

MINUTES OF THE REGULAR MEETING OF THE MAYOR AND BOARD OF TRUSTEES OF THE VILLAGE OF WILLOWBROOK TO BE HELD ON MONDAY, NOVEMBER 10, 2025 AFTER THE COMMITTEE OF THE WHOLE MEETING OR 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 Trustees Mark Astrella, Sue Berglund, Umberto Davi, Michael Mistel, and Gayle Neal, Village Attorney Michael Durkin, Village Administrator Sean Halloran, Assistant Village Administrator Alex Arteaga, Director of Community Development Michael Krol, Director of Public Works Rick Valent, and Chief Lauren Kaspar.

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

A QUORUM WAS DECLARED

ALSO PRESENT: Ms. Lora Flori, former Chief Financial Officer, now acting as a financial consultant to the Village

3. PLEDGE OF ALLEGIANCE

Mayor Trilla asked Mr. Mallon to lead everyone in saying the Pledge of Allegiance.

4. VISITORS' BUSINESS

None present and no written comments were received.

5. AUDITORS' PRESENTATION OF FISCAL YEAR 2024/2025 AUDIT

Administrator Halloran introduced Thomas Siwicki, director with the auditing firm Sikich, to present the Annual Comprehensive Financial Report (ACFR) for the Fiscal Year ending April 30th, 2025. Mr. Siwicki thanked CFO Flori for her help and support throughout the audit process.

Mr. Siwicki noted that this is the 36th consecutive year that the Village has received the GFOA (Government Finance Officers Association) Certificate of Achievement for Excellence in Financial Reporting award based on the prior year's audit. The current audit will be submitted for the awards again in the coming year.

Mr. Siwicki explained that the presentation's focus is to review the ACFR, highlighting the following areas:

The independent auditor's report: The independent auditor's report is an unmodified opinion over the financial statements provided by the independent auditor, also known as a clean audit opinion. This is the highest level of assurance the auditors can provide, that the financial statements are free from material misstatement.

There was an additional audit opinion issued under the Government Auditing Standards, to describe the scope of the auditors' testing of internal control and compliance and the results of that testing. This additional audit was required per the Illinois Grant Accountability and Transparency Act (GATA) based on the Village's level of grant expenditures.

Mr. Siwicki also identified and summarized the following areas:

- **Management's Discussion and Analysis (MD&A) including:**
 - Financial Statements
 - Statement of Activities
 - Balance Sheet of Governmental Funds
 - Governmental Fund Statement of Revenue Expenditures and Change of Fund Balance
 - Proprietary Funds Statement of Net Position

In addition to the ACFR, the audit documents included:

- Auditor's Communication to the Board of Trustees
- Management Letter
- Illinois Grant Accountability and Transparency Act - Consolidated Year-End Financial Report
- Redevelopment Corridor Tax Increment Financing District

Mr. Sawicki concluded his presentation by wishing everyone a good evening. Mayor Trilla thanked him for his time and the information and thanked Ms. Flori for her hard work.

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 October 27, 2025 (APPROVE)
- c. Warrants \$ 725,130.86

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 and Neal.
NAYS: None. ABSENT: Ruffolo.

MOTION DECLARED CARRIED

NEW BUSINESS

7. ORDINANCE NO. 25-0-27- AN ORDINANCE GRANTING A SPECIAL USE PERMIT FOR A KENNEL FOR OVERNIGHT BOARDING IN THE B-COMMUNITY SHOPPING DISTRICT FOR THE EXISTING PET GROOMING BUSINESS, THE BARKER SHOP, LOCATED AT 7420 S. QUINCY STREET (PASS)

Director Krol explained that this is a special use request for approval from The Barker Shop, located at 7420 South Quincy Street, for a kennel use to allow overnight dog and pet boarding within their existing grooming business in the B District. The Barker Shop has been in operation for over 20 years and has been in Willowbrook since 2022.

The business currently provides professional grooming services primarily for dogs within its 6,000-square-foot facility, typically grooming between 30 and 60 pets per day. During the holiday season, they regularly receive requests from customers for dog boarding services.

According to the applicant at the public hearing, the proposed boarding service will begin with three to five dogs as a routine operation, with the potential for future expansion as the business develops. Under Section 9-3-05A of the UDO, pet grooming is a permitted use; however, overnight boarding falls under the definition of a kennel, which requires special use approval.

After discussion, the Planning Commission voted 4-0 to recommend approval of the request, subject to several conditions, including that all boarding shall occur indoors only, with no outdoor kennels permitted.

Trustee Davi asked if staff is required to stay overnight for emergencies. Director Krol stated that a staff member will always be in the building.

