

City of Oakbrook Terrace

*City Hall
17W275 Butterfield Rd.
Oakbrook Terrace, IL 60181
www.oakbrookterrace.net*



City Council Regular Meeting Minutes

Tuesday, January 14, 2025 at 7:00 PM

Council Chambers - City Hall - 17W261 Butterfield Road



CITY COUNCIL REGULAR MEETING MINUTES

Tuesday, January 14, 2025 at 7:00 PM

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Mayor Paul Esposito

City Council Members: City Clerk Michael Shadley

Ward 1: Alderman Charlie Barbari and Alderman Joseph Beckwith

Ward 2: Alderman Frank Vlach and Alderman Dennis Greco

Ward 3: Alderman Bob Rada and Alderwoman Mary Fitzgerald

I. CALL TO ORDER

Mayor Esposito called the January 14, 2025, Regular and Committee of the Whole Meeting of the City Council to order at 7:00 P.M.

II. ROLL CALL

Roll call indicated the following City Council members in attendance:

Present: Barbari, Beckwith, Fitzgerald, Greco, Rada, and Mayor Esposito

Absent: Vlach

Also in attendance: City Administrator J. Ritz, Assistant to the City Administrator A. Raffel, Community Development Director M. Headley, and City Attorney M. Holmes.

III. PLEDGE OF ALLEGIANCE

Mayor Esposito led everyone in the Pledge of Allegiance.

IV. ADDITIONS OR DELETIONS TO THE AGENDA

None

V. APPROVAL OF MINUTES - CHANGES OR CORRECTIONS

1. Meeting Minutes of December 10, 2024

Motion to approve the December 10, 2024, minutes of the Regular City Council and Committee of the Whole, as presented, was made by Alderman Beckwith and seconded by Alderman Rada. Roll call vote was taken:

Ayes: Barbari, Beckwith, Fitzgerald, Greco, and Rada
Nays: None
Absent: Vlach

Motion passed.

VI. PUBLIC PARTICIPATION

None

VII. ACTION ITEMS / CONSENT AGENDA

1. Payment of City Bills: January 14, 2025, In The Amount of \$355,377.51.
2. Ordinance No. 25-01 - An Ordinance Amending Chapter 156 Entitled "The Zoning Ordinance Of The City Of Oakbrook Terrace" Of Title XV Entitled "Land Use" Of The Code Of Oakbrook Terrace, Illinois (Definitions And Roofs Mounted Private Solar Collection Panels).
3. Ordinance No. 25-02: An Ordinance Authorizing The Issuance Of A Notice Of Award And To Approve And Authorize The Execution Of A Contract For The 2024 Supervisory Control And Data Acquisition Improvements Project In The City Of Oakbrook Terrace, Illinois.

Motion to approve the Action Items/Consent Agenda of January 14, 2025, Regular City Council and Committee of the Whole was made by Alderman Beckwith and seconded by Alderwoman Fitzgerald. Roll call vote was taken:

Ayes: Barbari, Beckwith, Fitzgerald, Rada, and Vlach
Nays: None
Absent: Vlach

Motion passed.

VIII. ITEMS REMOVED FROM THE CONSENT AGENDA

None

IX. RECESS TO COMMITTEE OF THE WHOLE

Motion to recess to the Committee of the Whole portion of this meeting was made by Alderman Beckwith and seconded by Alderman Greco. An acclamation vote was taken:

Ayes: Barbari, Beckwith, Fitzgerald, Greco, and Rada
Nays: None
Absent: Vlach

Motion passed.

X. MAYOR ESPOSITO

1. Mayor Esposito thanked everyone who helped plan and attend the Children's Holiday Party and Tree Lighting ceremony.
2. Mayor Esposito thanked everyone for assisting with the Holiday Luminaries.

3. Mayor Esposito announced the City of Oakbrook Terrace sponsored a table at the Martin Luther King Breakfast at Drury Lane and asked the City Council to RSVP to City Administrator Ritz.
4. Mayor Esposito expressed his condolences to the Turek family on the passing of their mother, Dorothy Turek.
5. Mayor Esposito extended his condolences to the family of Christine Richard, mother of Corey, Ryan, and Lauren.
6. Mayor Esposito wanted to wish Alderman Vlach a speedy recovery.

XI. COMMITTEE OF THE WHOLE

1. Draft Ordinance Approving A Rider Extending The Term Of Agreement For Library Services Between The City Of Oakbrook Terrace And The Villa Park Library Dated December 17, 1987:

Mayor Esposito requested that the City Council review the draft ordinance and the letter from Villa Park Library Director Sandra Hill regarding library services.

