

MINUTES OF THE REGULAR MEETING OF THE MAYOR AND BOARD OF TRUSTEES OF THE VILLAGE OF WILLOWBROOK TO BE HELD ON MONDAY, FEBRUARY 27, 2023, AT 6:30 P.M. AT THE COMMUNITY RESOURCE CENTER (CRC), 825 MIDWAY DRIVE, WILLOWBROOK, DUPAGE COUNTY, ILLINOIS .

THE VILLAGE WILL BE OFFERING A ZOOM WEBINAR FOR THE MEETING TO ALLOW MEMBERS OF THE PUBLIC TO ATTEND BY VIDEO OR AUDIO IF DESIRED. IF A MEMBER IS USING ZOOM, PLEASE EITHER USE YOUR PHONE OR COMPUTER, NOT BOTH.

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, Village Clerk Deborah Hahn, Mayor Frank Trilla, Trustees Mark Astrella, Sue Berglund, Umberto Davi, Michael Mistele, Gayle Neal, Greg Ruffolo, Village Attorney Michael Durkin, Village Administrator Sean Halloran, Assistant to the Village Administrator Alex Arteaga, Director of Community Development Michael Krol, Director of Parks and Recreation Dustin Kleefisch, Chief Robert Schaller, Deputy Clerk Christine Mardegan and Public Works Foreman AJ Passero.

ABSENT: Deputy Chief Lauren Kaspar and Deputy Chief Benjamin Kadolph.

A QUORUM WAS DECLARED

3. PLEDGE OF ALLEGIANCE

Mayor Trilla asked Trustee Michael Mistele to lead everyone in saying the Pledge of Allegiance.

4. VISITORS' BUSINESS

Resident Donalynne Nipperus voiced her opinion regarding the plans for Midway Park. She indicated that she finds many of the changes going on in the Village to be fantastic, however, although she does not object to pickleball in general, she does object to having the court within five feet of her home.

Mayor Trilla thanked Ms. Nipperus for her comments and let her know that there will be an open house on March 15, 2023 that will provide additional details on the improvements to Midway Park. Ms. Nipperus advised that, though she will be out of town, her intention is to attend via Zoom. She is glad the remote option is available.

Mr. Robert "Bobby" Verdiem spoke next, thanking the Mayor and the Board for the opportunity to address them. He expressed concerned with the changes that will take place to in transferring special recreation services from Gateway to SEASPAR. He explained that Willowbrook is his home and he has a great love for this community. He wondered who had made

the decision for the change and who they had spoken with regarding the change of services.

Mayor Trilla explained that the Village has reached out to all the families concerned, but unfortunately, they had not been able to connect with his mother. Mr. Verdiem assured the Mayor that his mother will be attending the meeting this evening.

Director Kleefisch added that he did speak to all the resident families, excluding his mother with whom he'd been unable to connect. We are going to invite everyone to the Committee of the Whole Meeting on March 13<sup>th</sup> to go over the topic in detail, including the decision-making process and a timeline of the process.

Mr. Verdiem also asked when the decision is going to be made? Director Kleefisch stated that will happen on March 13<sup>th</sup>.

Ms. Verdiem, (Mr. Verdiem's mother) asked, not knowing if you have made the decision, although you have indicated that you feel participating in SEASPAR will be a better option, whether you have interviewed the affected residents for their opinions.

Director Kleefisch responded that he has spoken to all the residents within the Village that participate in the Gateway program. We have a consensus as to which direction they would like to go in. One of the things we discussed prior to your arrival is that we are going to invite everyone to the Committee of the Whole meeting on March 13<sup>th</sup> to go over all the information.

Ms. Verdiem asked what prompted the decision to transition to SEASPAR. Director Kleefisch indicated that there are some actions that are happening on the Gateway board of directors that will impact service which led us to look for an alternative program.

Ms. Verdiem asked if it were true that the SEASPAR program has a cost about \$30,000 a year more than the Gateway program. Director Kleefisch stated it is.

Ms. Verdiem also asked about the option raised to participate in both programs simultaneously. Mayor Trilla indicated that all of the options are still being reviewed.

Mayor Trilla asked Director Kleefisch to step out of the room and discuss this in detail with Ms. Verdiem.

OMNIBUS VOTE AGENDA

Mayor Trilla read over each item in the Omnibus Vote Agenda for the record.

5. OMNIBUS VOTE AGENDA:

- a. Waive Reading of Minutes (Approve)
- b. Minutes - Board of Trustees Regular Meeting February 13, 2023 (APPROVE)
- c. Minutes - Board of Trustees Special Meeting - Committee of the Whole February 13, 2023 (APPROVE)
- d. Warrants \$320,201.45
- e. POSTPONEMENT TO THE 3/13/23 VILLAGE BOARD OF TRUSTEES AGENDA - A RESOLUTION OF THE VILLAGE OF WILLOWBROOK APPROVING AND AUTHORIZING THE SUBMISSION OF A REQUEST TO BECOME A MEMBER OF THE SOUTHEAST ASSOCIATION FOR SPECIAL PARKS AND RECREATION ("SEASPAR")

Mayor Trilla asked the Board if there were any items to be removed from Omnibus Vote Agenda.

