

MINUTES OF A SPECIAL BOARD MEETING OF THE VILLAGE OF WILLOWBROOK HELD ON MONDAY, JULY 12, 2021, AT 5:30 P.M. IN THE VILLAGE HALL, 7760 QUINCY STREET, IN THE VILLAGE OF WILLOWBROOK, DUPAGE COUNTY, ILLINOIS.

1. CALL TO ORDER

The meeting was called to order by Mayor Trilla at 5:30 p.m.

2. ROLL CALL

Those present at roll call were Mayor Frank Trilla, Clerk Deborah Hahn, Trustees Sue Berglund, Umberto Davi, Mike Mistele, Gayle Neal, Paul Oggerino and Greg Ruffolo, Village Administrator Brian Pabst, Assistant Village Administrator Sean Halloran, Finance Director Carrie Dittman, Police Chief Robert Schaller, Parks and Recreation Manager John Fenske, and Building Official Roy Giuntoli.

Present via Zoom: Deputy Police Chief Lauren Kaspar and Municipal Services Foreman AJ Passero.

3. REPORT - Managed IT Services RFP Update

Finance Director Dittman began by explaining the Village's past and current IT services.

For over 15 years, the Village has utilized the services of PCS International to provide outsourced managed Information Technology (IT) services instead of hiring a Village employee to provide those services. Over time, the staff assigned to the Village account has turned over and in light of recent cyber-attacks on the Village in March 2020 and May 2021, the Village has been considering obtaining a new firm that can 1) perform the required services at a cost-effective rate, and 2) implement the suggestions noted by Halock Security Labs in their cyber security reports to mitigate the risk of a future attack.

On May 10, 2021, the Village Board approved a contract with Sikich LLP to assist the Village with drafting a Request for Proposal (RFP) to solicit a qualified technology firm (attached). The RFP was sent out today, July 12th, to 12 firms and a conference call of interested parties will be held on Monday, July 19th.

Responses will be due approximately two weeks later, and interviews with finalist firms will be conducted in August. Staff is targeting the September 13th Village Board Meeting for approval of a technology firm.

Mayor Trilla called for questions. Trustee Davi asked if this was just an informational report. The Mayor responded "yes".

4. DISCUSSION - Possible Addition of PPO Health Insurance

Finance Director Dittman gave an overview on the Village's current health insurance. Willowbrook is a member of the Intergovernmental Personnel Benefit Cooperative (IPBC), which provides health and dental insurance

to a pool of municipal members; the Village is then part of a smaller sub-pool consisting of 5 neighboring communities (Burr Ridge, Clarendon Hills, Darien, Willowbrook & Woodridge). Our sub-pool has been an HMO only group since we joined IPBC, and our sub-pool bylaws dictate our cost sharing arrangement, thus a PPO option would not have been feasible in the past. In 2021, IPBC made changes to the overall IPBC member structure, and as a result the financial effects of a potential high claims history for future Village PPO members will not be as detrimental to us.

The Director continued and presented an analysis with charts providing a breakdown of costs to the Village and employees based on three deductible levels provided by IPBC as

the PPO plans each have member deductibles to be met: a \$500 individual/\$1,500 family deductible, a \$1,000 individual/\$2,000 family deductible (benchmark average of IPBC members), and a \$1,500 single/\$3,000 family deductible. The specifics and premiums of each are included in the packet as Exhibits A-1, A-2 & A-3.

The Village currently pays 100% of the single HMO health premium and 80% of dependent coverage, after deducting the single HMO premium (true subsidy is 86-90%). The attached preliminary analysis assumes that the HMO single deduction and employee contribution percentages would remain the same. The attached Exhibit B shows the current and proposed costs to the Village.

The discussion was then opened for questions.

Trustee Mistele asked about how many employees this affects, Director Dittman replied that we don't know how many employees would choose the PPO coverage, but that it would be open to all employees and all retirees on the Village health plan. Also, during annual open enrollment, the participant could switch plans. Trustee Mistele asked if we assumed 10 employees took the PPO the annual cost increase would be \$13,000? Director Dittman replied that would be the increase for 10 employees with SINGLE coverage (under the \$1,000 single/\$2,000 family deductible level), but the actual cost increase will vary depending on which tier of coverage they are.

A question was raised if anything was put out to Village retirees? Village Administrator Pabst replied that we are putting it out there to the Village Board first at this Special Meeting for discussion and direction for further analysis.

A trustee asked for the background on this issue. The question was raised as to why we haven't had a PPO in the past as some employees would prefer that form of insurance. Director Dittman provided information on the historical structure of IPBC and that we are in an HMO only sub-pool of IPBC as we have too few covered lives (about 40) to be a stand-alone member within IPBC. If we had offered PPO insurance in the past and had a few employees with large claims, in the next year when we had our renewal we may see our rates skyrocket as we would not have the blending effect of other members since our sub-pool was HMO only. In effect, we would be on our own with any PPO increases. IPBC's structural change in 2021 would

allow the Village to offer PPO coverage and maintain the pooling benefits of IPBC's extensive membership.

