

MINUTES OF THE SPECIAL MEETING OF THE MAYOR AND BOARD OF TRUSTEES OF THE VILLAGE OF WILLOWBROOK HELD ON MONDAY, MARCH 20, 2017, AT THE BURR RIDGE POLICE DEPARTMENT, TRAINING ROOM, 7700 COUNTY LINE ROAD, BURR RIDGE, DUPAGE COUNTY, ILLINOIS

1. CALL TO ORDER

The meeting was called to order at the hour of 5:33 p.m. by Mayor Frank Trilla.

2. ROLL CALL

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

ABSENT: Trustee Umberto Davi.

Also present were Village Administrator Tim Halik, Director of Finance Carrie Dittman, Chief of Police Mark Shelton, Deputy Chief Robert Schaller, Assistant to the Village Administrator Garrett Hummel, and Deputy Clerk Cindy Stuchl.

A QUORUM WAS DECLARED

3. PLEDGE OF ALLEGIANCE

Mayor Trilla asked Clerk Hansen to lead everyone in saying the Pledge of Allegiance.

4. VISITORS' BUSINESS

None Presented.

5. PUBLIC HEARING - APPROPRIATION ORDINANCE

The Public Hearing was called to order at 5:35 p.m. at the Burr Ridge Police Department, Training Room, 7700 County Line Road, Burr Ridge, Illinois. Mayor Trilla opened the public hearing relative to the proposed Appropriation Ordinance for Fiscal Year 2017-2018.

Mayor Trilla asked if there were any questions or comments. Being there were no questions or comments, Mayor Trilla asked for a motion to close the public hearing.

MOTION: Made by Trustee Oggerino, seconded by Trustee Mistele, to close the public hearing with regard to the Appropriation Ordinance.

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

MOTION DECLARED CARRIED

6. DISCUSSION - FISCAL YEAR 2017-18 DRAFT BUDGET

Administrator Halik presented to the Village Board a general overview of the budget. Administrator Halik advised that the majority of the summary highlights were discussed at the Joint Committee Meeting held on February 20, 2017. He noted the following:

- The final budget for fiscal year 2017/18 is planned to be approved at the April 24, 2017 Board meeting.
- All existing services and programs will be maintained.
- Proposed days of operating expenses is 176 days, and the daily cost to operate the General Fund is \$23,606 per day.
- The Five-Year Plan includes reserve spending on identified projects and programs.

Administrator Halik reviewed the General Fund highlights. Attributes include:

- Proposed budget includes a drawdown of reserves of approximately \$1,671,156.
- Includes a 2.5% salary increase placeholder for union employees per the labor agreement.
- Health insurance costs include a 5.8% increase. (Administrator Halik advised that the cost increase is projected to be 4.8%; however, budget numbers will remain at 5.8% as of now and will be updated prior to the final approval of the budget)
- Police Pension contributions increased 8.14%.
- IMRF Pension contributions decreased 0.95%.

Director Dittman related that there is an anticipation of a 1.89% increase in all revenues Village-wide. The significant changes in expenditures include a 6.43% decrease in Administration due to building improvements and the 9-11 artifact display which is in the current budget year but not recurring. Director Dittman advised

that there is a 13.72% increase in the expenditures in Planning due to an increase in the fee for outsourcing planner functions.

The increase in Police Department expenditures relates to increased health insurance costs, union wage increases, and police pension contributions.

Director Dittman related that the part of the decrease in Public Works expenditures (22.28%) is the result of a reduction in engineering fees for this next fiscal year, the Emerald Ash Borer tree replacement program, and street improvement decreases.

The increase in fund transfers is due to the transfer to the LAFER Fund.