MOTION: Made by Trustee Mistele and seconded by Trustee Davi 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

6. RESOLUTION NO. 23-R-10- A RESOLUTION OF THE VILLAGE OF WILLOWBROOK ACCEPTING THE PROPOSAL, APPROVING AND AUTHORIZING THE EXECUTION OF A CONTRACT WITH KLOEPFER CONSTRUCTION, INC. TO PERFORM EMERGENCY UNDERGROUND UTILITY SERVICES FOR THE VILLAGE OF WILLOWBROOK (ADOPT)

Mr. Arteaga presented the information on this resolution. There will be several different RFP [Requests for Proposal] with different vendors on the agenda this evening. This one is for emergency contractual services such as sewer main repairs and water main breaks. This is the first time the contract has been bid out through the Villages purchasing policy. That is the case of all four of the contracts we are discussing this evening.

On December 13, Village staff released RFP #008 for Emergency Contractual Assistance Services. Bids for this RFP were due by January 12. The RFP was sent to eight vendors in total, with Kloefer Construction being the only vendor to submit a bid. This is the first time in Village history

that an Emergency Contractual Services contract was sought while utilizing the Village of Willowbrook's Purchasing Policy.

MOTION: Made by Trustee Ruffolo and seconded by Trustee Mistele to adopt Resolution 23-R-10 as presented.

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

MOTION DECLARED CARRIED

7. RESOLUTION NO. 23-R-11 - A RESOLUTION APPROVING AND AUTHORIZING THE MAYOR TO EXECUTE AND THE VILLAGE CLERK TO EXECUTE AN AGREEMENT WITH FALCO'S LANDSCAPING, INC. TO PROVIDE SPOILS HAULING SERVICES TO THE VILLAGE OF WILLOWBROOK (ADOPT)

Mr. Arteaga shared, for several years, the Village has contracted for spoils hauling services. In prior years, the Village requested services on an informal basis, which required contacting several vendors and collecting quotes for specific services.

On December 13, Village staff released RFP #009 for Spoils Hauling Services. Bids for this RFP were due by January 13. The RFP for Spoils hauling was sent to 5 vendors in total as well as posting on IndustryNet, a common industry platform. Falco's Landscaping was the only vendor to submit a bid. This is the first time in Village history that a spoils hauling contract was sought while utilizing the Village of Willowbrook's Purchasing Policy.

The scope of work for this contract includes spoils hauling services for projects that require some form of excavating. Falco's Landscaping provided reputable references. Following conversations with Falco's staff, Village staff are confident that the selected vendor will provide quality services to the Village.

MOTION: Made by Trustee Berglund and seconded by Trustee Davi to adopt Resolution 23-R-11 as presented.

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

MOTION DECLARED CARRIED

8. RESOLUTION NO. 23-R-12 - A RESOLUTION APPROVING THE PROPOSAL, AWARDING A CONTRACT AND AUTHORIZING THE MAYOR TO EXECUTE, ON BEHALF OF THE VILLAGE, AN AGREEMENT WITH RAG'S ELECTRIC, INC. TO PROVIDE STREETLIGHT MAINTENANCE SERVICES TO THE VILLAGE OF WILLOWBROOK (ADOPT)

Mr. Arteaga presented the Village contract for streetlight maintenance services. In prior years, the Village requested services on an informal basis, which required contacting several vendors and collecting quotes for specific services.

On December 19, Village staff released RFP #011 for streetlight maintenance services. The streetlight maintenance RFP was sent to 9 vendors in total. Bids for this RFP were due by January 17. Staff received four bids from H&H Electric, Meade Inc, Rag's Electric, and Lyons Electric. Rag's Electric was the lowest responsible bidder. This is the first time in Village history that a streetlight maintenance contract was sought while utilizing the Village of Willowbrook's Purchasing Policy.

The scope of work for this contract includes streetlight maintenance and associated upgrades to Village streetlights (LED retrofitting, etc.). Considering their lower quoted prices across the board, Village staff decided to proceed with Rags Electric for the contract award. Rags Electric provided reputable references. Following conversations with Rags' staff, Village staff are confident that the selected vendor will provide quality services to the Village.

MOTION: Made by Trustee Davi and seconded by Trustee Mistele to adopt Resolution 23-R-12 as presented.

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

MOTION DECLARED CARRIED

9. RESOLUTION NO. 23-R-13 - A RESOLUTION APPROVING AND AWARDED A CONTRACT AND AUTHORIZING THE MAYOR TO EXECUTE AND THE VILLAGE CLERK TO ATTEST TO AN AGREEMENT WITH N.J. RYAN TREE & LANDSCAPE, LLC TO PROVIDE TREE TRIMMING, TREE REMOVAL, AND STUMP REMOVAL SERVICES TO THE VILLAGE OF WILLOWBROOK (ADOPT)

Mr. Arteaga shared with the Board that the Village has contracted for tree trimming, removal, & stump removal services. In prior years, the Village requested services on an informal basis, which required contacting several vendors and collecting quotes for specific services.

