

MINUTES OF THE REGULAR MEETING OF THE MAYOR AND BOARD OF TRUSTEES OF THE VILLAGE OF WILLOWBROOK TO BE HELD ON MONDAY, DECEMBER 15, 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 Clerk Gretchen Boerwinkle, 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, Director of Community Development Michael Krol, Director of Public Works Rick Valent, Chief Lauren Kaspar, Deputy Chief Gerard Wodka, and Deputy Clerk Christine Mardegan.

ABSENT: Director of Parks and Recreation Dustin Kleefisch and Deputy Chief Ben Kadolph.

ALSO PRESENT: Administrative Assistant Jody Wegrzynski.

A QUORUM WAS DECLARED

3. PLEDGE OF ALLEGIANCE

Mayor Trilla asked Mrs. Wegrzynski to lead everyone in saying the Pledge of Allegiance.

4. OATH OF OFFICE - PATROL OFFICER ANDREW PUTNA

Clerk Boerwinkle administered the Oath of Office to Officer Andrew Putna. The Mayor and the Board offered their congratulations and welcomed him to the Village.

5. RECOGNITION OF SERVICE AND RETIREMENT OF CHIEF FINANCIAL OFFICER LORA FLORI

Administrator Halloran, on behalf of the Mayor, Board of Trustees and Village staff, formally recognized and thanked Lora Flori upon her retirement as the Village's Chief Financial Officer. He made the following remarks and presented her with a token from the Village:

*During her tenure, Lora provided exceptional financial leadership and stability to the organization. Most notably, the Village adopted three consecutive surplus budgets under her direction, reflecting strong fiscal discipline and long-range planning that has allowed us to continue investing in key capital projects, such*

*as parks, \$15 million over the last 4 years, and stormwater, which we know is going to be significant over the next 5 years.*

*During this time, the Village has also earned its first Triple Crown Award for financial reporting excellence, an achievement that the Village continues to receive today, due in large part to the foundation that she helped establish. Lora also played a key role in strengthening the Village's financial position through the development and growth of the Opportunity Reserve Fund. Over the past 3 years, the fund increased to approximately \$11 million providing the Village with meaningful flexibility and long-term financial security.*

*Beyond her technical expertise, Lora was a valued mentor to staff and a steady, trusted resource to the Village leadership. Her efficiency, institutional knowledge, and commitment to best practices elevated the overall organization and helped ensure smooth daily operations.*

*On behalf of the Village staff, we extend our sincere appreciation to Lora for her dedicated service and lasting contribution to the Village, and we wish her the very best in her well-earned retirement.*

The Mayor also extended his congratulations and personal thanks to Ms. Flori.

6. VISITORS' BUSINESS

None present.

7. 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 November 24, 2025 (APPROVE)
- c. Warrants \$ 3,527,292.67
- d. MOTION - BOARD ADVICE AND CONSENT TO MAYOR'S COMMISSION AND BOARD APPOINTMENTS (PASS)
- e. ORDINANCE NO. 25-O-30 - AN ORDINANCE AMENDING CHAPTER 2 ENTITLED "BUILDING CODE" OF TITLE 4 ENTITLED "MUNICIPAL SERVICES" OF THE VILLAGE CODE OF ORDINANCES OF THE VILLAGE OF WILLOWBROOK (PASS)

- f. RESOLUTION NO. 25-R-66 - A RESOLUTION APPROVING AND AUTHORIZING THE VILLAGE MAYOR TO EXECUTE A FIVE (5) YEAR RENEWAL AGREEMENT WITH AXON ENTERPRISES, INC. FOR THE PURCHASE AND MAINTENANCE OF AXON BODY-WORN CAMERAS, AXON FLEET IN-CAR CAMERAS, AND AXON TASERS FOR THE POLICE DEPARTMENT AT A TOTAL COST NOT TO EXCEED \$403,340.43 FOR FIVE (5) YEARS (ADOPT)
- g. RESOLUTION NO. 25-R-67 - A RESOLUTION OF THE VILLAGE OF WILLOWBROOK APPROVING AND RATIFYING AN AMENDMENT TO THE JOINT AGREEMENT WITH THE SOUTHEAST ASSOCIATION FOR SPECIAL PARKS AND RECREATION ("SEASPAR") (ADOPT)

MOTION: Made by Trustee Mistele and seconded by Trustee Berglund 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

Clerk Boerwinkle administered the Oath of Office to Mary Partyka as Plan Commissioner on the Plan Commission.

