLIK
5. VISITORS' BUSINESS - Public Comment is Limited to Three Minutes Per Person
6. OMNIBUS VOTE AGENDA:
 - a. Waive Reading of Minutes (Approve)
 - b. Minutes - Board of Trustees Regular Meeting April 14, 2025
(APPROVE)
 - c. Warrants \$856,217.23
 - d. RESOLUTION NO. _____ - A RESOLUTION APPROVING AND AUTHORIZING THE EXECUTION OF AN MEMORANDUM OF UNDERSTANDING BETWEEN THE VILLAGE OF WILLOWBROOK AND NORTHEAST DUPAGE FAMILY AND YOUTH SERVICES (PASS)
 - e. RESOLUTION NO. _____ - A RESOLUTION OF THE VILLAGE OF WILLOWBROOK APPROVING AND ADOPTING AMENDMENTS TO THE VILLAGE OF WILLOWBROOK EMPLOYEE HANDBOOK (PASS)
 - f. RESOLUTION NO. _____ - A RESOLUTION AUTHORIZING THE EXECUTION OF AN ASSIGNMENT AND ASSUMPTION OF MULTI-BOARD RESIDENTIAL REAL ESTATE CONTRACT 7.0 (610 Plainfield Road) (PASS)

NEW BUSINESS

NONE

PRIOR BUSINESS

7. TRUSTEE REPORTS
8. ATTORNEY'S REPORT
9. CLERK'S REPORT
10. ADMINISTRATOR'S REPORT
11. MAYOR'S REPORT
12. EXECUTIVE SESSION
13. ADJOURNMENT

MINUTES OF THE REGULAR MEETING OF THE MAYOR AND BOARD OF TRUSTEES OF THE VILLAGE OF WILLOWBROOK TO BE HELD ON MONDAY, APRIL 14, 2025, 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 Trustees Mark Astrella, Sue Berglund, Umberto Davi, Michael Mistele, Gayle Neal and Greg Ruffolo, 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 Public Works Rick Valent, Chief Lauren Kaspar, and Deputy Clerk Christine Mardegan.

ABSENT: Village Clerk Gretchen Boerwinkle, Director of Parks and Recreation Dustin Kleefisch, Deputy Chief Ben Kadolph, and Deputy Chief Gerard Wodka.

A QUORUM WAS DECLARED

3. PLEDGE OF ALLEGIANCE

Mayor Trilla asked Assistant Village Administrator Arteaga to lead everyone in saying the Pledge of Allegiance.

4. VISITORS' BUSINESS

No public visitors were present.

5. PUBLIC HEARING:

a. Annual Budget Fiscal Year 2025/2026

MOTION: Made by Trustee Davi and seconded by Trustee Astrella to open the Public Hearing as presented.

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

MOTION DECLARED CARRIED

Administrator Halloran opened the Public Hearing with a review of the budget workshops and an update of the final budget for fiscal year 2025/2026. The highlights from the past year include:

- \$182,829 surplus
- Maintaining the property tax levy decrease for the third year

Projects planned for the upcoming year:

- Village-wide Park Traffic Study to enhance pedestrian safety
- Year Three of the Tree Trimming/Removal (Waterford)
- First Year of the Five-Year Hydrant Replacement Program
- Phase III of Borse Park Improvement Project
- Phase II of the Creekside Park Improvement Project
- Waterford Resurfacing Project

Regarding the Water Fund, the fund has the second highest balance in 10 years, with the highest surplus in 6 years. Operating costs are back to 2020/2021 levels. The long-term Capital Projects costs have been significantly reduced largely due to the efforts of Director Valent and Christopher Burke (Christopher B. Burke Engineering, Ltd. [CBBEL]).

For fiscal year 2025/2026 a surplus of \$250,000 is expected. The surplus will include the proceeds from the allocation of the existing water utility tax to the Water Fund, previously allocated to the General Fund.

Congratulations to Chief Financial Officer Flori and the Finance Department team for their achievement in financial reporting. Willowbrook was awarded the Triple Crown for the second year in a row from the Government Finance Officer's Association (GFOA) for winning all three awards, the Budget Award (Distinguished Budget Presentation), the COA (Certificate of Achievement for Excellence in Financial Reporting) award, and the PAFR (Popular Annual Financial Reporting Award) award.

With no additional questions, the Board moved to close the Public Hearing.

MOTION: Made by Trustee Ruffolo and seconded by Trustee Davi to close the Public Hearing as presented.

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

MOTION DECLARED CARRIED

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 March 10, 2025 (APPROVE)
- c. Minutes - Board of Trustees Special Meeting, Budget Workshop #3, March 13, 2025 (APPROVE)

- d. Warrants \$852,064.58
- e. PROCLAMATION - RECOGNIZING APRIL 25, 2025 TO BE ARBOR DAY IN THE VILLAGE OF WILLOWBROOK (RECEIVE)
- f. PROCLAMATION - SUPPORTING AND CELEBRATING MONARCH BUTTERFLIES CONSERVATION (RECEIVE)
- g. PROCLAMATION - DESIGNATING MAY 18-24, 2025 AS NATIONAL PUBLIC WORKS WEEK (NPWW) (RECEIVE)
- h. ORDINANCE NO. 25-O-04 - AN ORDINANCE RESERVING AND AUTHORIZING THE TRANSFER OF VOLUME CAP IN CONNECTION WITH PRIVATE ACTIVITY BOND ISSUES AND RELATED MATTERS (PASS)
- i. RESOLUTION NO. 25-R-13 - 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) LATERAL POLICE CANDIDATE FOR THE RANK OF PATROL OFFICER (PASS)
- j. RESOLUTION NO. 25-R-14 - A RESOLUTION TO APPROVE AND AUTHORIZE THE EXECUTION OF AN INTERGOVERNMENTAL AGREEMENT BETWEEN THE VILLAGE OF WILLOWBROOK, ILLINOIS AND DUPAGE METROPOLITAN ENFORCEMENT GROUP (ADOPT)
- k. ORDINANCE NO. 25-O-05- AN ORDINANCE AMENDING THE ZONING ORDINANCE AND ZONING MAP OF THE VILLAGE OF WILLOWBROOK, DUPAGE COUNTY, ILLINOIS (PASS)
- l. RESOLUTION NO. 25-R-15- A RESOLUTION APPROVING AND AUTHORIZING THE EXECUTION OF AN MEMORANDUM OF UNDERSTANDING BETWEEN THE VILLAGE OF WILLOWBROOK AND THE ILLINOIS STATE POLICE FOR THE USE OF ILLINOIS STATE POLICE RANGE FACILITIES (ADOPT)
- m. ORDINANCE NO. 25-O-06- AN ORDINANCE AMENDING TITLE 3 ENTITLED "BUSINESS REGULATIONS" OF THE VILLAGE CODE OF THE VILLAGE OF WILLOWBROOK BY THE ADOPTION OF CHAPTER 23 PERMITTING TEMPORARY OUTDOOR RESTAURANT DINING (ADOPT)

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. FISCAL YEAR 2025/2026 ANNUAL BUDGET

- a. MOTION - MOTION TO APPROVE THE FY2025- 2026 BUDGET (PASS)

MOTION: Made by Trustee Ruffolo and seconded by Trustee Mistele to approve the FY 2025 - 2026 Budget as presented.

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

MOTION DECLARED CARRIED

b. ORDINANCE NO. 25-O-07 - AN ORDINANCE BEING THE ANNUAL APPROPRIATION ORDINANCE MAKING APPROPRIATIONS FOR CORPORATE PURPOSES FOR THE VILLAGE OF WILLOWBROOK, DUPAGE COUNTY, ILLINOIS FOR THE FISCAL YEAR BEGINNING MAY 1, 2025, AND ENDING APRIL 30, 2026. (PASS)

MOTION: Made by Trustee Mistele and seconded by Trustee Berglund to pass Ordinance 25-O-07 as presented.

