

MINUTES OF THE PUBLIC HEARING ON THE PROPOSED APPROPRIATION ORDINANCE AND REGULAR MEETING (BUDGET WORKSHOP) OF THE MAYOR AND BOARD OF TRUSTEES OF THE VILLAGE OF WILLOWBROOK HELD ON MONDAY, MARCH 15, 2021, AT 5:30 P.M. AT THE WILLOWBROOK POLICE DEPARTMENT TRAINING ROOM, 7760 QUINCY STREET, WILLOWBROOK, DUPAGE COUNTY, ILLINOIS.

DUE TO THE COVID 19 PANDEMIC, THE VILLAGE UTILIZED A ZOOM VIDEO CONFERENCE CALL FOR THIS MEETING.

**1. CALL TO ORDER**

The meeting was called to order by Mayor Frank A. Trilla at 5:30 P.M.

**2. ROLL CALL**

Those present in person at roll call were Mayor Frank A. Trilla, Trustee Sue Berglund, Trustee Umberto Davi, Trustee Michael Mistele, Trustee Gayle Neal, Trustee Paul Oggerino, Trustee Greg Ruffolo, Clerk Deborah Hahn, Police Chief Robert Schaller, Deputy Chief Lauren Kaspar, and Deputy Clerk Christine Mardegan.

ABSENT: None.

Also present, via Zoom conference call, were Assistant Village Administrator Michael Mertens, Director of Finance Carrie Dittman, Public Works Foreman AJ Passero, Building Official Roy Giuntoli, Parks Recreation Manager John Fenske, and Sean Halloran.

**3. PLEDGE OF ALLEGIANCE**

Mayor Trilla asked Trustee Oggerino to lead everyone in the Pledge of Allegiance.

**4. VISITOR'S BUSINESS**

None presented.

**5. PUBLIC HEARING FISCAL YEAR 2021/2022 APPROPRIATION ORDINANCE**

The Public Hearing was called to order at 5:30 P.M. at the Willowbrook Police Department, Training Room, 7760 Quincy Street, Willowbrook, Illinois. Mayor Trilla opened the public hearing relative to the proposed Appropriation Ordinance for Fiscal Year 2021-2022.

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 Davi, seconded by Trustee Oggerino, to close the public hearing regarding the Appropriation Ordinance.

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

MOTION DECLARED CARRIED

## **6. DISCUSSION – FISCAL YEAR 2021/2022 DRAFT BUDGET**

Director Dittman welcomed the group to the Board Budget Workshop #1, to present updated budget figures and significant changes that were made since the Joint Committee Presentation on February 15, as well as several discretionary spending items.

If the Board considers it necessary, we can hold a second Board Budget Workshop on April 12, otherwise any discussion items from tonight's meeting will be incorporated into a final budget document that will be adopted at the April 26 meeting.

Incorporating the changes requested at the February 15 meeting, the General Fund now projects a drawdown of reserves in Fiscal Year 2022 of \$414,242. Fund balance on April 30, 2022 is projected at \$6.6 million or 231 operating days reserves.

Within the General Fund we predict that next year's revenues will increase over this year's budget by about \$2.6 million, or 28.69%. This is due largely to the implementation of home rule sales tax that became effective 1/1/2021. Amounts are estimated as we do not have sales figures yet.

Overall, each department has increases over the prior year budget, due in part to personnel costs, capital, and other factors. Fund transfers had an increase of 332% or about \$928,000; this includes a \$927,000 transfer to the LAFER Fund to complete the interior built out of the Community Resource Center.

Director Dittman recapped personnel from February's presentation:

- In accordance with the non-union, full time pay plan adopted by the Board in October 2020, each employee has been moved to the next step in the pay plan for budgeting purposes.
- For union police officers, both raises and step increases are included as outlined in the collective bargaining agreement that was passed by the Village Board in January 2021. That contract will continue until April 30, 2022.
- Permanent part-time employees do not have increases budgeted yet, as those will be considered separately by management.
- We have added one part time Administrative intern to the budget at a salary of about \$12,500.
- The full-time salary count has grown by three positions since last year as three police officer positions were added, the Supt. of Public Works position was eliminated, and two part time receptionists were converted to one full time position, bringing the total to 42 full time.

Director Dittman explained that the preliminary health insurance rate decreases of 2.6% will be a 6.9% decrease no plan changes. The Village's annual total health insurance expense is \$478,000, which covers

33 employees taking the insurance and an incentive for eight to opt out. The Board's March 8<sup>th</sup> approval to move our existing dental contract under IPBC will save an additional \$12,000.

Police Pension and IMRF rates have not changed since the February presentation.

Director Dittman discussed major changes to the budget since the Joint Committee Presentation. No changes to the General Fund revenues were necessary; the Illinois Municipal League (IML) updated their per capita income tax revenue estimates, and Gov. Pritzker suggested in his recent address that the State would keep 10% of income tax for itself. The net effect of the change was basically a wash, so no change was needed.

Director Dittman discussed the new stimulus relief package that was signed into law by President Biden on Thursday, March 11. The estimated share for Willowbrook is \$1.06 million, which will be distributed in two rounds and is subject to spending restrictions; this is not included in the FY 2021-22 budget. Guidance will be forthcoming from the Treasury on the funds.

Overall FY 2021-22 General Fund revenues are projected to be \$11,884,351, with 54% coming from regular and home rule sales taxes.

Director Dittman next discussed significant General Fund expenditure changes. In Administration, the Assistant Administrator salary and benefits were updated for the incoming new employee, which produced a savings of about \$28,500. From the discussion at the Joint Committee meeting, \$20,000 has been added for a possible vaccination clinic, \$50,000 was added for the possible use of an outsourced secretary, and \$600,000 was added to Transfers Out. The February budget presentation included \$327,000 for transfer to the LAFER Fund; it is now \$927,000. The reason for this is the uncertainty of obtaining the two infrastructure grants that were estimated at \$600,000. Two DCEO grants remain as budgeted revenue in that fund for about \$725,000.

