

MINUTES OF THE REGULAR MEETING OF THE MAYOR AND BOARD OF TRUSTEES OF THE VILLAGE OF WILLOWBROOK HELD ON MONDAY, AUGUST 28, 2017 AT THE WILLOWBROOK POLICE DEPARTMENT, 7760 QUINCY STREET, VILLAGE OF WILLOWBROOK, DUPAGE COUNTY, ILLINOIS.

1. CALL TO ORDER

The meeting was called to order at the hour of 6:30 p.m. by Village Clerk Leroy Hansen.

2. ROLL CALL

Those present at roll call were Village Clerk Leroy Hansen, Trustees Sue Berglund, Umberto Davi, Terrence Kelly, Michael Mistele, Gayle Neal, and Paul Oggerino.

ABSENT: Mayor Frank Trilla

Also present were Village Attorney Michael R. Durkin, Village Administrator Timothy Halik, Director of Finance Carrie Dittman, Chief of Police Robert Pavelchik, Jr., and Assistant to the Village Administrator Garrett Hummel.

A QUORUM WAS DECLARED

3. MOTION TO APPROVE - A MOTION TO APPOINT TRUSTEE MICHAEL MISTELE AS TEMPORARY CHAIRMAN IN THE MAYOR'S ABSENCE

Village Clerk Hansen advised that a motion was necessary to appoint Trustee Michael Mistele as Mayor Pro Tem for tonight's meeting.

MOTION: Made by Trustee Davi and seconded by Trustee Berglund to appoint Trustee Mistele as Mayor Pro Tem.

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

MOTION DECLARED CARRIED

4. PLEDGE OF ALLEGIANCE

Mayor Pro Tem Mistele asked Assistant to the Village Administrator Hummel to lead everyone in saying the Pledge of Allegiance.

5. VISITORS' BUSINESS

None presented.

6. OMNIBUS VOTE AGENDA

- a. Waive Reading of Minutes (APPROVE)
- b. Minutes - Regular Board Meeting - August 14, 2017 (APPROVE)
- c. Warrants - \$347,891.57 (APPROVE)
- d. Resolution - A Resolution Authorizing the Village Administrator's Acceptance of Project change Order Numbers 3, 4, 5, 6, 7, 8 - Willow Pond Park Renovation Project - Resolution No. 17-R-50 (ADOPT)
- e. Proclamation - A Proclamation Recognizing Fire Prevention Week and Fire Safety Month in October within the Village of Willowbrook (PASS)

Mayor Pro Tem Mistele asked the Board if there were any items to be removed from the Omnibus Vote Agenda

MOTION: Made by Trustee Oggerino and seconded by Trustee Berglund to approve the Omnibus Vote Agenda as presented.

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

MOTION DECLARED CARRIED

NEW BUSINESS

7. RESOLUTION - A RESOLUTION AUTHORIZING THE MAYOR AND VILLAGE CLERK TO ACCEPT A PROPOSAL FOR HUMAN RESOURCES CONSULTING SERVICES TO COMPLETE AN EMPLOYEE HANDBOOK REVIEW AND UPDATE - SIKICH LLP

Director Dittman related that the current Village Employee Handbook was last updated in March of 2012. Since this time, there have been numerous changes in state and federal law pertaining to personnel issues. In addition, the Village has made several internal changes including an Organ Donor Policy.

Director Dittman advised that the Village currently uses Sikich LLP for HR related services, they were contacted to provide a proposal to revise the employee handbook. The option for a full handbook review and revisions was recommended at a cost of \$8,650. Also included was an employee training option at a cost of \$600/session.

Trustee Kelly questioned if Sikich sends out supplements when the state and federal laws change. Director Dittman advised that Sikich send out quarterly email notifications with any updates listed.

MOTION: Made by Trustee Kelly and seconded by Trustee Neal to adopt Resolution No. 17-R-51 as presented.

PREVIOUS ROLL CALL VOTE: AYES: Trustees Berglund, Davi, Kelly, Mistele, Neal, and Oggerino. NAYS: None. ABSENT: None.

MOTION DECLARED CARRIED

8. RESOLUTION - A RESOLUTION WAIVING THE COMPETITIVE BIDDING PROCESS AND AUTHORIZING THE MAYOR AND VILLAGE CLERK TO EXECUTE A CERTAIN CONTRACT - INSTALLATION OF CONCRETE WALKWAYS AT WILLOW POND PARK - BETWEEN THE VILLAGE OF WILLOWBROOK AND CLAUSS BROTHERS, INC.

Administrator Halik reminded the Board that at the June 26th Village Board meeting, staff had presented two change order proposals associated with the Willow Pond Park project. Both change orders pertained to the change of limestone screenings paths to concrete. At the time, the Board approved both change orders. At the same meeting, Mayor Trilla requested that staff obtain a proposal to complete the remaining concrete paths around the entire pond.

The park contractor was contacted who provided a proposal in the amount of \$65,300. Administrator Halik advised that this expense is eligible to be paid from the Special Recreation Fund.

MOTION: Made by Trustee Kelly and seconded by Trustee Oggerino to adopt Resolution No. 17-R-52 as presented.

PREVIOUS ROLL CALL VOTE: AYES: Trustees Berglund, Davi, Kelly, Mistele, Neal, and Oggerino. NAYS: None. ABSENT: None.

MOTION DECLARED CARRIED

PRIOR BUSINESS

9. COMMITTEE REPORTS

Trustee Neal had no report.

Trustee Kelly had no report.

Trustee Mistele had no report.

Trustee Berglund had no report.

Trustee Davi had no report

Trustee Oggerino had no report.

10. ATTORNEY'S REPORT

Attorney Durkin had no report.

11. CLERK'S REPORT

Clerk Hansen had no report.

12. ADMINISTRATOR'S REPORT

Administrator Halik had no report.

13. MAYOR'S REPORT

No Mayor's report due to Mayor Trilla's absence.

14. CLOSED SESSION

- a. Consideration of Probable and Imminent Litigation Pursuant to Chapter 5 ILCS 120/2(c)(11)

RECESS INTO CLOSED SESSION

MOTION: Made by Trustee Neal and seconded by Trustee Kelly to recess into Closed Session at the hour of 6:43 p.m.

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

MOTION DECLARED CARRIED

The Board reconvened the Regular Meeting at the hour of 6:56 p.m.

15. ADJOURNMENT

MOTION: Made by Trustee Berglund and seconded by Trustee Kelly, to adjourn the Regular Meeting at the hour of 6:58 p.m.

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

MOTION DECLARED CARRIED

PRESENTED, READ and APPROVED.

September 11, 2017.

Mayor

Minutes transcribed by Deputy Clerk Cindy Stuchl.