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

MOTION DECLARED CARRIED

8. RESOLUTION NO. 25-R-16 - A RESOLUTION APPROVING AND ACCEPTING A PLAT OF DEDICATION FOR 33 FEET OF TENNESSEE AVENUE RIGHT-OF-WAY, LOCATED AT 6508 TENNESSEE AVENUE, TO BE DEDICATED TO THE VILLAGE OF WILLOWBROOK (ADOPT)

Director Krol provided background on the property located at 6508 Tennessee Avenue. The petitioner and subject property owner, the Kazi family, has requested approval of a plat of dedication of 33 feet right-of-way, measured at the Tennessee Avenue centerline by the 166-foot length of 6508 Tennessee Avenue to be dedicated to the Village of Willowbrook. The lot dimensions will be reduced to 166 feet by 330 feet

The current owner has been approved for the construction of a new single-family home and is required to bring the property into full code compliance. The new home will meet all new building and zoning code regulations

The current owner has been approved for the construction of a new single-family home on the property and is required to bring the property into full compliance, which includes dedicating that right-of-way to the village.

Mayor Trilla asked if the property will be tapping into the Village water system. Director Krol responded, yes, it is required by Village code. The Mayor also asked if it would be one home only, which Director Krol agreed.

Trustee Neal asked [unintelligible]. Director Krol replied that there are others around Tennessee, Western, and Bentley, the newer houses.

MOTION: Made by Trustee Davi and seconded by Trustee Mistele to adopt Resolution No. 25-R-16 as presented.

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

MOTION DECLARED CARRIED

9. ORDINANCE NO. 25-O-08 - AN ORDINANCE MAKING A COMPREHENSIVE AMENDMENT TO THE OFFICIAL COMPREHENSIVE PLAN OF THE VILLAGE OF WILLOWBROOK, DUPAGE COUNTY, ILLINOIS (ADOPT)

Director Krol reviewed the history of the Village's Comprehensive Plan. The original Willowbrook comprehensive plan was adopted in 1966 with amendments made in 1979, 1985, 1990, and 1993. In 2017, the 1993 plan was just reformatted and digitized, but there were no updates made. This is the first new Comprehensive Plan since the original created soon after Willowbrook was incorporated.

The complex process was facilitated by staff from Houseal Lavigne, arranging three meetings of the Comprehensive Plan Committee, jointly made up of the Plan Commission, Board members and Village staff. A community workshop was also held to survey local business opinion. Staff from Houseal Lavigne and Village staff also participated in local public events seeking residents' thoughts and input on the future of Willowbrook.

A Public Hearing was held on April 2, 2025, whereat the Plan Commission voted unanimously to recommend approval to the Board. Director Krol then turned the meeting over to Jackie Berg from Houseal Lavigne for further information on the Comprehensive Plan.

Ms. Berg identified the importance of the Plan to have a document that spells out the Village's vision for its future, where it foresees new development happening and where it doesn't foresee a lot of change happening in the village. This is the final phase of the project, adoption of the plan. She also provided a brief overview of the contents of the Comprehensive Plan.

Community Vision

The vision and goals section of the plan is meant as a guide as new development and new proposals are brought to the Village for consideration. Based on input received, the goals here are centered on land use and development, transportation and mobility, community facilities and then parks, open space and natural resources.

Land Use and Development

The Land Use Plan identifies desired future land uses for all areas of the Village, including single family detached homes, single-family attached homes, multifamily, mixed-use, commercial, industrial, public/semi-public, parks and open space and utilities/transportation. The Land Use Plan also seeks to enhance and expand the community's established commercial and employment areas while preserving the character and quality of Willowbrook's neighborhoods.

Subarea Plans

The Comprehensive Plan identifies two distinct subareas within the community that warrant more detailed planning. These areas include the Interchange Subarea and the Town Center Subarea. These two subareas were identified because they are the areas of the Village most likely to evolve over the next 20 years.

Transportation and Mobility

A balanced, efficient, and well-connected transportation system is an essential aspect of every community and determines the ease and comfort with which residents can access homes, businesses, jobs, schools, recreation, and essential services. The transportation system in Willowbrook consists of a network of roadways, regional public transit services, pedestrian facilities, and an expanding bicycle network.

Moving forward, the Village will emphasize an inclusive vision of transportation that meets the needs of all users regardless of age, ability, background, or preferred mode of travel, including motorists, transit riders, pedestrians, wheelchair users, bicyclists, and others.

Community Facilities & Public Infrastructure

Community facilities play a large role in the quality of a place and the livability of a community. Investments in community facilities and infrastructure should go beyond pure function, with the goal to improve sense of place and community identity. These are predominantly provided by the Village but are supplemented by public or semi-public partner organizations and other service providers within the community. The quality of community facilities is a key strength of the Village. As Willowbrook continues to grow and its demographics change, the Village should continue to modernize and reinvest in local government facilities and services to match the evolving needs of the community and ensure a high quality of life for local residents.

Parks and Open Spaces

Willowbrook has a variety of parks that enrich the lives of residents and welcome visitors. The Village is responsible for maintaining most green spaces in the community. The Parks and Recreation Department of

the Village currently manages and oversees more than 54 acres of parkland distributed across 10 locations within the Village.

The 2023 Parks and Recreation Master Plan identifies the park projects and renovations that are needed or have been completed throughout the Village. The Comprehensive Plan includes summaries of the current park conditions and the potential for development.

Implementation

The Willowbrook Comprehensive Plan is a foundation for future decision-making related to land use, development, and community improvement. The plan is intended to direct action within Willowbrook that supports the community's established vision and core community principles. Implementation will be important to this effort, ensuring that the goals and recommendations of the Comprehensive Plan foster positive momentum within the community.

Comprehensive Plan implementation will require the cooperation of a diverse range of organizations and stakeholders, including Village staff, elected and appointed officials, public agencies, the local business community, property owners, developers, and residents. Together, these groups will assist the Village in realizing its vision for the future.

Ms. Berg thanked the Board for their time and effort on the project and opened the floor for questions.

Mayor Trilla offered his compliments to Ms. Berg and the staff at Houseal Lavigne. It was a long, complicated process with the first update in 60 years. He also noted he is proud of this Board of Trustees for undertaking a project of this scope.

Ms. Berg added that she's enjoyed working with Willowbrook and offered her compliments to the Board for their clear vision of the community throughout the process.

MOTION: Made by Trustee Mistele and seconded by Trustee Berglund to pass Ordinance 25-O-08 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 indicated she had an item which might ultimately affect the Comprehensive Plan regarding the Plainfield Road area, in regard to the Burr Ridge planned C & H Development. We expect the Board and Plan

Commission to address the Willowbrook residents' concerns. Their Plan Commission meeting has been postponed several times and is next scheduled for June 17th. Trustee Neal intends on attending.

Trustee Neal also wanted to commend members of the Willowbrook and Darien board of trustees who worked to establish an intergovernmental agreement to install the traffic light at 67th Street and Clarendon Hills Road. The local Patch newspaper of April 9th reported that the traffic light has already made a difference. The light was installed in late 2023. In the previous five years, 35 crashes had been reported, but in 2024 the number of crashes was zero. That type of turnaround improvement is seldom seen.

Mayor Trilla added that although the highway department indicated that the intersection didn't warrant a signal, the Board was convinced it was necessary; the statistics support the decision.

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 but reminded the Board that there is an executive session this evening.

12. CLERK'S REPORT

Clerk Boerwinkle was not present.

