

MINUTES OF THE SPECIAL MEETING OF THE MAYOR AND BOARD OF TRUSTEES OF THE VILLAGE OF WILLOWBROOK HELD ON SATURDAY, AUGUST 2, 2025 AT 2:00 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 2:00 p.m. by Mayor Frank Trilla.

2. ROLL CALL

Those physically present at roll call were Mayor Frank Trilla, Village Clerk Gretchen Boerwinkle, Trustees Sue Berglund, Umberto Davi, Michael Mistele, Gayle Neal, Gregory Ruffolo, and Village Administrator Sean Halloran.

Present via Zoom: Trustee Mark Astrella

A QUORUM WAS DECLARED

MOTION: Motion made by Trustee Neal and seconded by Trustee Davi to allow Trustee Astrella to attend remotely.

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

MOTION DECLARED CARRIED

3. PLEDGE OF ALLEGIANCE

Mayor Trilla asked Administrator Halloran to lead everyone in saying the pledge of allegiance.

4. VISITORS' BUSINESS

None present.

5. RESOLUTION NO. 25-R-39 - A RESOLUTION AUTHORIZING THE EXECUTION OF AN ASSIGNMENT AND ASSUMPTION OF PURCHASE AND SALE AGREEMENT (735 Plainfield Road) (ADOPT)

Administrator Halloran indicated that staff is presenting a resolution to approve the purchase of the property at 725 Plainfield Road in Willowbrook. After a nine-year vacancy, staff recommends purchasing the property for \$5.1 million. Staff will present bank loan documentation to the Board at the next meeting. The 12-month, interest-only bridge loan has already been approved by the bank.

MOTION: Made by Trustee Mistele and seconded by Trustee Davi to pass Ordinance 25-R-39 as presented.

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

MOTION DECLARED CARRIED

6. RESOLUTION NO. 25-R-40 - A RESOLUTION AUTHORIZING THE EXECUTION
OF A PROFESSIONAL SERVICES AGREEMENT FOR ENVIRONMENTAL SITE
ASSESSMENTS (735 Plainfield Road) (ADOPT)

Administrator Halloran advised that a Phase I and Phase II environmental site assessment will be carried out for the new property. A contract has already been acquired from Tetra Tech, a company previously used by the Village in other capacities. Staff is recommending the approval of the contract to begin work next week.

Trustee Davi asked for the estimated cost and a clarification of the contingency fee. Administrator Halloran clarified that the 10% contingency would only be required if additional analysis was required and was included to avoid having to come back to the Board in this instance. There is a short 45-day window for completion of this project to avoid additional costs.

MOTION: Made by Trustee Ruffolo and seconded by Trustee Mistele to pass Ordinance 25-R-40 as presented.

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

MOTION DECLARED CARRIED

7. ADJOURNMENT

MOTION: Made by Trustee Davi and seconded by Trustee Mistele to adjourn the Special Meeting of the Board of Trustees at the hour of 2:06 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.

August 11, 2025.

Frank A. Trilla, Mayor

Minutes transcribed by Administrative Assistant Jody Wegrzynski.