

MINUTES OF THE REGULAR MEETING OF THE MAYOR AND BOARD OF TRUSTEES OF THE VILLAGE OF WILLOWBROOK HELD ON MONDAY, OCTOBER 28, 2019 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 Mayor Frank Trilla.

2. ROLL CALL

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

ABSENT: None.

Also present were Village Attorney Thomas Bastian, Village Administrator Brian Pabst, Director of Finance Carrie Dittman, Chief Robert Schaller, Assistant Village Administrator Michael Mertens, Superintendent of Public Works Joe Coons and Deputy Clerk Christine Mardegan.

A QUORUM WAS DECLARED

3. PLEDGE OF ALLEGIANCE

Mayor Trilla asked guest, Elizabeth and her father to lead everyone in saying the Pledge of Allegiance.

4. VISITORS' BUSINESS

None presented.

5. OMNIBUS VOTE AGENDA

- a. Waive Reading of Minutes (APPROVE)
- b. Minutes - Regular Board Meeting - October 14, 2019 (APPROVE)
- c. Warrants - \$146,773.43 (APPROVE)
- d. Motion - A Motion for Board Authorization for Staff to Process Current Delinquent Water Bills in Accordance with Past Practices (PASS)
- e. Motion - A Motion to Approve Expenditure for the Annual Power DMS Host Subscription Fee for Fiscal Year 2019/20 (PASS)
- f. Motion - A Motion to Approve Expenditure for the Annual Continuation Fee for Commission on Accreditation for Law Enforcement Agencies, Inc. (CALEA) for Fiscal Year 2019/20 (PASS)

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

MOTION: Made by Trustee Mistele and seconded by Trustee Oggerino 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

6. MOTION - A Motion to Approve the Fiscal Year 2018-19 Comprehensive Annual Financial Report (CAFR) and Management Letter (PASS)

Director Dittman advised that in the Board packet are excerpts of the Annual Audit that was prepared. Highlights included:

- The Village received again this year an unqualified "clean" opinion on its financial statements. This is the highest level of opinion that the Village can receive. The CAFR will again be submitted to the Government Finance Officers' Association for consideration of a Certificate of Achievement for Excellence in Financial Reporting. If successful, this will be the 31<sup>st</sup> year in row for receiving this award.
- General Fund Revenue exceeded budget by \$1.77 million. Director Dittman advised that the main contributing factors were sales taxes at about \$580,000 over budget, revenue from building permits were \$469,000 or 182 % over budget and red-light fines were \$372,000 or 66% over budget.
- General Fund Expenditures were over budget by \$503,000. The major contributing factor was the unbudgeted crisis management expense within the Administration Dept., which totaled about \$562,000.
- The net increase in the General Fund's fund balance was \$207,219; the Village had budgeted to draw down \$1,076,812. The Village's ending General Fund balance for April 30, 2019 is \$5,255,725, of which \$5,026,889 is unrestricted and which represents approximately 212 days of operating expenditures, which exceeds the Village's targeted amount of 120 days.

Director Dittman introduced Scott Termine from BKD, LLP., auditors for the Village of Willowbrook. Mr. Termine reviewed highlights of the Comprehensive Annual Financial Report.

MOTION: Made by Trustee Davi and seconded by Trustee Berglund to approve the Fiscal Year 2018/19 Comprehensive Annual Financial Report and Audit Management Letter as presented.

7. RESOLUTION - A Resolution of the Village of Willowbrook Estimating the Property Taxes to be Levied for the 2019 Property Tax Levy (ADOPT)

Director Dittman stated one component of the Parks and Recreation Department budget is how the Special Recreation Tax Levy funds certain expenses. The Village Board determined that funding the following items through the Special Recreation Tax is preferable to funding them from General sources:

- Willowbrook's Membership in the Gateway Special Recreation Association
- Expenses in assisting recreation participants requiring ADA accommodations
- Improvements to our parks and playgrounds in providing better accessibility

Currently, the tax impact for a homeowner with a home market value of \$300,000 is approximately \$16.36.

Per 35 ILCS 200/18-60, the Village is required, not less than 20 days prior to the adoption of its aggregate levy, to determine the amounts of money estimated to be necessary to be raised by taxation for that year upon the taxable property in its district. The 2019 proposed tax levy is \$72,750. At this amount, the tax impact for a home owner with a home market value of \$300,000 would be approximately \$15.26. This is a 2.24% decrease from the prior year's levy, or \$1,670, and includes amounts planned for ADA Accessibility at the Village parks and the Community Resource Center. All tax collected is restricted to be used on special recreation activities.