Administrator Halik reviewed the status of grant funding the village has obtained. It includes:

- \$400,000 - Illinois Department of Natural Resources OSLAD grant. Administrator Halik advised this grant was released from suspension. Administrator Halik related that the contract for the renovation should come before the Board in the near future.
- \$60,000 - Illinois DCEO - Illinois Capital Bill - Lake Hinsdale Park renovation project. This project has been completed. Reimbursement has been submitted to the state.
- \$50,000 - Illinois DCEO - Illinois Capital Bill - Prairie Trail Park improvements. This grant has been released; however, DCEO has not released the funds as of yet.
- \$365,211 - Federal STP - Kingery Highway & 63rd Street Streetlight Project. The IDOT bid opening occurred on March 3rd. The lowest qualified bid came in at \$345,000 from H & H Electric from Franklin Park.
- \$90,000 - DuPage County Water Quality Improvement grant. Administrator Halik related that this grant will be used to reconstruct the parking lots within the Municipal Campus.

Administrator Halik advised that there are 38 full-time employees.

Director Dittman advised that the anticipated increase in health insurance rates was 5.8%; however, the most current data indicates that the annual increase will be 4.8%. Tentative annual premium contributions for FY 17/18 for a single employee are \$7,099 and for family coverage is \$20,874. The final premium rates will be voted on by IPBC in late March.

Director Dittman related that police pension costs will increase 8.14%, or \$65,553. The rate of payroll has increased from 38.99% to 41.82%. The Village contribution amount will be \$871,363. The funding target used in the actuarial valuation for the pension fund is 100% by 2040. The statutory minimum is 90%. Contributions are based on 14 beneficiaries and 23 active officers.

IMRF pension contribution will decrease by 0.95%, with rate of payroll decreasing from 17.45% to 15.43%. Director Dittman advised that it is anticipated that there will be no additional IMRF positions in the next fiscal year.

Director Dittman provided a financial overview of the Fiscal Year 2017-2018 budget.

Director Dittman related that building permit revenue has been increased. Permits collections have remained strong and the trend is to remain upwards.

Director Dittman advised that the Supplemental Appropriation Ordinance approved at the last Board meeting granted spending authority for the Business District Fund. Funds will be transferred to reimburse the General Fund for expenditures already incurred.

Director Dittman stated that the DuPage Water Commission has announced a tentative increase in water rates of 1.667%. Director Dittman related that the water fund is very healthy and this increase will not be passed on to residents.

Director Dittman advised that \$472,000 of the police renovation budget for FY 17/18 has been shifted to FY 16/17 due to an earlier than expected completion date. There has been an additional \$95,000 added to the budget for change orders. The transfer from the General Fund to the LAFER Fund to finish the project will be \$741,700.

Director Dittman related that projected sales tax revenue of \$75,000 has been added to the Business District Tax Fund.

Director Dittman stated that no tax revenue for the Pete's Fresh Market development has been estimated or budgeted due to not knowing when they will be open for business.

Director Dittman presented the revenue summary for all funds for the Village, and expenditure summary for all funds of the Village, along with major revenue sources for the General Fund.

Director Dittman advised that the projected number of reserved days for FY 16/17 will end with 248 days. It is proposed that the amount of reserved days after the FY 17/18 fiscal year will have 176 days. Director Dittman described the methodology used to project the General Fund five (5) years into the future.

Director Dittman stated that the target amount of Water Fund days reserve is 90 days. The amount of reserve days at the end of FY 16/17 is estimated to be at 257 days. In the Water Fund 5-year forecast, no rate increases have been included in the projections shown; however, 3% annual expenditure increases are included.

Discretionary Budget Items Requiring Board Direction

There are four (4) discretionary budget items identified. These have not been included in the budget, as of yet.

I. Illinois Route 83 Corridor Study Update

Administrator Halik related that the last corridor study was adopted by the Village Board in 1991. The purpose of the study is to provide community input to IDOT for the eventual widening of Route 83 through Willowbrook. The study will allow the Village to argue points of interest for the community, rather than merely accepting IDOT's final design. This widening project has not been completed.

In 2015, Administrator Halik advised that a federal transportation act was passed and provides \$305 Billion in funding for improvements to be used between 2016 and 2020. Discussions have been held throughout the state. Truck congestion was a major issue. Administrator Halik explained that Route 83 is a strategic regional route that serves I-55.