Deputy Director Kandice Krettler provided an update on the 2024 library cards compared to the 2023 library accounts, emphasizing the increased usage from the City of Oakbrook Terrace. She outlined the additional services available through the library and discussed the events in which the library has participated within Oakbrook Terrace.

City Council gave thanks to the Villa Park Library staff and for their services.

Recommended Action: Item has been sent to the subsequent Consent Agenda.

2. Draft Resolution Authorizing And Approving An Agreement Between The City Of Oakbrook Terrace And The DuPage Convention And Visitor's Bureau For Professional Services To Promote Tourism And Provide Marketing And Administrative Services Related Thereto For The City For Fiscal Year 25-26:

Mayor Esposito requested that the City Council review the draft resolution agreement between the City of Oakbrook Terrace and the DuPage Convention & Visitors Bureau (DCVB). He explained that the agreement outlines the Commission's marketing and advertising program with the DCVB for one year.

Beth Marchetti, the Executive Director of the DuPage Convention & Visitors Bureau, expressed her gratitude to the City Council for their ongoing support. She provided an overview of reports detailing local hotels' success and explained how the partnership between the City and the Hotel Commission benefits everyone involved. Henry Garbers, Chair of the Hotel Commission discussed the commission's efforts over the past year to attract business to Oakbrook Terrace hotels through sales blitzes and participation in trade shows.

City Council thanked both Beth and Henry regarding the services they provide to the city.

Recommended Action: Item has been sent to the subsequent Consent Agenda.

3. Introduction to In Balance:

Mayor Esposito introduced the new third-party information technology company, In Balance IT. He highlighted that their unique combination of technology, consulting, and managed services is aimed at revolutionizing digital infrastructures and advancing businesses. The Mayor explained that In Balance IT offers a comprehensive suite of solutions to meet various IT goals, including modernizing applications, optimizing infrastructure, or facilitating global business expansion.

Director of Engineering Services, Pay Hayes, provided background information about In Balance IT, detailing the services they offer and their desire to collaborate with the City to enhance its IT infrastructure and cybersecurity. He also mentioned that they have partnered with Waident to provide IT support to City staff.

Alderman Fitzgerald asked how long they had been in business and wanted to know if In Balance would be familiar with the City's systems to make budget recommendations.

Alderman Greco is looking forward to the new partnership.

Alderman Beckwith stated he is pleased with the changes made so far.

Recommended Action: Informational only

4. Draft Ordinance Amending The Provisions Of The Subchapter Entitled "Purchasing and Procurement Procedures" Of Chapter 30 Entitled "General Provisions" Of Title III Entitled "Administration" Of The Code Of Ordinances Of The City Of Oakbrook Terrace, Illinois:

Mayor Esposito requested that the Council review the draft ordinance regarding the proposed purchasing and procurement procedures.

City Administrator Ritz provided an update on the current procurement procedures and explained the necessity for the updates. He noted that many repetitive administrative tasks would be streamlined with the upcoming transition to our new financial software system, BS&A. This transition reduces unnecessary approvals for formal bid solicitations and departmental purchases. As outlined in the attached revised policy, the current purchasing thresholds will be increased from \$2,500 to \$7,500, from \$5,000 to \$7,500, and from \$5,000 to \$10,000. City Administrator Ritz emphasized that these changes would significantly benefit our city departments by saving time and reducing the frequency of required administrative approvals for purchases.

Alderman Fitzgerald inquired about who would have the final approval for purchases moving forward.

Alderman Greco asked about the workflow for purchases under the new limits and who would be responsible for approving them.

Alderman Beckwith provided an in-depth explanation of the workflow within the new financial software program, BS&A.

Recommended Action: Item is being sent to the subsequent Consent Agenda.

5. Draft Ordinance Amending The City Of Oakbrook Terrace Personnel Policy & Procedures Manual With Respect To Health Savings Accounts For The City Employees:

Mayor Esposito requested that the City Council review the draft ordinance concerning the Health Savings Accounts (HSAs) deposit with the Finance Department.

City Administrator Ritz explained that an issue had arisen involving an employee, which raised questions about the biannual distribution of funds. He mentioned that discussions with the finance team led to the decision to implement a bi-weekly deposit schedule. This adjustment aligns the contributions with the payroll schedule, ensuring consistent funding throughout the year.

Recommended Action: Item is being sent to the subsequent Consent Agenda.