Trustee Mistele asked if there was any type of inspection from the health department. Director Krol responded that DuPage County Animal Control received the application and made a complete inspection, and that a required annual inspection is also conducted at an unscheduled visit by the County.

Mayor Trilla added that the owners of this business have been very involved in our community, they sponsor local events and offer various other means of support to the Village.

MOTION: Made by Trustee Davi and seconded by Trustee Mistele to pass Ordinance 25-0-27 as presented.

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

MOTION DECLARED CARRIED

8. RESOLUTION NO. 25-R-59 - A RESOLUTION AUTHORIZING THE EXECUTION OF A PURCHASE AND SALE AGREEMENT (604 Plainfield Road) (ADOPT)

Administrator Halloran explained that staff is seeking approval of a resolution regarding the Purchase and Sale Agreement for the Plainfield Road project. This request is consistent with previous actions taken by the Board for two other properties along Plainfield Road and aligns with the goals outlined in the Village's Comprehensive Plan.

MOTION: Made by Trustee Mistele and seconded by Trustee Berglund to adopt Resolution 25-R-59 as presented.

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

MOTION DECLARED CARRIED

9. RESOLUTION NO. 25-R-60 - A RESOLUTION APPROVING AND AUTHORIZING THE VILLAGE MAYOR TO EXECUTE, AND AUTHORIZING THE VILLAGE CLERK TO ATTEST TO, ON BEHALF OF VILLAGE OF WILLOWBROOK, A TWO (2)-YEAR COLLECTIVE BARGAINING AGREEMENT BETWEEN THE VILLAGE OF WILLOWBROOK AND TEAMSTERS LOCAL 700 (ADOPT)

Mayor Trilla stated that New Business item number 9 would be addressed later in the meeting.

PRIOR BUSINESS

10. TRUSTEE REPORTS

Trustee Neal had no report.

Trustee Ruffolo was not present.

Trustee Mistele had no report.

Trustee Berglund had no report.

Trustee Davi had no report but asked when the December Board meeting was scheduled. Mr. Arteaga responded the meeting is on December 15, 2025.

Trustee Astrella reported that he and Trustee Neal attended the Holiday Artisan Fair at Hinsdale South. He thanked Administrator Halloran and Clerk Boerwinkle for working with the vendors for this event. It made a big difference. The event was a success.

11. ATTORNEY'S REPORT

Attorney Durkin 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 shared a video of the employees that were Veterans. Officer Peter Delgado and Customer Service Representative Deanna Gregorich conceived of and created the project.

14. MAYOR'S REPORT

Mayor Trilla had no report.

15. EXECUTIVE SESSION

5 ILCS 120/2(c) (2) Collective negotiating matters between the public body and its employees or their representatives, or deliberations concerning salary schedules for one or more classes of employees

5 ILCS 120/2(c) (5)- The purchase or lease of real property for the use of the public body, including meetings held for the purpose of discussing whether particular parcel should be acquired.

The Mayor asked for a motion to recess to closed session for the purpose of discussing the above items.

MOTION: Made by Trustee Mistele and seconded by Trustee Davi to recess to closed session at the hour of 6:58 p.m.

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

MOTION DECLARED CARRIED

The Board recessed to Closed Session.

Reconvene the regular Village Board meeting at 7:30 p.m. followed by a roll call.

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

The Mayor asked for a motion to reconvene the regular meeting.

MOTION: Made by Trustee Mistele and seconded by Trustee Berglund to reconvene the Regular Meeting.

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

MOTION DECLARED CARRIED

The Mayor indicated that Item number 9 under New Business remains for discussion and read the item title:

9. RESOLUTION NO. 25-R-60 - A RESOLUTION APPROVING AND AUTHORIZING THE VILLAGE MAYOR TO EXECUTE, AND AUTHORIZING THE VILLAGE CLERK TO ATTEST TO, ON BEHALF OF VILLAGE OF WILLOWBROOK, A TWO (2)-YEAR COLLECTIVE BARGAINING AGREEMENT BETWEEN THE VILLAGE OF WILLOWBROOK AND TEAMSTERS LOCAL 700 (ADOPT)

The Mayor asked for a motion for adoption.

MOTION: Made by Trustee Mistele and seconded by Trustee Davi to adopt Resolution 25-R-60 as presented.

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

MOTION DECLARED CARRIED

16. ADJOURNMENT

MOTION: Made by Trustee Mistele and seconded by Trustee Davi to adjourn the Regular Meeting at the hour of 7:40 p.m.

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

MOTION DECLARED CARRIED

PRESENTED, READ, and APPROVED.

November 24, 2025

Frank A. Trilla, Mayor

Minutes transcribed by Deputy Clerk Christine Mardegan.