Administrator Halik stated that the corridor study needs to be updated in order for the Village to have a say in the road work project. Costs for the study update would be \$44,600.

The Board's consensus was to include funding in the FY 2017/18 budget for this item.

II. Parking Lot Replacement Project – Municipal Campus

Administrator Halik advised that there is cracking in the asphalt of the Village Hall and Community Resource Center (CRC). The cause is due to a base problem. The issue cannot be fixed with a simple overlay of pavement. The entire parking lot would need to be completely renovated. The base for the newly renovated police department is in good shape and only requires an overlay for that lot.

The cost for reconstruction in asphalt of just the Village Hall lot would be \$176,037. Administrator Halik looked for different grant opportunities to help fund the project. A DuPage County Water Quality Improvement Grant was applied for which funds the reconstruction using permeable pavers. The total cost to reconstruct both Village Hall and CRC parking lots with pavers would be \$620,245.60. If awarded, the maximum amount of the grant is 25% or \$155,061. Willowbrook was awarded a grant for 15% of the costs, or \$90,000.

After negotiations with DuPage County, the Village can convert to a 25% grant to only reconstruct the Village Hall parking, or \$73,698. The total cost of the project for the Village Hall would be \$294,792.

Administrator Halik advised that the grant can also be reapplied for once the CRC renovations begin.

The Board's consensus was to include funding in the FY 2017/18 budget for this item.

III. Telephone System Upgrade

Assistant to the Village Administrator Hummel related that the current phone system was purchased in 2006. The phone system useful life lasts approximately 15-20 years. The voice mail system lasts approximately ten (10) years.

Currently, when the phone system goes down, it is becoming increasingly difficult for the repairmen to find parts for the system. The current system runs over traditional phone lines.

With the new police department renovations, an additional 20 phones will be required, at a cost of \$5,000 for the current system.

Estimated costs to replace the entire phone network, including 62 phones, Mitel voice mail, installation, training, and switching phones lines from the traditional lines to an internet based system, would cost \$46,463.

The Board's consensus was to include funding in the FY 2017/18 budget for this item.

IV. Police Body Cameras

Chief Shelton advised that body cameras are an important topic. The DuPage State's Attorney's Office is working on an agreement with the company, Taser International, for their data and video electronic services. County police departments that use the Taser system will allow the State's Attorney's Office to download footage from body cameras and squad car cameras for their cases.

Chief Shelton stated that Taser offers a 5-year lease option. Costs for the first year is \$33,846, which includes 20 cameras, unlimited cloud storage, camera upgrades and software licenses. Years 2 - 5 would cost \$22,884 annually. Total cost for 5-year program is \$125,382.

Concerns were raised over implementing a body camera program. Mayor Trilla advised to agree to the funding. The actual implementation for the program would be discussed at a later Board meeting.

The Board's consensus was to include funding in the FY 2017/18 budget for this item.

V. Impact of All Discretionary Items

Administrator Halik reviewed the Budget Workshop discretionary items with the Board. If all discretionary items were accepted, it would cost a total of approximately \$300,946 - \$314,821, which equates to approximately thirteen (13) operating days.

7. CLOSED SESSION

a. Consideration of Compensation of Specific Employees
Pursuant to Chapter 5 ILCS 120/2(c)(1)

ADJOURN INTO CLOSED SESSION

MOTION: Made by Trustee Kelly, seconded by Trustee Neal, to adjourn into Closed Session at the hour of 6:58 p.m.

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

MOTION DECLARED CARRIED

8. ADJOURNMENT

MOTION: Made by Trustee Kelly, seconded by Trustee Neal, to adjourn the meeting at the hour of 8:08 p.m.

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

MOTION DECLARED CARRIED

PRESENTED, READ and APPROVED,

April 10, 2017

Mayor

Minutes transcribed by Deputy Clerk Cindy Stuchl.