13. ADMINISTRATOR'S REPORT

Administrator Halloran wanted to congratulate Assistant Administrator Arteaga who worked diligently to attain Tree City U.S.A. status for Willowbrook and has gain for the second year. A great deal of work goes into the application and award process. Mr. Arteaga was interviewed by Tree City which is posted online. The Administrator noted that he did a great job representing the village.

Administrator Halloran reminded the Trustees regarding the upcoming Easter Egg Hunt on Saturday, April 19th, at 10 a.m. at Borse Park.

14. MAYOR'S REPORT

Mayor Trilla expressed his excitement at receiving the Triple Crown Award for only the second time. He applauds CFO Flori and her staff. The awards mean a lot to the Village as the Board tries to be good fiscal stewards.

Regarding Trustee Neal's reference to Plainfield Road, at the DuPage Mayors and Managers Committee breakfast, the Mayor was seated next to Willowbrook's DuPage County Board representative, Lucy Chang Evan, where he was able to discuss the Willowbrook Comprehensive Plan the plans for Plainfield Road. He broached the idea of involving the County before specific planning begins to avoid any duplication of efforts and to provide them with the overall plan and coordinate any planned improvements.

15. EXECUTIVE SESSION

5 ILCS 120/2(c)(1) - The Appointment, Employment, Compensation, Discipline, Performance or Dismissal of Specific Employees.

16. ADJOURNMENT

MOTION: Made by Trustee Neal and seconded by Trustee Mistele to adjourn the Regular Meeting and recess to closed session at the hour of 7:01 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.

April 28, 2025

Frank A. Trilla, Mayor

Minutes transcribed by Deputy Clerk Christine Mardegan.

WARRANTS

April 28, 2025

GENERAL CORPORATE FUND	-----	\$	67,975.70
WATER FUND	-----	\$	37,869.02
CAPITAL PROJECT FUND	-----	\$	632,373.52
DEBT SERVICE FUND	-----	\$	344.50
RT 83/PLAINFIELD RD BUSINESS DIST TAX	-----	\$	117,654.49
TOTAL WARRANTS	-----	\$	856,217.23

Lora Flori, Director of Finance

APPROVED:
Frank A. Trilla, Mayor

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CHECK DISBURSEMENT REPORT FOR VILLAGE OF WILLOWBROOK
CHECK DATE FROM 04/16/2025 - 04/30/2025

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Check Date	Bank	Check #	Payee	Description	Account	Dept	Amount
Fund: 01 GENERAL FUND							
04/16/2025	APCHK	103454	UNITED STATE POSTAL SERVICE	PREPAID POSTAGE	190-102	00	3,000.00
04/23/2025	APCHK	103456	QUIK IMPRESSIONS GROUP	POSTAGE & METER RENT	455-311	10	3,433.65
04/28/2025	APCHK	103458	ARTISTIC ENGRAVING	EMPLOYEE RECOGNITION	630-309	30	405.75
				OPERATING EQUIPMENT	630-401	30	75.00
				CHECK APCHK 103458 TOTAL FOR FUND 01:			480.75
04/28/2025	APCHK	103461	B & E AUTO REPAIR & TOWING	MAINTENANCE - BUILDING	630-228	30	492.11
04/28/2025	APCHK	103463	BRIGHTER ELECTRIC	MAINTENANCE	725-410	35	1,500.00
04/28/2025	APCHK	103464	BS & A SOFTWARE	EDP LICENSES	460-263	10	350.00
04/28/2025	APCHK	103465	CHICAGO SUN-TIMES, INC	PRINTING & PUBLISHING	610-302	25	350.00
04/28/2025	APCHK	103466*#	CHRISTOPHER B. BURKE	FEES - ENGINEERING	720-245	35	8,561.75
				ENGINEERING SERVICES	820-262	40	543.50
				ENGINEERING SERVICES	820-262	40	604.00
				ENGINEERING SERVICES	820-262	40	893.00
				CHECK APCHK 103466 TOTAL FOR FUND 01:			10,602.25
04/28/2025	APCHK	103467#	COMED	RED LIGHT - ADJUDICATOR	630-246	30	50.12
				RED LIGHT - ADJUDICATOR	630-246	30	49.22
				RED LIGHT - ADJUDICATOR	630-246	30	40.24
				ENERGY - STREET LIGHTS	745-207	35	1,400.20
				ENERGY - STREET LIGHTS	745-207	35	51.38
				ENERGY - STREET LIGHTS	745-207	35	578.17
				CHECK APCHK 103467 TOTAL FOR FUND 01:			2,169.33
04/28/2025	APCHK	103468	DACRA ADJUDICATION LLC	EDP LICENSES	460-263	10	2,500.00
04/28/2025	APCHK	103469	ELROD FRIEDMAN LLP	FEES - VILLAGE ATTORNEY	470-239	10	1,112.00
				FEES - VILLAGE ATTORNEY	470-239	10	412.50
				CHECK APCHK 103469 TOTAL FOR FUND 01:			1,524.50
04/28/2025	APCHK	103472	FOX TOWN PLUMBING INC	MAINTENANCE - EQUIPMENT	570-411	20	2,380.00
04/28/2025	APCHK	103474	HEARTLAND BUSINESS SYSTEMS, LLC	PHONE - TELEPHONES	455-201	10	360.00
04/28/2025	APCHK	103476	HUUSO BIO	OPERATING EQUIPMENT	630-401	30	95.00
04/28/2025	APCHK	103478	INDUSTRIAL ELECTRICAL SUPPLY	MAINTENANCE - BUILDING	466-228	10	21.00

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CHECK DISBURSEMENT REPORT FOR VILLAGE OF WILLOWBROOK
CHECK DATE FROM 04/16/2025 - 04/30/2025

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Check Date	Bank	Check #	Payee	Description	Account	Dept	Amount
Fund: 01 GENERAL FUND							
04/28/2025	APCHK	103479	INT. INST.OF MUNICIPAL CLERKS	FEEs/DUES/SUBSCRIPTIONS	410-307	05	195.00
				FEEs/DUES/SUBSCRIPTIONS	410-307	05	135.00
				CHECK APCHK 103479 TOTAL FOR FUND 01:			330.00
04/28/2025	APCHK	103480	JSN CONTRACTORS SUPPLY	OPERATING SUPPLIES & EQUIPMENT	710-401	35	95.00
04/28/2025	APCHK	103481	KEVRON PRINTING & DESIGN INC	OFFICE SUPPLIES	810-301	40	431.42
04/28/2025	APCHK	103482	KING CAR WASH	FUEL/MILEAGE/WASH	630-303	30	300.00
04/28/2025	APCHK	103484	LAURIE SCHMITZ	SCHOOLS/CONFERENCES/TRAVEL	630-304	30	42.14
04/28/2025	APCHK	103485	LOMAR CODE ENFORCEMENT	CODE ENFORCE INSPECTION	830-119	40	2,565.00
04/28/2025	APCHK	103486	LORI RINELLA	SCHOOLS/CONFERENCES/TRAVEL	630-304	30	42.14
				SCHOOLS/CONFERENCES/TRAVEL	630-304	30	93.52
				CHECK APCHK 103486 TOTAL FOR FUND 01:			135.66
04/28/2025	APCHK	103487	METRO REPORTING SERVICE LTD.	FEEs - COURT REPORTER	520-246	15	579.20
04/28/2025	APCHK	103489	OCCUPATIONAL HEALTH CENTERS	CONTINGENCIES	490-799	10	184.83
04/28/2025	APCHK	103490*#	ORBIS SOLUTIONS	OTHER PROFESSIONAL SERVICES	471-425	10	48.75
				FEEs - ENGINEERING	720-245	35	48.75
				ENGINEERING SERVICES	820-262	40	48.75
				CHECK APCHK 103490 TOTAL FOR FUND 01:			146.25
04/28/2025	APCHK	103491	PETTY CASH OR CASH	ACTIVE ADULT PROGRAM	590-517	20	80.00
				ACTIVE ADULT PROGRAM	590-517	20	360.00
				CHECK APCHK 103491 TOTAL FOR FUND 01:			440.00
04/28/2025	APCHK	103492*#	RAGS ELECTRIC, INC	MAINTENANCE	725-410	35	141.00
				MAINTENANCE	725-410	35	564.00
				MAINTENANCE	725-410	35	1,210.00
				STREET IMPROVEMENTS	765-685	35	282.00
				STREET IMPROVEMENTS	765-685	35	4,301.14
				CHECK APCHK 103492 TOTAL FOR FUND 01:			6,498.14
04/28/2025	APCHK	103493#	SEMMER LANDSCAPE	LANDSCAPE MAINTENANCE SERVICES	565-342	20	10,875.00
				ROUTE 83 BEAUTIFICATION	755-281	35	10,875.00
				CHECK APCHK 103493 TOTAL FOR FUND 01:			21,750.00