6. 2024 Children's Holiday Party and Luminaires:

Mayor Esposito asked the City Council to review the interdepartmental memo prepared by the Assistant to the City Administrator Raffel regarding the 2024 Children's Holiday Party and Luminaires.

Assistant to the City Administrator Raffel reported that the budget for the children's party was set at \$8,000, while \$2,500 was designated for the Luminaires event. She noted that approximately \$2,000 in surplus funds remained after returning surplus supplies. Assistant to the City Administrator Raffel explained that the significant expenses for the holiday party included a visit from Santa Claus, a Bubble Show, face painters from Party Picassos, and the cost of invitation mailers. Children received games purchased from Kohl's, stuffed animals from Farm and Fleet, and an ample supply of cookies.

For the Luminaires event, Assistant to the City Administrator Raffel detailed that expenses included new bags and candles purchased from Amazon for a total cost of \$1,309.89, along with sand provided by the Public Services department.

Alderwoman Fitzgerald inquired about using battery-operated teacup candles and the related issues within the Berkshire Community.

Alderman Barbari stated he is not in favor of the luminaries.

Alderman Greco inquired about how unregistered guests at the holiday parties would be managed. He also provided suggestions to ensure the luminaries' success for next year.

Recommended Action: Informational Only.

7. Draft Ordinance Annexing Certain Territory To The City Of Oakbrook Terrace, Illinois (1S122 Buttercup Lane Oakbrook Terrace, Illinois):

Mayor Esposito requested that the City Council review the draft ordinance regarding the annexation of certain areas into the City of Oakbrook Terrace. He noted that homeowner Robert Szulewski, who lives at 1S122 Buttercup Lane, has applied to have his property annexed into the city. Mayor Esposito explained that the lot is located in unincorporated DuPage County and includes a single-family residence, a detached garage, and a shed. Additionally, it is adjacent to the city's current municipal border along the west property line.

Alderman Greco inquired about how the City communicates with unincorporated residents regarding annexation into the city limits.

Recommended Action: Item is being sent to the subsequent Consent Agenda.

XII. COUNCIL MEMBER COMMENTS

Alderman Rada inquired about when the City Council would resume receiving monthly reports. He also requested that the speed be relocated back to Luther Avenue.

Alderman Beckwith expressed gratitude to the staff for their hard work and engagement with local businesses and commissions.

Alderman Barbari thanked Assistant to the City Administrator Raffel for doing an excellent job on the Children's Holiday Party.

Alderwoman Fitzgerald requested an update on the recruitment process for police department officers. She also inquired about the status of MacArthur Dr and whether any residents have expressed their concerns.

XIII. CITY ATTORNEY

City Attorney Holmes updated the audience on the red-light camera case and the oral arguments he presented before the Appellate Court.

XIV. CITY CLERK

None

XV. CITY ADMINISTRATOR

1. City Administrator Ritz provided an update on the police department regarding their calls during December and an overview of their 2024 annual report.
2. City Administrator Ritz announced that the City of Oakbrook Terrace will sponsor a table at the Martin Luther King Breakfast, which will be held at Drury Lane on Monday, January 20th.
3. City Administrator Ritz mentioned that Municode Meetings has been implemented, and the staff is in the process of transitioning to digital copies.

XVI. RECONVENE THE CITY COUNCIL MEETING

Motion to reconvene the City Council meeting was made by Alderman Barbari and seconded by Alderman Rada. An acclamation vote was taken:

Ayes: Barbari, Beckwith, Fitzgerald, Greco, and Rada
Nays: None
Absent: Vlach

Motion passed.

XVII. OLD BUSINESS

None

ADJOURN

Motion to adjourn was made by Alderman Barbari and seconded by Alderman Beckwith at 8:36 P.M.

Acclamation vote was made with all Ayes.

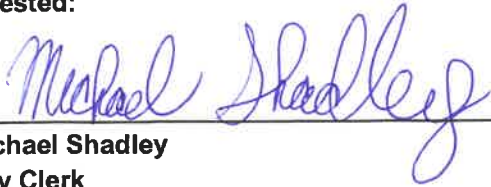
Motion carried unanimously.

Respectfully submitted,



Amy Raffel, Recording Secretary

Attested:



Michael Shadley
City Clerk



In compliance with the Americans with Disabilities Act and other applicable Federal and State laws, the City of Oakbrook Terrace meetings will be accessible to individuals with disabilities. Persons requiring auxiliary aids and services should contact the Executive Offices at 17W275 Butterfield Road, Oakbrook Terrace, Illinois 60181, or call (630) 941-8300 in advance of the meeting to inform them of their anticipated attendance.