

MINUTES OF THE SPECIAL MEETING OF THE MAYOR AND BOARD OF TRUSTEES OF THE VILLAGE OF WILLOWBROOK HELD ON MONDAY, JUNE 27, 2022, 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 WILL BE UTILIZING A ZOOM CONFERENCE CALL FOR THIS MEETING.

1. CALL TO ORDER

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

2. ROLL CALL

Those physically present at roll call were Mayor Frank A. Trilla, Trustees Mark Astrella, Sue Berglund, Umberto Davi, Michael Mistele, Gayle Neal and Gregory Ruffolo, Village Administrator Brian Pabst, Assistant Village Administrator Sean Halloran, Assistant to the Village Administrator Alex Arteaga, Chief Financial Officer Michael Rock, Director of Community Development Michael Krol, Chief Robert Schaller, Deputy Clerk Christine Mardegan, Municipal Services Foreman AJ Passero, and Public Services Coordinator Virginia Stoltz.

Present via conference call, due to the COVID-19 pandemic, were Director of Parks and Recreation Dustin Kleefisch and Deputy Chief Benjamin Kadolph.

Absent: Village Clerk Deborah Hahn and Deputy Chief Lauren Kaspar.

A QUORUM WAS DECLARED

3. PLEDGE OF ALLEGIANCE

Mayor Trilla asked Coordinator Stoltz to lead everyone in saying the pledge of allegiance.

4. VISITOR'S BUSINESS

None present and no written comments were received.

5. DISCUSSION - DISCUSS WATER RATE STUDY

Assistant Administrator Halloran opened the discussion. He indicated that the Board had approved a contract with Christopher B. Burke Engineering on May 10, 2021 to conduct the water rate study. Since that time, Staff and Mark Emory from Christopher Burke, have worked together to produce different models for water rates.

Tonight, we're seeking feedback on Mr. Emory's presentation of the various models. The Board received the report this past Friday as part of this

meeting's agenda packet. We are not looking for a final decision on the options this evening, but rather feedback on the various options or other alternatives. We will most likely be bringing this before the Board on multiple occasions before a final decision is reached.

Assistant Administrator Halloran introduced Mr. Mark Emory to conduct the presentation. Mr. Emory presented material from his PowerPoint presentation as outlined below:

- **Study Objectives**
- **Detail of the Water Fund**
- **Existing Rate Structure**
- **Capital Improvement Plan (CIP)**
- **Reserves**

The Mayor asked for clarification of the reserve figures presented and the amount of the current reserves. Mr. Emory clarified and continued his presentation.

- **Historical Revenue and Expenditures**
- **Revenue Projections (from 2023 Budget)**

Mayor Trilla asked for a clarification of the type of taxes referred to in the Revenue Projections table. Assistant Administrator Halloran clarified that those are Utility Taxes.

- **Expense Projections (from 2023 Budget)**

Clarification was requested on the CIP projects concerning water mains. Foreman Passero provided additional information.

- **Reserves Projections (from 2023 Budget)**

Questions were raised about the discrepancies between the PowerPoint presentation and the agenda packet. Assistant Administrator Halloran clarified.

Assistant Administrator Halloran also clarified that the utility tax includes: Nicor, ComEd and the tax on the water bill; all three taxes under one name, "utility tax", in the presentation materials.

- **Conclusions (from 2023 budget projections)**

A discussion was had on the current water rates, minimum billing and other community water rates.

- **Rate Alternatives for Target Revenue / Maintain Reserves**

(Charts provided for each demonstrating the effect of each alternative on the budgeting for the 5 fiscal years

- **Alternative 1 - Utilize existing rate structure with % increase**
- **Alternative 2 - Volume only charge (no minimum bills)**
 - **Alternative 2.A. - Utilize single volume charge for all customers (minimum billings discontinued)**
 - **Alternative 2.B. - Utilize a separate volume charge for residential and non-residential**
Non-residential rate 1.2 times the residential rate (minimum billings discontinued)
- **Alternative 3 - Combination fixed fee and volume charge**
 - **Alternative 3.A. - Fixed fee of \$24 per month plus single volume charge**
 - **Alternative 3.B. - Fixed fee of \$24 per month plus separate volume charges**
 - **Alternative 3.C. - Alternative 3.B. with annual increasing fixed fee**
- **Blended Rate Proposal - Increasing fixed fee per month and separate volume charges**

Each alternative was discussed; questions asked, and clarifications requested. Mr. Emory provided additional details on his data and charts.

A lengthy discussion was had on the distinction between residential and non-residential customers and how multi-family residences fall into each category.

Disadvantages of the Alternative 3 fixed fee scenarios were discussed. Little Board support was shown for those options.

Staff indicated their support for the final alternative - Blended Rate Proposal. Assistant Administrator Halloran clarified that the feeling was the Water Fund does not need to increase in a hurry due to existing and anticipated grants, but rather increases could be implemented gradually over the next few fiscal years and reevaluated annually.

Assistant Administrator Halloran asked for a Board consensus on the direction to proceed based on the alternatives. The consensus was for adoption of the Blended Rate Proposal, but perhaps a greater increase in the volume charges as opposed to increasing the fixed fee dramatically. The Mayor also indicated he would also like to see a review of the billing frequency.

Assistant Administrator Halloran indicated the information gathered in this meeting would be consolidated and represented to the Board in a timely fashion.

6. ADJOURNMENT

MOTION: Made by Trustee Davi and seconded by Trustee Berglund to adjourn the Regular Meeting at the hour of 7:03 p.m.

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

MOTION DECLARED CARRIED

PRESENTED, READ, and APPROVED.

_____, 2022.

Frank A. Trilla, Mayor

Minutes transcribed by Deputy Clerk Christine Mardegan.