Check Date	Bank	Check #	Payee	Description	Account	Dept	Amount
Fund: 01 GENERAL FUND							
04/28/2025	APCHK	103494	STREICHER'S	AMMUNITION	630-346	30	227.00
				AMMUNITION	630-346	30	1,771.50
				AMMUNITION	630-346	30	1,831.50
				CHECK APCHK 103494 TOTAL FOR FUND 01:			<u>3,830.00</u>
04/28/2025	APCHK	103495	THE TROPICS INC.	ACTIVE ADULT PROGRAM	590-517	20	841.63
04/28/2025	APCHK	103496	THOMPSON ELEV. INSPECT. SERVICE	ELEVATOR INSPECTION	830-117	40	172.00
04/28/2025	APCHK	103499	VACCHIANO MARIA E.	COMMUNITY EVENTS	585-522	20	280.00
04/28/2025	APCHK	103500	WAREHOUSE DIRECT, INC.	OFFICE SUPPLIES	810-301	40	95.84
				Total for fund 01 GENERAL FUND			67,975.70

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CHECK DISBURSEMENT REPORT FOR VILLAGE OF WILLOWBROOK
CHECK DATE FROM 04/16/2025 - 04/30/2025

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Check Date	Bank	Check #	Payee	Description	Account	Dept	Amount
Fund: 02 WATER FUND							
04/28/2025	APCHK	103457	ACI PAYMENTS, INC	FEES DUES SUBSCRIPTIONS	401-307	50	25.33
04/28/2025	APCHK	103459	ASSOCIATED TECHNICAL SERV. LTD.	LEAK SURVEYS	430-276	50	740.00
				LEAK SURVEYS	430-276	50	740.00
				CHECK APCHK 103459 TOTAL FOR FUND 02:			1,480.00
04/28/2025	APCHK	103460	AT & T MOBILITY II LLC	PHONE - TELEPHONES	401-201	50	246.52
04/28/2025	APCHK	103462	BLACK GOLD SEPTIC	WELLHOUSE REPAIRS & MAIN - WB EXEC	425-474	50	500.00
04/28/2025	APCHK	103466*#	CHRISTOPHER B. BURKE	SPECIAL PROJECTS	401-310	50	1,598.00
				FEES - ENGINEERING	405-245	50	865.00
				FEES - ENGINEERING	405-245	50	2,947.50
				CHECK APCHK 103466 TOTAL FOR FUND 02:			5,410.50
04/28/2025	APCHK	103470	ETP LABS INC	SAMPLING ANALYSIS	420-362	50	200.00
04/28/2025	APCHK	103471	FALCO'S LANDSCAPING INC	SPOILS HAULING SERVICES	430-280	50	5,500.00
				SPOILS HAULING SERVICES	430-280	50	4,950.00
				SPOILS HAULING SERVICES	430-280	50	4,950.00
				CHECK APCHK 103471 TOTAL FOR FUND 02:			15,400.00
04/28/2025	APCHK	103473	HBK WATER METER SERVICE	NEW METERING EQUIPMENT	435-461	50	2,681.52
04/28/2025	APCHK	103477	ILLINOIS TOLLWAY	VEHICLE MAINTENANCE	401-350	50	21.50
04/28/2025	APCHK	103488	MONROE TRUCK EQUIPMENT INC	VEHICLE MAINTENANCE	401-350	50	10,333.00
04/28/2025	APCHK	103490*#	ORBIS SOLUTIONS	FEES - ENGINEERING	405-245	50	48.75
04/28/2025	APCHK	103492*#	RAGS ELECTRIC, INC	WATER DISTRIBUTION REPAIRS/MAINTENANCE	430-277	50	1,521.90
				Total for fund 02 WATER FUND			37,869.02

04/25/2025 09:42 AM
User: EKOMPERDA
DB: Willowbrook

CHECK DISBURSEMENT REPORT FOR VILLAGE OF WILLOWBROOK
CHECK DATE FROM 04/16/2025 - 04/30/2025

Page 5/7

Check Date	Bank	Check #	Payee	Description	Account	Dept	Amount
Fund: 10 CAPITAL PROJECT FUND							
04/28/2025	APCHK	103466*#	CHRISTOPHER B. BURKE	STORMWATER MASTER PLAN	600-306	55	5,306.00
				CREEKSIDE PARK IMPROVEMENTS	600-345	55	395.00
				CREEKSIDE PARK IMPROVEMENTS	600-345	55	3,704.40
				BORSE PARK PHASE II	600-347	55	1,663.17
				BORSE PARK PHASE II	600-347	55	19,786.00
				BORSE PARK - PHASE III	600-355	55	52,614.78
				CHECK APCHK 103466 TOTAL FOR FUND 10:			83,469.35
04/28/2025	APCHK	103475	HOPPY'S LANDSCAPING, INC.	BORSE PARK PHASE II	600-347	55	222,375.41
04/28/2025	APCHK	103483	LANDWORKS LTD	CREEKSIDE PARK IMPROVEMENTS	600-345	55	182,981.33
				BORSE PARK PHASE II	600-347	55	108,910.73
				CHECK APCHK 103483 TOTAL FOR FUND 10:			291,892.06
04/28/2025	APCHK	103492*#	RAGS ELECTRIC, INC	CREEKSIDE PARK IMPROVEMENTS	600-345	55	6,250.00
				FARMINGDALE TERRACE PROJECT	600-346	55	2,671.50
				FARMINGDALE TERRACE PROJECT	600-346	55	6,250.00
				BORSE PARK PHASE II	600-347	55	242.00
				BORSE PARK PHASE II	600-347	55	6,250.00
				CHECK APCHK 103492 TOTAL FOR FUND 10:			21,663.50
04/28/2025	APCHK	103498	UPLAND DESIGN, LTD.	BORSE PARK - PHASE III	600-355	55	12,973.20
				Total for fund 10 CAPITAL PROJECT FUND			632,373.52

Check Date	Bank	Check #	Payee	Description	Account	Dept	Amount
Fund: 11 DEBT SERVICE FUND							
04/28/2025	APCHK	103497	UMB BANK N.A.	ADMINISTRATIVE FEES	550-460	70	344.50
				Total for fund 11 DEBT SERVICE FUND			344.50

Check Date	Bank	Check #	Payee	Description	Account	Dept	Amount
Fund: 15 RT 83/PLAINFIELD RD BUSINESS DISTRCT TAX							
04/16/2025	APCHK	103455	WILLOWBROOK TOWN CENTER LLC	SALES TAX REBATE- TOWN CENTER	455-513	15	117,654.49
Total for fund 15 RT 83/PLAINFIELD RD BUSINESS							117,654.49
TOTAL - ALL FUNDS							856,217.23

'*'-INDICATES CHECK DISTRIBUTED TO MORE THAN ONE FUND
'#'-INDICATES CHECK DISTRIBUTED TO MORE THAN ONE DEPARTMENT



BOARD OF TRUSTEES MEETING

AGENDA ITEM NO: 6.d.

