

MINUTES OF THE SPECIAL MEETING OF THE MAYOR AND BOARD OF TRUSTEES OF THE VILLAGE OF WILLOWBROOK FOR BUDGET WORKSHOP #1 WAS HELD ON THURSDAY, JANUARY 5, 2023, AT 5:30 P.M. AT THE WILLOWBROOK POLICE DEPARTMENT TRAINING ROOM, 7760 QUINCY STREET, WILLOWBROOK, DUPAGE COUNTY, ILLINOIS .

THE VILLAGE WILL BE OFFERING A ZOOM WEBINAR FOR THE MEETING TO ALLOW MEMBERS OF THE PUBLIC TO ATTEND BY VIDEO OR AUDIO IF DESIRED. IF A MEMBER IS USING ZOOM, PLEASE EITHER USE YOUR PHONE OR COMPUTER, NOT BOTH.

1. CALL TO ORDER

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

2. ROLL CALL

Those physically present at roll call were Mayor Frank Trilla, Village Clerk Debbie Hanh, Village Trustees Sue Berglund, Umberto Davi, Michael Mistele, and Gayle Neal, Village Administrator Sean Halloran, Assistant to the Village Administrator Alex, Arteaga, Chief Financial Officer Michael Rock, Director of Community Development Michael Krol, Director of Parks and Recreation Dustin Kleefisch, Chief Robert Schaller, Deputy Chief Lauren Kaspar, Deputy Chief Benjamin Kadolph, Deputy Clerk Christine Mardegan, and Public Works Foreman AJ Passero.

Present Via conference call were Village Trustees Mark Astrella and Gregory Ruffolo.

Absent: None.

A QUORUM WAS DECLARED

3. A. MOTION - Motion to Allow Trustee Ruffolo to Attend the Meeting Remotely.

Trustee Neal asked the Board to allow Trustee Ruffolo to attend the meeting remotely.

MOTION: Made by Trustee Neal and seconded by Trustee Davi to allow Trustee Ruffolo to attend the meeting remotely.

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

MOTION DECLARED CARRIED

B. MOTION - Motion to Allow Trustee Astrella to Attend the Meeting Remotely.

Trustee Neal asked the Board to allow Trustee Astrella to attend the meeting remotely.

MOTION: Made by Trustee Neal and seconded by Trustee Davi to allow Trustee Astrella to attend the meeting remotely.

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

MOTION DECLARED CARRIED

4. PLEDGE OF ALLEGIANCE

Mayor Trilla asked Trustee Neal to lead the pledge of allegiance.

5. VISITORS' BUSINESS

None presented and no written comments were received.

6. Discussion Budget Workshop

a. 2022-2023 Budget Update

Administrator Halloran provided an outline of the meetings main topics. He would begin with an update of the 2022-2023 budget and continue with a review of the Capital Improvement Program (CIP).

He identified the four upcoming dates for public budget meetings. Last year, three meetings were conducted. The reason for increasing the number to four is accommodate an ambitious Capital Improvement Program (CIP) and allow sufficient time for Board feedback and questions.

The other meeting staff would like to set up is a public open house on the CIP to allow residents to view the upcoming projects before they go out to bid. This allows those affected in the project areas to provide feedback before the work begins. This allows us another communication tool to provide transparency to the residents. Trustee Davi asked if a date had been set, to which Administrator Halloran replied February 14, 2023. The Mayor felt that Valentine's Day might not be the best date for the open house. The Administrator agreed and will look for a different date.

The Village's financial position continues to be strong. For 22/23, we have a balanced budget, with an estimated \$1.2 to \$1.3 million surplus. When the Board approved the budget, we had a \$510,000 surplus. Fund balance levels within the range approved by the Board. Overall expenditures continue to move downward. Although

operating expenditures are up slightly, the overall expenditures are down due to some of the CIP projects coming in under budget.

Revenues have been stable, although it has been a difficult year to understand and predict the trends with both inflation and recession. The overall surplus is being driven by one-time revenue sources including a one-time disbursement of \$685,000 from IPBC (Intergovernmental Personnel Benefit Coop) in July of 2022 with our withdrawal from the program and a return of our reserve funds.

Another \$500,000 in revenue was from a single grant for the CRC (Community Resource Center). Overall, the Village was awarded \$725,000 in grants for the CRC project.