#### NEW BUSINESS

8. MOTION - MOTION TO TRANSFER ADDITIONAL SURPLUS FUNDS FROM THE GENERAL FUND TO THE OPPORTUNITY RESERVE FUND (PASS)

Administer Halloran shared at the December 12, 2022 Village Board meeting, the Board passed the following motions:

- Change the General Fund's fund balance policy from 33% (120 days) to a range of 40% to 50% of approved operating expenditure.
- Create an Opportunity Reserve Fund that accounts for the surplus funds transferred from the General Fund and use of these funds, as directed by the Board.
- Transfer \$6,189,686.80 from the General Fund to the Opportunity Reserve Fund.

In keeping with the fund balance policy of the General Fund, which is to keep a reserve of 40-50% of total approved operating expenditures, the targeted fund balance at 40% is \$5,375,437 with surplus funds of \$4,441,563. Village staff recommends transferring the \$4,441,563 surplus funds from the General Fund to the Opportunity Reserve Fund.

MOTION: Made by Trustee Davi and seconded by Trustee Astrella to pass the motion to transfer surplus funds from the General Fund to the Opportunity Reserve Fund as presented.

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

MOTION DECLARED CARRIED

9. RESOLUTION NO. 25-R-68 - A RESOLUTION APPROVING AND AUTHORIZING THE EXECUTION OF A THREE YEAR AGREEMENT BETWEEN THE VILLAGE OF WILLOWBROOK AND CINTAS CORPORATION FOR THE PURCHASE OF FACILITY SERVICES AND JANITORIAL SUPPLIES AT A COST NOT TO EXCEED \$42,152.40 (\$14,050.80 ANNUALLY) (ADOPT)

Director Valent explained that the Village currently utilizes multiple vendors to provide facility-related services, including janitorial supplies, floor mats, shop towels, and first aid products, for the Village Hall, Community Resource Center, Police Department, and Public Works facilities. The combined annual cost of these services is approximately \$16,000.

To improve service consistency, simplify invoicing, and secure competitive pricing, staff solicited proposals to consolidate these services under a single vendor. Cintas Corporation submitted a proposal that meets the Village's operational needs while offering flexibility and measurable cost savings.

Cintas participates in the OMNIA Partners Cooperative Purchasing Program, which provides pre-negotiated, competitively solicited contracts that leverage collective purchasing power to achieve lower pricing. Under the proposed agreement, the consolidated services would cost an estimated \$14,050.80 annually, resulting in an approximate annual savings of \$1,500 to the Village.

MOTION: Made by Trustee Davi and seconded by Trustee Mistele to adopt Resolution 25-R-68 as presented.

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

MOTION DECLARED CARRIED

10. ORDINANCE NO. 25-O-31 - AN ORDINANCE GRANTING APPROVAL OF A FINAL PLAT OF SUBDIVISION AND GRANTING CERTAIN VARIATIONS FROM THE VILLAGE OF WILLOWBROOK UNIFIED DEVELOPMENT ORDINANCE 5904 WESTERN AVENUE - PENELOPE AND QUINN SUBDIVISION (PASS) PLAT OF SUBDIVISION & VARIATIONS - 5904 WESTERN AVE (PASS)

Director Krol presented a request for approval of a final plat subdivision and associated variations with the subject property, 5904 Western. The petitioner is proposing a minor subdivision to divide one single, existing single-family lot into two single-family residential

lots, both remaining zoned R2. Both lots will meet the minimum size and lot width requirements per UDO. The existing home will remain on Lot 2, and Lot 1 will be sold off for future single-family development.