DATE: April 28, 2025

SUBJECT:

A RESOLUTION APPROVING AND AUTHORIZING THE EXECUTION OF AN MEMORANDUM OF UNDERSTANDING BETWEEN THE VILLAGE OF WILLOWBROOK AND NORTHEAST DUPAGE FAMILY AND YOUTH SERVICES

STAFF REPORT

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

PURPOSE AND ACTION REQUESTED

Approve and authorize the execution of a memorandum of understanding between the Village of Willowbrook and Northeast DuPage Family and Youth Services for social work services.

BACKGROUND/SUMMARY

Every year police agencies receive numerous calls for service which would greatly benefit from a social services follow-up. The types of calls that would best benefit from a social services referral include but are not limited to domestic violence, behavioral health, mental health, juvenile issues, homelessness, abuse, elder services, and social service emergencies. In 2024, the Willowbrook Police Department handled 229 mental health and domestic related calls for service alone. Although there are several not-for-profit organizations which provide resources to law enforcement agencies, very few of them are 24/7 and none spend time on site. To combat this issue and an increase in this type of call volume, police agencies across the country are bringing social service programs in house.

This past fall, staff was presented with a unique opportunity to partner with three of our collar agencies, Burr Ridge, Hinsdale, and Darien Police Departments, and explore the option of a shared services social worker. After meeting with the other agencies, an introduction was made to representatives of Northeast DuPage Family & Youth Services (NEDFYS). Currently, NEDFYS social workers and counselors have private offices located in seven partner police departments including Woodridge, Glendale Heights, Addison, Bartlett, Bensenville, Bloomingdale, Itasca, and Villa Park.

NEDFYS provides the following services to their partner police departments:

- Domestic Violence Follow-up: Immediate and ongoing assistance to victims and children in the home.
- 24/7 On-Call Crisis Intervention: Assistance with youth and adult mental health emergencies, domestic violence incidents, family conflict, juvenile cases, traumatic incidents and deaths, violent crime victims, substance use/overdoses, services for physically, mentally, and developmentally disabled individuals and senior citizens.



- Crisis Intervention Follow-up: Immediate and ongoing services to individuals and families that have experienced mental health or other types of crises.
- Counseling: Individual, family, and group sessions treating depression, anxiety, trauma, and more
- Case Management: Assessment of needs, care coordination with other providers, and referrals to community resources.
- Youth Crisis Intervention Services: NEDFYS provides 24/7 customized crisis intervention services to adolescents between the ages of 11 and 17 in DuPage County.

As part of NEDFYS's mission, their goal is to provide the above listed social work services to police departments to enhance service to the community and achieve the following goals:

- Increased access to community-based behavioral health care and domestic violence services
- Reduced need for emergency room transports and hospital police presence
- Expedited response time for mental health calls and facilitate a quicker return to patrol
- Decreased arrests and jail admissions
- Decreased repeat encounters with police improve community relations
- Improved officer, resident, visitor, and community safety

NEDFYS has two current police partners, Glendale Heights and Bloomingdale, that operate under a similar shared services model to the one that staff is proposing. Glendale Heights provided the statistics below to show how the partnership has positively affected their community over the last three years.

	Referrals to NEDFYS Police Social Workers	Crisis Intervention Incidents	Domestic Disturbance	Domestic Battery
2022	608	98	383	292
2023	758	103	404	287
2024	889	67	361	258

Summary:

Referrals up 46% from 2022; up 17% from 2023 to 2024

Crisis Intervention incidents down 34% from 2023 to 2024

Domestic disturbance incidents down 10% from 2023 to 2024

Domestic battery down 10% from 2023 to 2024

After meeting with the partner agencies and representatives of NEDFYS, staff feels that this opportunity would be a unique way to provide additional resources to the citizens of Willowbrook at a reduced cost for a one-year pilot program. The services to be provided to the Village of Willowbrook mirror those listed above and include ten social worker hours and four intern hours per week at a designated office space within the Willowbrook Police Department.



FINANCIAL IMPACT

The one-year Memorandum of Understanding with NEDFYS comes at a cost of \$22,500. It should be noted that NEDFYS has applied for a grant on behalf of the four partner agencies through the DuPage County Member Initiative Program which would cover half of the first year's cost.

RECOMMENDED ACTION:

Adopt the Resolution approving and authorizing the execution of a memorandum of understanding between the Village of Willowbrook and Northeast DuPage Family and Youth Services for social work services.

RESOLUTION NO. 25 R-_____

**A RESOLUTION APPROVING AND AUTHORIZING THE EXECUTION OF AN
MEMORANDUM OF UNDERSTANDING BETWEEN THE
VILLAGE OF WILLOWBROOK AND NORTHEAST DUPAGE
FAMILY AND YOUTH SERVICES**

WHEREAS, the Village of Willowbrook, of DuPage County, Illinois, is a home rule municipal corporation as provided in in Article VII, Section 6 of the 1970 Constitution of the State of Illinois and, pursuant to said constitutional authority, may exercise any power and perform any function pertaining to its government and affairs for the protection of the public health, safety, morals, and welfare; and

WHEREAS, the corporate authorities of the Village of Willowbrook (“Village”) wish to enter into a Memorandum of Understanding (“MOU”) with Northeast DuPage Family and Youth Services (“NEDFYS”), a copy of which is attached hereto as Exhibit “A” and made a part hereof, wherein NEDFYS will provide the Willowbrook Police Department with a social worker who will provide counseling and case management services (the “Services”), for up to ten (10) hours per week, as well as one Master’s-level intern, up to four (4) hours per week, to support the social worker, in exchange for the Village’s annual payment of Twenty-Two Thousand Five Hundred and 00/100ths Dollars (\$22,500.00) to NEDFYS; and

WHEREAS, the corporate authorities of the Village have determined that it is in the best interest of the Village to enter into an MOU with NEDFYS and to approve the Village’s payment to NEDFYS in the sum of Twenty-Two Thousand Five Hundred and 00/100ths Dollars (\$22,500.00)

NOW, THEREFORE, BE IT RESOLVED by the Mayor and Board of Trustees of the Village of Willowbrook, DuPage County, Illinois, as follows:

The foregoing recitals are adopted as the findings of the corporate authorities of the Village of Willowbrook, DuPage County, Illinois.

BE IT FURTHER RESOLVED that the Memorandum of Understanding (the “MOU”), by and between the Village of Willowbrook and Northeast DuPage Family and Youth Services for the provision of counseling and case management services to the Village, as detailed in the MOU, is hereby approved.

BE IT FURTHER RESOLVED that the Police Chief is hereby directed and authorized to execute said MOU on behalf of the Village of Willowbrook.

This Resolution shall be in full force and effect upon its passage and approval as required by law.

PASSED and **APPROVED** this 28th day of April, 2025 by a ROLL CALL VOTE as follows:

AYES: _____

NAYS: _____

ABSTENTIONS: _____

ABSENT: _____

APPROVED:

Frank A. Trilla, Mayor

ATTEST:

Gretchen Boerwinkle, Village Clerk

EXHIBIT “A”

**MEMORANDUM OF UNDERSTANDING
BETWEEN THE VILLAGE OF WILLOWBROOK AND
NORTHEAST DUPAGE FAMILY AND YOUTH SERVICES (“NEDFYS”)**



Memorandum of Understanding Between Northeast DuPage Family and Youth Services (NEDFYS) and Willowbrook Police Department

Overview

Northeast DuPage Family and Youth Services (NEDFYS) is a community-based organization that provides high quality, accessible mental health, and social services to underserved and diverse residents of DuPage County. NEDFYS works with children, adolescents, adults, and families from diverse backgrounds to promote physical and mental wellness, healthy relationships, and cognitive and social skill development.