In the overall expenditures, in the Village Administrator's Office, we're seeing increases here due primarily to the change in administrators as well as additional staffing changes. The biggest decrease has come with the changes in the Community Development department with major changes in operational efficiencies and staffing changes. These changes have not only reduced costs but also created operational efficiencies. Expenditures for Public Works are being closely monitored to help reduce the overages. Public Works Foreman Passero and Mr. Arteaga have been monitoring this trend and working diligently to continue to seek bids for various public works projects.

The largest savings has come in through the CIP projects with the bids coming in lower than expected, such as the Ridgemoor Park project. The CRC is also still coming in underbudget, and will, hopefully, continue to do so.

Overall operating expenditures are up about \$65,000, but total expenditures are down \$392,000.

Overall General Fund revenues are up around \$420,000. Again, these increases are related to the one-time revenue sources previously mentioned. We're seeing sales tax revenues come in higher than we anticipated, although not significantly, as is the home rule sales tax and the income tax. The biggest decline we're seeing in revenue is in building permits, which will most likely come in around \$200,000 under budget. Red light fines continue to increase. Utility tax income is increasing as well, in part due to the ComEd rate increase. The MFT (Motor Fuel Tax) income is coming in a bit higher than expected, although the local gas tax is coming in a bit lower due to changing habits of drivers, i.e., driving less, purchasing gas elsewhere to save money.

The six highest revenue generating sources are: Sales Tax, Home Rule Sales Tax, Illinois Income Tax, Red Light Fines, Utility Tax

and Places of Eating Tax. All seem to be outperforming expectations and are slightly higher than previous years, although this does not provide any type of indicator for future performance.

Finally, the General Fund projections, we were originally expecting a surplus of \$510,000, now we're projecting a surplus of \$1.3 million. The fund balance was at \$11.2 million in April 2022 and is now \$6.2 million. Administrator Halloran pointed out that the decrease was due to a transfer of \$6.1 million to the Opportunity Reserve Fund. The money is still there just allocated to a different fund. The projected fund balance is still above the approved amount with a 57% fund balance, well within the approved limit of 40%-50%. We're still outperforming our overall fund balance policy.

b. 2023-2028 Capital Improvement Program (CIP)

Administrator Halloran began with a reminder of the definition and purpose of the Capital Improvement Program (CIP). CIP is a governmental fund that exists in the Capital Projects Fund for the purpose of aggregating resources to complete infrastructure improvements and large-scale capital projects. These projects are largely funded by the General Fund, Water fund and grants.

The CIP helps plan for the next five or more for major projects, and project the savings needed to undertake these projects. It also allows staff to plan and prioritize for current undertakings as well as those in the future.

The focus this evening will focus on the two largest of the CIP projects; Midway Park and Borse Park improvement. Administrator Halloran briefly covered several other, smaller projects:

Design

Project	Cost	Funding Source
Willow Manor Stormwater Project	\$50,000	General Obligation Bond

Public Works Foreman Passero outlined the issues and why this project was chosen and the next steps to be undertaken. The Village will work with Novotny Engineering to develop a three-year plan to correct the situation.

Road and Sidewalk Infrastructure

Project	Cost	Funding Source
Gower West Sidewalk	\$75,000	General Fund
Executive Drive	\$1,000,000	General Obligation Bond

The Gower West project was brought before the Board last year. The Police Department, in conjunction with the grant writer, applied for grant money, which was awarded to cover 90% of the cost. However, the grant is being offered through both State and Federal agencies and the requirements of the grant raise the cost of the project. Without the grants, staff feels the cost of this project to the Village could be considerably lower. The funding for this project is being reevaluated.

The Executive Drive project has been an ongoing issue. Staff has been meeting with Dan Lynch and engineers from Christopher Burke for the last month or two. It was originally planned as a three-year project; however, the engineers are confident they can accomplish it in one year. With this alternative, a number of different issues are raised, such as continued business access throughout the project, and changes in the cost.