On December 13, Village staff released RFP #010 for tree trimming, removal, & stump removal services, sending it to 11 vendors in total. Bids for this RFP were due by January 11. Staff received two bids from NJ Ryan and Yellowstone Landscaping. This is the first time in Village history that a tree trimming, removal, & stump removal services contract was sought while utilizing the Village of Willowbrook's Purchasing Policy.

The scope of work for this contract includes tree trimming, tree removal, & stump removal services. Considering their lower quoted prices, after a best and final offer, Village staff decided to proceed with NJ Ryan for the contract award. NJ Ryan has been providing various forestry services to the Village since 2015. Staff have been pleased with the services they have provided to Willowbrook over the years. Village staff are confident that NJ Ryan will continue to provide quality services to the Village.

MOTION: Made by Trustee Ruffolo and seconded by Trustee Mistele to adopt Resolution 23-R-13 as presented.

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

MOTION DECLARED CARRIED

10. ORDINANCE NO. 23-O-06- AN ORDINANCE AMENDING SECTION 3-12-5 ENTITLED "CLASSIFICATIONS," AND SECTION 3-12-19 ENTITLED "HOURS" OF CHAPTER 12 ENTITLED "LIQUOR," OF TITLE 3 ENTITLED "BUSINESS REGULATIONS" OF THE VILLAGE CODE OF ORDINANCES OF THE VILLAGE OF WILLOWBROOK, DUPAGE COUNTY, ILLINOIS. (PASS)

Mr. Arteaga stated that the Village Code of Ordinances provides for the number of liquor licenses that are currently issued to qualified business establishments within the community. It is the policy of the Liquor Control Commissioner and the Village Board not to maintain any unassigned liquor licenses. The Village's Liquor Control Commissioner is the authority that may grant local licenses to persons or entities for premises within the Village. The Village Board has the authority to amend the Village Code to reflect an increase or decrease in the number of liquor license types and liquor licenses that exist within each class of license.

Village staff were contacted by the new owner of the Quick Mart convenience store, located at 7518 Clarendon Hills Rd, requesting permission to sell packaged beer and wine. This new class "R" license is similar to the existing class "M" license; packaged liquor sales with the same zoning and safety requirements.

MOTION: Made by Trustee Davi and seconded by Trustee Mistele to pass Ordinance No. 22-O-06 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 thanked everyone that is in the room, or in supervisory positions, to let their staff know how much we appreciate for all their work that went into making this facility ready for the opening and use. I realize there were a lot of man hours required, and I would like to thank each one of you and your staff for their outstanding efforts. It is greatly appreciated.

Trustee Ruffolo thanked the Mayor and announced something new. Our Economic Development Commission had our first meeting a few weeks ago. We have the Mayor and Sean [Village Administrator Halloran] on that committee as well with many other business folks throughout our community. Our goal is attracting new business, taking advantage of available opportunities, to grow our business economy. This is very exciting.

Trustee Mistele had no report.

Trustee Berglund agrees with Trustee Neal and thanks the staff for their outstanding work on the new building and Board room.

Trustee Davi agreed that an outstanding job has been done on the CRC and mused that it had been a long time coming. The Mayor agreed and said it was about 8 years.

Trustee Astrella had no report.

12. ATTORNEY'S REPORT

Attorney Durkin had no report but commented that the place [the new Board room] looks beautiful.

13. CLERK'S REPORT

Clerk Hahn had no report.

14. ADMINISTRATOR'S REPORT

Administrator Halloran stated that he also wanted to thank staff and public works for helping put this [the new CRC building] together.

He also noted that everything that was passed tonight with the, except for the liquor ordinance, was discussed in budget workshop #2. Staff has talked about building a procurement division which Alex [Assistant to the Administrator Arteaga] and AJ (Public Works Foreman Passero] have done on their own.

Larger municipalities have purchasing managers, but these two have taken on the extra responsibility. Other municipalities are looking to us for our contracts and our purchasing material. One example is the streetlight maintenance project, with a highest bid of \$66,000 per year, but the one accepted was \$1,500 per year which helps us get to our goal of lowering our operating expenses, particularly in Public Works. Every dollar matters.

15. MAYOR'S REPORT

Mayor Trilla reported that he is so excited to be here in the new CRC. This building was purchased seven years ago, facing many obstacles, with stops and starts throughout. We had to use the funding for this building to defend our Village against Sterigenics and then rebuild the funding. This has been a long-awaited day. I am very proud of everyone.

16. EXECUTIVE SESSION

Mayor Trilla stated there is no need for Closed Session during tonight's meeting.

17. ADJOURNMENT

MOTION: Made by Trustee Mistele and seconded by Trustee Davi to adjourn the Regular Meeting at the hour of 6:58 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.

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Frank A. Trilla, Mayor

Minutes transcribed by Deputy Clerk Christine Mardegan.