As part of our mission, NEDFYS provides social workers to police departments in order to enhance service to the community and achieve the following goals:

- Increased access to community-based behavioral health care and domestic violence services
- Reduced need for emergency room transports and hospital police presence
- Expedited response time for mental health calls and facilitate a quicker return to patrol
- Decreased arrests and jail admissions
- Decreased repeat encounters with police Improve community relations
- Improved officer, consumer, and community safety

The Willowbrook Police Department's mission is to work in partnership with the community to ensure that the Village of Willowbrook continues to be a safe and pleasant place to work and live. Together, the Parties enter into this Memorandum of Understanding (MOU) to mutually promote the mental health and social services needs of Willowbrook residents.

Term of MOU

The term of this MOU is June 1, 2025-May 31, 2026.

Cost for Services

The total cost for services for this contract is not to exceed \$22,500.

Staffing

NEDFYS will provide the Willowbrook Police Department with a social worker for up to 10 hours per week for the term of the contract. Selection of the social worker will be done in collaboration with the PD to ensure the most appropriate fit.

Position requirements:

- Master's degree and partial or full licensure (LPC, LSW, LCSW, LCPC, LMFT) maintained for the duration of employment;
- 3+ years of experience working with high-risk adolescents and families
- 3+ years of experience with mental health crisis intervention
- Experience with domestic violence victims/Certified Domestic Violence Professional (CDVP) 40-hour training a plus
- Ability to partner effectively and work cooperatively with law enforcement personnel in a police setting
- Excellent oral and written communication skills
- Flexible, organized, and resourceful
- Knowledge of trauma treatment modalities
- Must successfully pass a comprehensive criminal background check, including a fingerprint inquiry
- Must adhere to all police department policies, including but not limited: Workplace Violence Prevention, Workplace Harassment Prevention, and the Drug and Alcohol for Workplace Policy

NEDFYS will provide at least one master's level intern (up to 4 hours per week) to support the social worker. Interns are supervised by fully licensed clinicians and can provide services such as short-term counseling, crisis stabilization, case management, and safety planning. Interns must successfully pass a comprehensive criminal background check, including a fingerprint inquiry, and adhere to all police department policies, including, but not limited to: Workplace Violence Prevention, Workplace Harassment Prevention, and Drug and Alcohol for Workplace Policy.

NEDFYS Roles and Responsibilities

Under this MOU, NEDFYS agrees to provide the following:

- Follow-up on police referrals for mental health emergencies and ongoing resident needs
- On-site response to mental health crisis situations once active scene is secured
- Case management and immediate linkage to community resources
- Short-term counseling sessions to achieve crisis stabilization
- Suicide and mental health assessments
- Assistance with DCFS calls
- Assistance with issues related to homelessness, food insecurity, and other basic needs
- 24/7 on-call coverage for social service emergencies; remote and in-person responses as needed*
- "Walk in" services for community residents during designated office hours
- Domestic violence counseling, safety planning and resource linkage
- Extended case management for residents with complex and ongoing needs
- Home visits for targeted residents (accompanied by police officers)
- Outreach and training for community residents, village officials, and police department staff

- Participation in roll calls and regular ride alongs with officers
- Open communication and collaboration with referring officers
- Participation in village, department, and community meetings and events to promote the police social work program

NEDFYS will provide the police social worker with a laptop computer and basic office supplies.

***24/7 On-Call System**

The 24/7 on-call system can be used for urgent mental health or other related community emergencies that fall outside of the normal working hours of the social worker. Normal working hours for the social worker are agreed upon by NEDFYS and the police department.

These services are available, subject to the social worker's availability, at the rate of \$50/hour and include direct services such as phone/remote consultations, on-scene response, and travel time to/from the scene. Indirect services in follow-up to a crisis response such as gathering collateral information, documentation time, and supervisor consultation are billed at the regular hourly rate for the police social worker.

PD Role and Responsibilities

Under this MOU, the Police Department agrees to provide the following:

- Office and meeting space in the police department to perform administrative and client service functions
- Police reports and other documentation needed to facilitate proper incident follow-up
- Assigned staff member to serve as the main point of contact for the social worker and serve as the liaison between the social worker, patrol, and administration
- Access to officers and staff and ensure officers are trained to work with the social worker and provide necessary support for joint interventions
- Regular and open communication for case follow-ups, community outreach, and to report on program effectiveness
- Intermittent use of office equipment as needed to perform duties (copy, scan, etc.)

Liability Insurance

NEDFYS maintains insurance which covers its personnel and liability for providing identified services. NEDFYS will provide a certificate of insurance in a form acceptable to the Village.

Modification of Agreement

The terms of this agreement may be amended or modified in writing and signed by both parties.

Termination of Agreement

Either party may terminate this agreement providing 60 days' written notice to the other party.

Invoicing and Payment for Services

NEDFYS will provide the Village with an invoice for allowable costs under this contract on or before the 10th of each month.

Allowable costs under this agreement include:

- Salary for assigned social worker
- Fringe benefit allocation for assigned social worker
- Indirect costs billed at 10% of monthly expenses (payroll services, liability insurance, workmen's compensation, accounting services, electronic health record, fiscal/administrative costs).

Payment to NEDFYS shall be made pursuant to the Illinois Prompt Payment Act (50 ILCS 505) either via electronic funds transfer or by check. If by check, payment should be sent to the following address:

Northeast DuPage Family and Youth Services
777 Army Trail Blvd, Flr. 2
Addison, IL 60101
Attn: Shannon Hartnett

The signing of this MOU is not a formal undertaking. It implies that the signatories will strive to reach, to the best of their ability, the objectives stated in the MOU.

Lauren Kaspar
Chief of Police
Village of Willowbrook

Shannon Hartnett
Executive Director
NEDFYS

Date

Date



BOARD OF TRUSTEES MEETING

AGENDA ITEM NO: 6.e.

DATE: April 28, 2025

SUBJECT:

A RESOLUTION OF THE VILLAGE OF WILLOWBROOK APPROVING AND ADOPTING
AMENDMENTS TO THE VILLAGE OF WILLOWBROOK EMPLOYEE HANDBOOK

STAFF REPORT

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

PREVIOUS ACTION TAKEN

The Village Board reviewed this item at the Committee of the Whole meeting on April 28th, 2025.

PURPOSE

This memorandum outlines recommended revisions to the Employee Handbook, following a comprehensive internal review and updates proposed by the Village Administrator's Office. The changes are intended to clarify expectations, reinforce operational standards, and improve policy alignment with current practices, particularly within the Public Works Department.

BACKGROUND/SUMMARY

As part of the Village Administrator's Office's 2025-2026 Strategic Goals, one of the key initiatives was to complete a comprehensive update of the Village of Willowbrook Employee Handbook. Following a thorough internal review, the revised policies reflect operational best practices, promote personnel clarity, and align the handbook with current labor standards and administrative needs. The most substantial updates focus on the Public Works Department's operational roles, expectations for availability, and enhancements to the health insurance opt-out program.

Summary of Proposed Changes:

1. Public Works First Responder Designation (New Section):

Establishes that Public Works employees are essential personnel, formally designating them as first responders available year-round for emergency call-outs, weather events, and infrastructure failures.