Trustee Neal recapped the information and a discussion ensued about employee contribution amounts. Administrator Pabst suggested that the next steps would be to survey the employees and other communities for employee contribution amounts and reevaluate the resulting costs.

Mayor Trilla agreed that more review was needed and that it was certainly worth more research.

Director Dittman noted that the earliest implementation could be January 1, 2022, mid-plan year, or at the normal plan year start, July 1, 2022.

5. DISCUSSION - Enterprise Leasing

Police Chief Schaller presented information regarding the status of the Enterprise Leasing initiative.

At several Public Safety Committee meetings in early 2021, the committee directed staff to proceed with exploring the financial impact leasing would have on the overall police department vehicle budget. After exploring the equity leasing option offered by Enterprise Fleet Management, several benefits of leasing versus purchasing vehicles were discovered.

Chief Schaller explained that after the initial investigation, it was believed that leased provided the best solution. After researching further it was determined that the biggest stopping point for leasing versus purchase, was the return value of the squad cars, particularly Tahoes, at the end of the lease term.

The Chief also reported that the Enterprise representative was asked for an analysis of what others were doing and what they were historically getting for the return of their leased vehicles. As 2020 was an outlier year that skewed the results, Enterprise was asked to go back to 2018 for information. Enterprise could not produce that data. Additionally, Schaller reached out to the DuPage County dealership for historical information who reported that the current value of a 2012 Tahoe, with 100,000 miles, can be expected to garner \$10,500.00 at auction.

As of right now, Chief Schaller suggested going back to purchasing the vehicles that were allocated in the budget.

The Chief responded to a question that when the lease agreement was scaled back to 3-4 cars, Enterprise appeared to lose interest in the deal.

A discussion of the current age of the department vehicles and what has been budgeted in the coming years followed. Current status of the vehicles includes 3 over 100,000 miles and 4 at 92,000 plus. The budgeted replacement breakdown includes 3 in 2021/2022, 4 in 2022/2023, 2 in 2023/2024, 2 in 2024/2025 and 3 in 2025/2026.

At this point the Enterprise lease solution is out. The Chief has located a dealer, Curry Ford Co-op with 2020 Durangos and 5 Tahoes of which Willowbrook has earmarked two.

6. REPORT - Monthly Disbursement Reports - June 2021

Finance Director Dittman reviewed and highlighted the items below for the month of June.

- Vendor checks and payroll in June = \$1,127,159
- June payroll totals = \$339,406. The average payroll YTD is \$166,743, a 1.55% increase from last year.
- Total YTD average cash outlay for all Village funds - \$1,162,396
- Ave. daily outlay of cash for all Village funds - \$37,572; \$38,103 YTD.
- Ave. daily expenditures for the General Fund: \$24,423. Fiscal year to date average: \$23,171, a 12.5% decrease from last year.

7. REPORT - Sales Tax, Home Rule Sales Tax, Business District Sales Tax, Income Tax, Utility Tax, Local Gas Tax, Places of Eating Tax, Hotel/Motel Tax, Fines, Red Light Fines, Building Permits, Water Revenues and Motor Fuel Tax

Finance Director Dittman highlighted the major revenues for the month of June 2021 as follows:

- Sales tax receipts - \$421,287 up 17.03% from the prior year. The top 20 sales taxpayers as a group have increased 6.07% in the last 12 months compared to the prior year.
- 1% Home Rule Sales Tax receipts - \$222,867. There is no year over year comparison as this was implemented January 1, 2021
- Business District Sales Tax - \$56,124 up 48.74% from the prior year
- Income Tax receipts - \$127,220 up 137.16% compared to the prior year
- Utility tax receipts - \$56,516 down 2.51% from the prior year
- Local Gas Tax - \$19,467 up 31.41% from prior year
- Places of Eating Tax receipts - \$54,725 up 61.61% compared to the prior year
- Hotel/Motel Tax receipts - \$14,191 down 20.42% compared with the

prior year

- Fines - \$29,183 up 265.38% compared with the prior year
- Red Light Fines - Collected \$85,600 up 69.84% compared with the prior year
- Building Permit receipts - \$23,876 down 17.34% compared with the prior year
- Water Revenue receipts - \$271,356 up 5.45% compared with the prior year
- Motor Fuel Tax receipts \$27,904 up 39.14% compared with the prior year

8. VISITOR'S BUSINESS

There were no visitors present at the meeting.

9. COMMUNICATIONS

There were no communications received.

10. ADJOURNMENT

Motion to adjourn was made by Trustee Berglund. Trustee Oggerino seconded the motion.

ROLL CALL: AYE: Berglund, Davi, Mistele, Neal, Oggerino, Ruffolo NAY: None
ABSENT: None

The meeting was adjourned at 6:28 p.m.

(Minutes transcribed by: Carrie Dittman & Jody Wegrzynski)