Village Equipment

Project	Cost	Funding Source
Installation of nine (9) message boards throughout all Village parks	\$8,500	General Fund
Ballistic Shield Replacement	\$6,800	General Fund
Evidence Room Server	\$15,000	General Fund
Axon Taser (5-year lease)	\$12,000	General Fund
LED Streetlight upgrade project	\$85,000	General Fund
Police Ammo	\$25,000	General Fund

The largest asset upgrade in this category is the LED Streetlights upgrade project on Adams Street from Plainfield Road south to where it dead ends. About 80%-85% of all streetlights in the Village have been upgraded with a retrofit kit, but, due to the difference in lighting types for Adams Street, it was not included in the original upgrade. Because of these differences and the condition of these poles themselves, it became apparent that a complete reconstruction for the ground up was required.

The message boards at the Village parks are designed as another method of communicating with residents of Village events at parks, the CRC or other Village news.

The balance of the projects in this category are routine replacements of equipment that has reached the end of its use. These were included in last year's CIP plan for fiscal year 23/24, and they remain included in the plan.

Village Facilities

Project	Cost	Funding Source
Midway Park upgrade	\$1,800,000	General Fund
Borse Park improvements	\$1,330,000	Split with ARPA (\$950,000) and the General Fund (\$380,000)
Creekside Park improvements	\$150,000	General Fund
Police Department signage	\$12,000	General Fund
Police Department parking lot – sealcoating	\$6,800	General Fund

Village facilities is the largest category. The smaller projects include updating the signage in the Police Department training room once the new Board facilities at the CRC are completed and the room will return to exclusive use by the police. Also included is the replacement of three bridges at Creekside Park. This has been a recurring issue at Creekside. Although the lifespan of a bridge should be 20-25 years, the bridges in this park have not been properly placed and are in a continual state of disrepair. The improvements will not only be of a sturdier construction, but also make the bridges safer for park visitors.

Midway Park Improvement Project

Staff is recommending a complete upgrade of Midway Park. The timeframe for this project is approximately one year.

- Multi-Sport/Hockey Rink: Start April, Completion May, Duration 8 weeks (waiting on court tile quote. Ice Rink boards 25x50 are \$9,390)
- Wiffleball Field
- Pickleball courts: Eight courts. Start May, completion July, duration 6-8 weeks ***Should schedule before paver parking lot is installed to avoid potential load/damage to new paver lot
- Pavilion/Restrooms: Start May, completion July/August, duration 12 weeks
- Parking lot: Start June, completion August, duration three months

Project cost \$1.8 million

Administrator Halloran indicated that the parking lot with a permeable surface would be the most expensive part of the project. Foreman Passero provided additional details on the water flow and retention in the area. The goal is to add stormwater retention and flow control features to avoid current standing water issues and redirect the water to Sawmill Creek.

The Mayor asked if by using permeable pavers for the parking lot whether that would help in obtaining grant money. Director Kleefisch indicated that it would help 100% due to the low environmental impact.

Trustee Mistele asked if stormwater retention would be required for the project. Foreman Passero indicated that, by using the permeable pavers, the stormwater retention would be redirected under the parking lot, eliminating the need for an additional retention area.

Trustee Davi wanted to know what the most expensive part of the project would be. Administrator Halloran indicated that it would be the permeable pavers, at an approximate cost of \$800-900 thousand.

The Mayor provided additional information on Pickleball. He indicated it is the number one growing sport in the U.S. The sport has been around for a long time and is currently undergoing phenomenal support. He feels it would be a great addition to the Village's facilities.

Administrator Halloran showed a sample of acoustic fencing that would be used inside the pickleball courts. This helps mitigate the sound from the courts to the surrounding neighborhood. There are two neighbors that would be impacted the most, but he is confident that this type of fencing would reduce the noise and reduce the disturbance to the neighbors. Director Kleefisch indicated that the material has been proven to lower the sound level from the courts by 10 decibels, a significant decrease.

If the Board approves, staff would like to send the project out to bid in March/April with construction beginning in May/June 2023 with a completion date in October 2023. Trustee Mistele asked if a designer had been selected. Administrator Halloran indicated that no firms had been selected as all facets of the project would go out for competitive bidding.

Administrator Halloran and Director Kleefisch discussed the popularity of pickleball nationwide, and more specifically in the surrounding area.

Borse Memorial Park Redevelopment Project

This is a three-year project at a cost of \$5 million over the three years and could go as high as \$7 million depending on inflation and supply costs. This will be a major overhaul and improvement of the park.