2. Public Works Standard Work Hours (Updated Section 5.1):

Outlines the standard schedule for Public Works employees (7:00 a.m. to 3:30 p.m.), including break and lunch guidelines and clarification that working through breaks does not authorize early departure unless approved.



3. Call-Out, Remote Response, and On-Call Pay (Updated Section 5.2):

Codifies that employees on-call receive a \$50 weekly stipend. Also outlines minimum compensation for after-hours responses: two hours for in-person and one hour for remote (e.g., SCADA system) responses. Affirms the Village's authority to engage contractors if internal staffing is insufficient to meet operational demands.

4. Clarification on Vacation Availability (Updated Section 5.3.8):

Clarifies that vacation leave only covers the specified day(s) requested. Employees must indicate whether they are "available" or "unavailable" for emergency call-out during vacation. The Village will honor declared unavailability but may contact those marked as available.

5. Public Works Seasonal Scheduling (Updated Section 5.3.8):

Provides restrictions during peak operations (e.g., snow season, leaf collection, construction). Limits on the number of employees off at one time may apply. Employees on call must clearly state their availability.

6. CDL Testing Policy Compliance (Updated Section 4.5.5):

Adds language to affirm compliance with FMCSA regulations requiring drug and alcohol testing for CDL holders, including random, post-accident, and reasonable suspicion testing.

7. Health Insurance Opt-Out Incentive Increase (Updated Section 7.1.3):

Increases the health insurance buyback for employees with proof of alternative qualifying group coverage from \$4,000 to \$7,000. The intent is to reduce overall insurance expenditures while offering a meaningful benefit to employees not utilizing Village coverage.

FINANCIAL IMPACT

The financial impact of this agreement is consistent with the Village's approved budget.

RECOMMENDED ACTION

Staff recommends approval of the resolution.

RESOLUTION NO. 25-R-_____

**A RESOLUTION OF THE VILLAGE OF WILLOWBROOK APPROVING AND
ADOPTING AMENDMENTS TO THE VILLAGE OF WILLOWBROOK EMPLOYEE
HANDBOOK**

WHEREAS, in February 2023, the Village of Willowbrook approved and adopted a new Village of Willowbrook Employee Handbook; and

WHEREAS, the corporate authorities of the Village of Willowbrook have determined that it is in the best interest of the Village to revise and amend the Village of Willowbrook Employee Handbook by adopting the amendments set forth in Exhibit “A”, attached hereto and made a part hereof.

NOW, THEREFORE, BE IT RESOLVED, by the Mayor and Board of Trustees of the Village of Willowbrook, DuPage County, Illinois, as follows:

SECTION 1. The facts and statements contained in the preamble to this Resolution are found to be true and correct and are hereby adopted as part of this Resolution.

SECTION 2. The amendments to the Village of Willowbrook Employee Handbook, attached hereto as Exhibit “A”, and made a part hereof, be and is hereby adopted and approved.

SECTION 3. The amendments to the Employee Handbook attached in Exhibit “A” shall be in full force and effect from and after April 28, 2025.

SECTION 4. The remaining provisions of the Employee Handbook, unamended by this Resolution shall remain in full force, and are not amended, altered, or otherwise modified by this Resolution.

SECTION 5. All resolutions or parts of any resolution in conflict with this Resolution are repealed, insofar as a conflict may exist.

SECTION 6: This Resolution shall be in full force and effect upon its passage and approval in accordance with the law.

PASSED and APPROVED by the Mayor and Board of Trustees of the Village of Willowbrook this 28th day of April, 2025 by a ROLL CALL VOTE as follows:

AYES: _____

NAYS: _____

ABSTENTIONS: _____

ABSENT: _____

APPROVED:

Frank A. Trilla, Mayor

ATTEST:

Gretchen Boerwinkle, Village Clerk

EXHIBIT “A”

1. Public Works First Responder Designation

Section 5.1.5 – Public Works First Responder Designation

Public Works employees are designated as essential personnel and are considered first responders for operational and emergency response purposes. Employees are expected to be available for emergency callouts, severe weather events, and infrastructure failures 24 hours a day, 7 days a week, including weekends and holidays.

2. Public Works Standard Work Hours

Section 5.1.6 – Public Works Standard Hours

The typical work schedule for full-time Public Works employees is 7:00 a.m. to 3:30 p.m., Monday through Friday. During each shift, employees receive two 15-minute paid breaks and one 30-minute unpaid lunch. Breaks and lunch periods should be taken in a way that supports ongoing operations and service to the community. On occasion, employees may request to work through a break or lunch; however, this should be discussed in advance with a supervisor, and approval must be granted. Working through scheduled breaks does not automatically permit early departure unless specifically authorized.

3. Call-Out, Remote Response, and On-Call Pay

Section 5.2.3 – Public Works Call-Out, Remote Response, and On-Call Pay

Employees designated as on-call will receive a \$50 weekly stipend in recognition of their availability outside of normal working hours.

Employees called in outside of their regular schedule will receive a minimum of two (2) hours of pay at the applicable rate. Employees who respond remotely to work-related phone calls or SCADA system alerts will receive a minimum of one (1) hour of pay at the applicable rate.

Overtime opportunities will be distributed based on operational qualifications and seniority. Repeated refusals to respond to emergency call-outs may affect future eligibility for voluntary overtime.

If the Village is unable to meet operational needs with available staff, it reserves the right to utilize outside contractors to ensure essential services are maintained.

4. Clarification on Vacation Availability

Section 5.3.8.1 – Availability Status During Vacation Leave

Vacation time is granted in full-day or hourly increments based on the approved request (e.g., 8 hours for a full day). Vacation leave does not extend beyond the specific hours granted. For example, if vacation is taken on a Friday, only that Friday is covered — the weekend remains standard time off and is not considered part of the vacation.

Employees requesting vacation leave must indicate whether they are available or unavailable for call-in during that time:

- If you indicate you are **unavailable**, the Village will respect your status and you will not be called in.
- If you indicate you are **available**, you may be contacted and expected to report to work in the event of an emergency or operational need.

This designation allows the Village to maintain operational readiness while honoring employee time off.

5. Public Works Seasonal Scheduling

Included in Section 5.3.8.1

Vacation requests should be submitted with as much advance notice as possible.

Employees are encouraged to notify their supervisor at least five (5) days in advance of the requested time off. Approval of leave is contingent upon staffing levels and operational needs.

During peak periods such as winter storms, summer construction, and seasonal leaf collection, the number of employees approved for leave may be limited to ensure adequate coverage. Employees may be required to declare their availability status during such periods, especially when designated as on-call.

6. CDL Testing Policy Compliance

Section 4.5.5 – Circumstances Requiring Drug and Alcohol Testing

Employees who hold a Commercial Driver's License (CDL) are subject to drug and alcohol testing under Federal Motor Carrier Safety Administration (FMCSA) regulations. Testing includes:

- Random testing
- Post-accident testing
- Reasonable suspicion testing
- Return-to-duty and follow-up testing

These requirements apply regardless of whether the employee is actively operating a commercial vehicle at the time. Compliance with these federal regulations is mandatory for continued employment in a CDL-required role.

7. Health Insurance Opt-Out Incentive Increase

Section 7.1.3 – Health Insurance Opt-Out Program

Eligible employees who provide proof of alternative qualifying group health coverage may elect to opt out of the Village's group health insurance plan. Employees who elect this option will receive a taxable opt-out incentive of \$7,000 per fiscal year, payable in accordance with the Village's regular payroll cycle.



Village of WILLOWBROOK

Village Administrator's
Office

BOARD OF TRUSTEES MEETING

AGENDA ITEM NO: 6.f.