Mayor Trilla asked if the grants come through would that bring our \$400,000 deficit to a \$600,000 surplus?

Director Dittman answered, a \$200,000 surplus.

Director Dittman continued stating the expenditure increases in most other departments were minor; the police body cameras line item was increased by \$20,000, however, a grant may become available to offset some of that expense. Chief Schaller added that there is a new grant for the body cameras and our grant writer is currently working on it.

In Public Works, a salary adjustment was made for the Foreman from the closed session held on March 3, 2021. Also, current year projected expenditures were adjusted up by \$157,000 for the February snow events. In the Hotel/Motel department, \$10,000 was added for advertising as per the Board's direction.

Mayor Trilla commented the \$20,000 added for COVID-19 vaccinations may not be necessary.

Total FY 2021-22 General Fund expenditures are now budgeted at about \$12.3 million.

Director Dittman gave a summary of capital items that are already included in the General Fund budget based on the requests of the departments. If the Board decided based on the financial condition of the General Fund to pause or delay certain items, these are potential items to do so with.

To recap the General Fund, the current year budget contemplated a deficit spend of \$414,000 and ending reserve days of 190. The projected actual amount is a surplus of \$1.5 million and 269 reserve days. Next year, before considering any discretionary items, will be a deficit spend of \$414,000 and 231 reserve days; this exceeds the Board's minimum of 120 days.

Most other funds had no changes since the Joint Committee presentation. MFT Fund had an increase of \$50,000 in expenditures due to the engineer's estimate for the annual road program. The LAFER Fund had a reduction of grant revenue and corresponding increase in transfers in from the General Fund of \$600,000, but no changes to overall costs.

The Water Fund has not had any increases to its expense budget since the February presentation, and we were recently informed by DuPage Water Commission that they did not have a rate increase contemplated in their next year's budget. The current year budget projected a deficit spend of \$145,000 and 151 reserve days. The projected actual amount is a surplus of \$82,000 with 196 reserve days, and next year's budget is an estimated \$293,000 deficit spend and 155 reserve days. Water operating reserve days are declining over the next five years, assuming no increase in Village water rates. We have budgeted for a water rate study next year to determine what changes in our rate structure may be needed.

Director Dittman turned the presentation to discretionary items that are not currently included in the budget.

Building Official Giuntoli asked the board to consider adding a full-time position in the Building Department, in lieu of the current outsourced inspector, due to his newly acquired additional responsibilities and heavy workload. This position would add consistency to the department. The current consultant costs about \$117,522 annually vs. an estimated \$100,856 for a full-time inspector employee. The savings is approximately \$16,666.

Director Dittman reminded the board that this position would also achieve succession planning as Building Official Giuntoli approaches retirement.

Discussion occurred on the advantages and disadvantages of this change.

Parks and Recreation Manager Fenske stated Ridgemoor Park needs renovation. The equipment was installed in 1976 and 1991 and is not ADA accessible, nor can replacement parts be purchased. Some of the issues are broken mountings, non-ADA compliant ramps, failing welding on railings and faded and staining equipment. The estimated cost is \$180,000.

The Mayor and the Trustees agreed that this must be repaired.

Parks and Recreation Manager Fenske reported that the fishing pier at Willow Pond was installed in 2006 and needs replacement. The underlying support structure is sound, but the railings must be replaced at an estimated cost of \$28,000.

Director Dittman reminded the Board that last year staff solicited quotes to replace the Village entrance signs. This item has been budgeted and deferred several times in prior years. The main signs are the two existing signs to the Village located on Illinois Route 83 on the north and south entrances. IDOT has many regulations that must be followed. Staff obtained two designs that would comply with the breakaway regulations in a fresher format updated with the current Village logo. The prior year cost for both signs was \$15,000. If the Village desired to go the route of a monument sign, it would be placed on private property outside of the right of way, which would entail getting permission from the owner of that property, and the sign costs would be significantly higher, generally in the ballpark of \$100,000. Director Dittman asked for direction on what amount to include in the budget, not the specific sign itself.

Additional discussion surrounding signs occurred including location, cost, IDOT regulations and visibility. Trustee Oggerino and another board member will investigate this.

The last discretionary item for consideration is the comprehensive update of the Village zoning and other codes. There have been discussions in the Laws and Ordinances Committee meetings of the need to update our Village codes. An estimated first year cost to start this undertaking would be \$40,000.

Mayor Trilla asked if all the ordinances need to be amended.

Trustee Neal explained that many of the ordinances are outdated and sited several examples.

The Board had a consensus on the following discretionary items:

- Building inspector – hold off until conferring with Village Administrator, but consultant fees remain in the budget
- Ridgemoor Park – ADD \$180,000
- Willow Pond Fishing Pier – ADD \$28,000
- Breakaway entrance signs - no
- Monument entrance sign(s) – create one comprehensive Village entrance and park signage project - ADD \$150,000
- Village code update – ADD \$40,000

Trustee Mistele would like an analysis done of building permit fees generated vs. building dept. costs incurred for the past few years. Director Dittman and Building Official Giuntoli will work on this.

MOTION: Made by Trustee Mistele and seconded by Trustee Berglund, to adjourn the meeting at the hour of 7:05 P.M.

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

MOTION DECLARED CARRIED

PRESENTED, READ, AND APPROVED

April 13, 2021



Frank A. Trilla, Mayor

Minutes transcribed by Director of Finance Carrie Dittman and Deputy Clerk Christine Mardegan.