The subdivision itself is straightforward; however, several variations have been requested due to the historic conditions and the reorientation of the new lot. Currently, the legal front yard faces 59th Street. With the proposed subdivision, Lot 2 becomes reoriented towards Western Avenue, which triggers today's 40-foot yard setback, 30-foot rear yard setback, and the requested variations are necessary to legally recognize these existing conditions. The requested variations to the setback slot coverage and detached garage locations all apply only to the existing conditions on Lot 2. Any future development on either lot must comply with the current building and zoning standards.

The Planning Commission held a public hearing on December 3rd, and unanimously recommended approval with a vote of 5-0. Staff has reviewed all submitted materials and finds the proposal consistent with the comprehensive plan surrounding development and applicable standards for variation.

Mayor Trilla asked if the Village was represented by legal counsel at the committee meeting. Director Krol stated no, but it has been recorded. The Mayor asked if Director Krol was comfortable with the decision to which the Director indicated he is.

MOTION: Made by Trustee Astrella and seconded by Trustee Mistele to pass Ordinance 25-O-31 as presented.

ROLL CALL VOTE: AYES: Trustees Astrella, Berglund, Davi, Mistele, 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 but wished everyone a Merry Christmas.

Trustee Berglund had no report.

Trustee Davi had no report.

Trustee Astrella had no report but wished all a Merry Christmas.

12. ATTORNEY'S REPORT

Attorney Durkin had no report but wished everyone Happy Holidays and Happy New Year.

13. CLERK'S REPORT

Clerk Boerwinkle had no report.

14. ADMINISTRATOR'S REPORT

Administrator Halloran provided several updates. He recognized Assistant Administrator Arteaga and thanked him for his work on the Village receiving its second Mayor's Monarch Pledge. This designation reflects the Village's ongoing commitment to environmental stewardship and sustainability throughout the parks.

He also thanked Director Valent and his team for their excellent work with snowplowing during the several significant storms over the past couple of weeks. The Village received many compliments from residents on the job well done.

As a reminder, Winter Lights Week concludes with its final event this Friday from 6:00 p.m. to 7:00 p.m. at Willow Pond. Due to weather conditions, the horse-drawn carriage was canceled last week. However, Santa and Mrs. Claus, along with the horse and carriage, will be present this Friday from 6:00 p.m. to 7:00 p.m.

Additionally, the Board was notified today, for informational purposes, of an update regarding Sawmill Creek. Thirty-seven residents who live adjacent to Sawmill Creek will receive notification from the Village that DuPage County is developing a regional watershed plan, as this is a watershed-related issue. A county-led workshop is anticipated in the spring of 2026.

In closing, Administrator Halloran also wished all a Merry Christmas.

15. MAYOR'S REPORT

The Mayor highlighted the Willow Pond event held on December 6. The Police Department did an outstanding job and was fully present, and the Parks Department did a beautiful job as well. He noted that if you haven't had the opportunity to drive past Willow Pond in the evening, it is highly recommended - it looks very nice.

The Mayor also noted that this is a great time of year to acknowledge the staff and recognize the incredible work they do. He expressed his pride in the team. The citizen survey represents an incredible amount

of work; it provides a snapshot in time and helps drive all of us to continually improve what we do.

He also expressed his pride in his fellow board members, in the work they've done and their shared vision. He noted that there are a lot of spectacular things coming in the next year.

He offered his heartfelt thanks to the board, the staff, and the Police Department. You've all been phenomenal. He wished everyone a Merry Christmas.

16. EXECUTIVE SESSION

Mayor Trilla stated there is no need for an Executive session during tonight's meeting.

17. ADJOURNMENT

MOTION: Made by Trustee Ruffolo and seconded by Trustee Berglund to adjourn the Regular Meeting at the hour of 6:57 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.

January 12, 2026

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Frank A. Trilla, Mayor

Minutes transcribed by Deputy Clerk Christine Mardegan.