DATE: April 28, 2025

SUBJECT:

RESOLUTION NO. _____ - A RESOLUTION AUTHORIZING THE EXECUTION OF AN
ASSIGNMENT AND ASSUMPTION OF MULTI-BOARD RESIDENTIAL REAL ESTATE
CONTRACT 7.0 (610 Plainfield Road)

STAFF REPORT

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

PURPOSE AND ACTION REQUESTED

Staff requests approval of a contract to acquire the property at 610 Plainfield Road for \$465,000. This action stems from the direction that staff received as part of the Village's Comprehensive Plan.

FINANCIAL IMPACT

If approved, the funding for the purchase of the property will come from the Opportunity Reserve Fund.

RECOMMENDED ACTION:

Staff recommends approval of a resolution to purchase the property at 610 Plainfield Road.

RESOLUTION NO. _____

**A RESOLUTION AUTHORIZING THE EXECUTION OF AN
ASSIGNMENT AND ASSUMPTION OF MULTI-BOARD
RESIDENTIAL REAL ESTATE CONTRACT 7.0
(610 Plainfield Road)**

NOW, THEREFORE, BE IT RESOLVED, by the Mayor and Board of Trustees of the Village of Willowbrook, DuPage County, Illinois, as follows:

SECTION 1: The Mayor and Board of Trustees of the Village of Willowbrook find as follows:

- A. The Village of Willowbrook ("***Village***") is a home rule municipality pursuant to Section 7 of Article VII of the Constitution of the State of Illinois.
- B. Robert R. Conforti, Trustee of the Victor R. Conforti and Kathleen A. Conforti Living Trust ("***Seller***") is the owner of the real estate and appurtenances attached thereto for the property commonly known as 610 Plainfield Road, Willowbrook, Illinois, with permanent real estate index number 09-23-404-026 ("***Property***").
- C. Michael F. Mallon ("***Broker***") entered into an agreement to acquire the Property ("***Purchase Contract***").
- D. The Village desires to acquire the Property on the terms and conditions in the Purchase Contract in furtherance of potential recreational development and other public purposes.
- E. It is the desire of the Broker to assign the Purchase Contract to the Village, and it is the desire of the Village to accept the assignment of the Purchase Contract from the Broker, on the terms set forth in the "Assignment and Assumption of Multi-Board Residential Real Estate Contract 7.0 (610 Plainfield Road)," attached hereto as **EXHIBIT A** and made a part hereof ("***Assignment***").
- F. It is in the best interest of the Village to acquire the Property.

SECTION 2: Based upon the foregoing, the Mayor, Village Clerk, and Village Administrator be and are hereby authorized and directed to accept assignment of the Purchase Contract from the Broker and to acquire the Property pursuant to the terms and conditions set forth in the Assignment and the Purchase Contract. The Mayor, the Village Clerk, and the Village Administrator are further authorized and directed to execute and deliver such other instruments, including the Assignment and closing documents as may be necessary or convenient to consummate such acquisition.

SECTION 3: This Resolution shall be in full force and effect from and after its passage, approval and publication in pamphlet form as provided by law.

ADOPTED this ____ day of _____, 2025, pursuant to a roll call vote as follows:

AYES: _____

NAYS: _____

ABSENT: _____

APPROVED this ____ day of _____, 2025, by the Mayor of the Village of Willowbrook, and attested by the Village Clerk, on the same day.

Mayor

APPROVED and FILED in my office this ____ day of _____, 2025 and published in pamphlet form in the Village of Willowbrook, DuPage County, Illinois.

ATTEST:

Village Clerk

EXHIBIT A
ASSIGNMENT

(attached)

**ASSIGNMENT AND ASSUMPTION OF MULTI-BOARD
RESIDENTIAL REAL ESTATE CONTRACT 7.0
(610 Plainfield Road)**

THIS ASSIGNMENT AND ASSUMPTION OF MULTI-BOARD RESIDENTIAL REAL ESTATE CONTRACT 7.0 (“Assignment”) is made and entered into as of _____, 2025 by and between **MICHAEL F. MALLON (“Assignor”)**, and the **VILLAGE OF WILLOWBROOK**, an Illinois home rule municipal corporation (“**Assignee**”). Assignor and Assignee are referred to, collectively, as the “**Parties**.”

WHEREAS, pursuant to that certain Multi-Board Residential Real Estate Contract 7.0 dated April 9, 2025, including Rider No. 1 thereto (collectively, the “**Contract**”), by and between Assignor and Robert R. Conforti, Trustee of the Victor R. Conforti and Kathleen A. Conforti Living Trust (“**Seller**”), Assignor agreed to purchase from Seller certain real estate located at 610 Plainfield Road, Willowbrook, Illinois, as more particularly described in the Contract (“**Property**”);

WHEREAS, Assignor desires to assign all of its rights and obligations arising under the Contract to Assignee, and Assignee desires to assume all of said rights and obligations, as provided in this Assignment.

NOW, THEREFORE, in consideration of the mutual covenants and agreements of the Parties contained herein and other good and valuable consideration, the receipt and sufficiency of which are hereby acknowledged, the Parties agree as follows:

1. **Incorporation of Recitals.** The recitals above are incorporated into and made a part of this Assignment.
2. **Assignment.** Assignor hereby assigns and transfers to Assignee all of Assignor’s rights, title, interest, and obligations in and to the Contract.
3. **Assumption; Acceptance.** Assignee hereby accepts the assignment of the Contract and hereby accepts and expressly assumes all of the rights, title, interest, and obligations of Assignor in and to the Contract. Assignee agrees to be bound by the terms of the Contract and assumes the performance of the obligations of Assignor under the Contract.
4. **Earnest Money Reimbursement.** Assignor will be reimbursed by Assignee for any earnest money deposit paid by Assignor pursuant to the Contract. Such reimbursement will be made by Assignee to Assignor either: (a) at the closing of the transaction contemplated by the Contract, or (b) within 30 days following the termination of the Contract.
5. **Indemnity.** Assignee agrees to indemnify, defend, and hold harmless Assignor from and against any and all losses, claims, judgments, liabilities, damages, actions or suits, costs, and expenses (including without limitation reasonable attorneys’ fees) (collectively, “**Claims**”) initiated or alleged by Seller or third parties related to the Contract, the Property or arising from or related to the obligations and liabilities of Assignor as “Buyer” under the Contract arising prior to the date of this Assignment.
6. **Attorneys’ Fees.** In the event either party initiates an action against the other related to this Assignment, the prevailing party will be entitled to such reasonable attorneys’ fees, costs, and expenses from the other party.

7. Broker Commission. If the Assignee acquires the Property pursuant to the Contract, Assignee agrees to pay Mallon & Associates, Inc. a commission of \$_____ at the closing, on the terms and conditions set forth in a separate brokerage agreement. However, if the closing does not take place for any reason, Assignee will have no obligation to pay a commission to Mallon & Associates, Inc.

8. Governing Law. This Assignment will be construed and enforced in accordance with the laws of the State of Illinois, without regard to conflicts of law.

9. Authorization. Each of the Parties represents to the other that it has the legal power, right and authority to enter into this Assignment and that the individuals executing this Assignment on behalf of each of Assignor and Assignee have the legal power, right and actual authority to bind Assignor and Assignee, respectively, to the terms and conditions hereof.

10. Counterpart Execution. This Assignment (a) may be executed by electronic signature, (b) may be executed and delivered in counterparts, and (c) may be delivered electronically.

IN WITNESS WHEREOF, the Parties have executed this Assignment as of the date first above written.

ASSIGNOR:

Michael F. Mallon

ASSIGNEE:

VILLAGE OF WILLOWBROOK,
an Illinois home rule municipal corporation

By: _____
Frank Trilla, Mayor