Borse Memorial Park Project - upgrade and improvement items:

- Permeable paver parking lot in NE corner
- Tree clearing and removal along Sawmill Creek and north of basketball courts
- Pedestrian bridge from NE parking lot
- Band shell in NW corner
- Large pavilion w/restrooms
- Challenge course
- Larger restroom & Pump room
- Playground and Spray Park (family area)
- Permeable paver parking lot on northside of Midway Park
- Shelter w/restrooms
- LED Solar light poles throughout the parking lots and pathways
- Extended bike/walking perimeter pathway

Administrator Halloran outlined the planned activities for the coming year:

Timeline and Costs

Spring 2023 (Phase I) Borse Memorial

- Survey: Prep for elevations and measurements to so we can act quickly. Novotny is currently surveying property
- Stormwater drainage and Infrastructure improvements: Start April, completion June, duration three months
- Permeable Paver Parking lot: Start June, completion August, duration eight to 10 weeks
- Bandshell: Start May, completion end October, potential 5-8 month project schedule

Phase I Costs: \$1,170,000

Director Kleefisch outlined the following years activities:

Spring 2024 (Phase II)

- Tree Removal: Start March, completion March, duration one-two weeks
- Parking lot: Start April, completion June, duration three months
- Pathway: Start April, completion July, duration three months
- Bridge: Timeline uncertain due to engineering, manufacturing, delivery and install. Estimated time would be 6 months

- Pathway lights: Start Aug, completion End Aug, duration 2-4 weeks

Phase II Costs: \$1,738,227

Spring 2025 (Phase III)

- Concrete work for spray park/playground pour-in-place in April 2025
- Pour in place surface and Playground install May 2025
- Challenge Course install May 2024
- Spray Park pumps and mechanical along with Restroom June 2025
- Spray park features and surface July 2025

Phase III Costs: \$2,217,287

Foreman Passero outlined the additional stormwater mitigation processes and procedures that would be included in the project.

Trustee Davi questioned the justification of the improvements considering the combined high cost of the two projects. Administrator Halloran responded that at this time, staff is looking for feedback on the feasibility of adding these projects to the budget. He indicated that staff had been working with the Mayor for a number of months and is now bringing it forward to the Board for feedback and direction.

Trustee Mistele indicated he would like to see the results of the survey (Parks & Recreation) to provide some additional feedback.

Administrator Halloran continued with his response to Trustee Davi's questions. Although the total project cost seems high, it is also spread over a number of fiscal years. For the \$1.8 million Midway project funding would come from the General Fund, which is expecting a surplus for the 23/24 coming year. For this fiscal year, for the Borse project cost of \$1.3 million, the plan is to use \$900 thousand to \$1 million of ARPA (American Rescue Plan Act) money, federal grant money, that we have already received, plus \$300 thousand from the General Fund. For next year then, \$2.1 million will be used on the parks.

Trustee Davi also asked if the Administrator felt this (the park projects) was a prudent direction for the Village to be taking. The Administrator indicated he felt this was a prudent and appropriate way to move forward, because of the Village's financial health, the Village services and goals. A lot of the Village parks

have not been taken care of in the recent past, have not had required maintenance. The question is not whether there is demand for these types of park projects, the demand is there, but rather what the Village will do to answer that demand.

Mayor Trilla indicated that, beyond affordability, Borse and Midway are our "community" parks. There are other parks in the Village that are primarily used by only a dozen or some homes or families. These are parks that support the entire Village.

Administrator Halloran indicated that staff is seeking the Board's feedback, thoughts about the projects, the equipment, the costs, priorities, missing items, etc.

The Mayor also pointed out that the costs being presented for these projects do not take into account any grants that the Village may or may not get. These costs are the total costs, and the Village has been very fortunate in being able to secure a number of grants for various, recent projects which makes a huge difference in our bottom line.

The Mayor called upon each of the Trustees to indicate whether they were for or opposed to the projects as presented. As a group, there was enthusiastic support for all of the projects.

7. ADJOURNMENT

MOTION: Made by Trustee Davi and seconded by Trustee Mistele to adjourn the Regular Meeting at the hour of 6:38 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.

_____, 2023.

Frank A. Trilla, Mayor