Trustee Neal asked, "Will some of the money be used for the ADA resource center?" "Could any of the funds be used to make the police department front door ADA complaint?" Director Dittman said yes.

MOTION: Made by Trustee Kelly and seconded by Trustee Neal to adopt Resolution No. 19-R-57 as presented.

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

MOTION DECLARED CARRIED

8. ORDINANCE - An Ordinance Amending Section 3-1A-1 Entitled "Fees Enumerated" of Chapter 1A Entitled "License Fees" of Title 3 Entitled "Business Regulations" of the Village Code of Ordinances of the Village of Willowbrook, DuPage County, Illinois (PASS)

Administrator Pabst related that business licensing fees have not increased for over a decade. Staff presented the information above at the Finance and Administration Committee meeting on October 14, 2019, and the Committee was not in favor of the fee increase. The item is now being presented to the full Board for discussion. An ordinance was drafted using a 20% across-the-board fee increase, however, that amount could be modified. If the ordinance is adopted, the business and vending machine license fees would be updated in the accounting system in the following week so that invoices could be sent to the businesses in early November, as the current licenses expire December 31, 2019. Changes to the video gaming license fee will be considered separately.

Trustee Mistele discussed that the Village is operating on about a \$9.6 million year and this licensing fee increase would not have much of an effect on our revenue stream. He does not think it is a good idea if we raise the fees, especially for our small business. We ran two business out of town and now have two empty buildings. We want business to stay by not increasing these fees.

Trustee Kelly and Trustee Davi wanted clarification as to what two business we ran out of town? Trustee Mistele responded that we ran Sterigenics out town and we will have two empty buildings. Mayor Trilla responded that there are several businesses interested in the Sterigenics property. Trustee Davi said, "that's good that we ran them out of town. Right?" Several Trustees and Attorney Bastian stated we did not run them out of town. Trustee Davi questioned Trustee Mistele, what is the other business? Trustee Mistele restated that he meant two buildings not businesses. Trustee Davi thanked him for his clarification.

Trustee Berglund felt that the Board should wait until next year to increase the fees. Trustee Kelly asked, "Why aren't the video gaming and liquor licenses included?" Assistant Administrator Mertens responded that the Plan Commission is having a meeting on November 6th with a text amendment to consider video gaming cafes. If that is passed, the Board will consider changing the ordinance associated with liquor licensing and video gaming, along with the text amendment ordinance, at the November 25, 2019 Village Board meeting.

Trustee Neal stated that the Trustees need to choose their words carefully when discussing businesses that have left Willowbrook. No offense to Trustee Berglund or Mistele.

Mayor Trilla stated that he is a small business owner and paying for a business license is one of the smallest bills a business owner will incur. The fees are a minimal expense to the businesses of Willowbrook. He encouraged the Board to consider this ordinance.

Attorney Bastian noted that there are a few typos in the fees noted in the ordinance and asked Director Dittman to list what those are. Director Dittman stated:

#2(i) Recreational Amusements should be \$240.00 per year; #14 (b.1) Hardware and Paint stores should be \$96.00 per year; #16 (a.2) Seating Capacity 51 to 100 should be \$330.00; and #16 (a.4) All Drive-in or Fast Food Restaurants should be \$270.00 per year plus \$2.00 for each seat.

Mayor Trilla suggested that the staff look into the best way to monitor Food Trucks in the area. There was a discussion on different ways to manage the food trucks.

Attorney Bastian stated that is something that can be considered and the code may be amended later.

Trustee Mistele suggested that the video gaming license be amended. Attorney Bastian stated it will be amended on November 25, 2019.

MOTION: Made by Trustee Oggerino and seconded by Trustee Neal to adopt Ordinance No. 19-0-27 as amended.

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

MOTION DECLARED CARRIED

#### 9. TRUSTEE 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 sends his condolence to Sergeant Gaddis' family and the service is on November 2, 2019.

10. ATTORNEY'S REPORT

Attorney Bastian had no report.

11. CLERK'S REPORT

Clerk Hansen had no report.

12. ADMINISTRATOR'S REPORT

Administrator Pabst had no report.

13. MAYOR'S REPORT

Mayor Trilla had no report.

14. CLOSED SESSION

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

15. ADJOURNMENT

MOTION: Made by Trustee Mistele and seconded by Trustee Berglund, to adjourn the Regular Meeting at the hour of 7:06 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.

\_\_\_\_\_, November 11, 2019.

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Frank A. Trilla, Mayor