

MINUTES OF THE COMMITTEE OF THE WHOLE OF THE MAYOR AND BOARD OF TRUSTEES OF THE VILLAGE OF WILLOWBROOK HELD ON MONDAY, NOVEMBER 27, 2023 AT 5:30 P.M. AT THE COMMUNITY RESOURCE CENTER, 825 MIDWAY DRIVE, WILLOWBROOK, DUPAGE COUNTY, ILLINOIS.

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 Trilla, Village Clerk Deborah Hahn, Trustees Mark Astrella, Sue Berglund, Umberto Davi, Michael Mistele, Gayle Neal, Gregory Ruffolo, Village Attorney Michael Durkin, Village Administrator Sean Halloran, Assistant to the Village Administrator Alex Arteaga, Director of Community Development Michael Krol, Director of Parks and Recreation Dustin Kleefisch, Chief Financial Officer Lora Flori, Chief Lauren Kaspar, Deputy Chief Gerard Wodka, Deputy Clerk Christine Mardegan, and Public Works Foreman AJ Passero.

ABSENT: Deputy Chief Benjamin Kadolph.

A QUORUM WAS DECLARED

3. PLEDGE OF ALLEGIANCE

Mayor Trilla asked Deputy Chief Wodka to lead everyone in saying the pledge of allegiance.

4. VISITORS' BUSINESS

None present.

5. OMNIBUS VOTE AGENDA

a. WAIVE READING OF THE MINUTES (APPROVE)

b. MINUTES - BOARD OF TRUSTEES COMMITTEE OF THE WHOLE MEETING - OCTOBER 23, 2023 (APPROVE)

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

MOTION: Made by Trustee Davi and seconded by Trustee Berglund to approve the Omnibus Vote Agenda as presented.

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

MOTION DECLARED CARRIED

6. ITEMS FOR DISCUSSION:

a. DEVELOPMENT CONCEPT PLAN PROPOSAL AND PRESENTATION FOR 735
PLAINFIELD ROAD

Director Krol opened the discussion on the proposed development of the site at 735 Plainfield Road. He identified the site as the Willowbrook Bowling Alley site and reviewed the history of its development.

The new owner of the property, Mr. Omar Dweydari, and his architect, were present to provide details of the proposed development. The plan is to use the existing bowling alley structure for an indoor used electric car dealership, expanding the building to include a vehicle service area, and add two outlet drive-through restaurants.

Director Krol indicated that several zoning variances would be required if these plans were to move forward. He noted that from a preliminary review of the plans, at least 7 variations would be required. The plans would also need to be formally presented to the Plan Commission, undergo the public hearing process, and be approved by the Village Board.

Administrator Halloran indicated that currently staff is seeking direction and feedback only from the Board at this time. Staff is not seeking any approvals at this meeting. He asked the Board to provide Mr. Dweydari with feedback as to whether his proposed development is an appropriate use of the site and is a use the Board would consider allowing.

Mr. Dweydari's and the architect provided more specific details on the design and layout of the buildings and use of the proposed site.

The Mayor opened the floor to questions and comments by the Trustees. Some of the topics that were discussed:

- Traffic impact study - not currently completed at this stage of planning
- Traffic pattern onto Plainfield Road - right in, right out only
- Vehicle deliveries - no large-scale deliveries, all vehicles would be loaded or offloaded on the property, not on Plainfield Road.
- Left turn in or out onto Plainfield Road - property's second entrance is at the traffic light for Town Center and Pete's Market access.
- Sales tax accounting - with multiple dealership locations, sales are recorded in the Village where the vehicle is sold, not recorded in a centralized location.
- Construction timeline
- Approval by additional jurisdictions, i.e., DuPage County, State of Illinois

Administrator Halloran reminded the Board that at this meeting, staff and Mr. Dweydari were seeking the Board's consensus as to whether they felt his plan was an appropriate use of the property before he proceeded with more a formal approval process.

The Board provided a split decision over the proposed use of the site. The Trustees were concerned with the use density of the three on-site businesses and felt a more appropriate use would be for additional retail.

Mr. Dweydari did not want to go to the expense of full design, engineering or environmental studies or plans if the Board did not feel his project was appropriate for the Village. He indicated if he received positive feedback, he would certainly provide specifics to the Plan Commission and the Board. The Mayor suggested to Mr. Dweydari that he work with Director Krol and Administrator Halloran to see if there is some way to revise the proposed development and present the information to the Board again at a later date.

b. PROPOSED BUILDING PERMIT FEE UPDATE

Director Krol asked for feedback regarding a proposed update of the building permit fees which was last updated in 2019. The Community Development department has been working on providing better service to the residents about the permit procedure.

Staff has found that several permits can be done in-house, without the use of consultants, including review, inspection and certification. Staff is proposing changing from a per item fee to creating an all-inclusive price for the permits on these types of projects. Overall, the all-inclusive fees turn out to be slightly lower.

In considering a change in the permit fees, staff surveyed the permit schedules of 20 different local communities. The all-inclusive residential fees are lower, but the non-residential permits were higher. The department internally reviewed previously issued permits and, using the 1% fee, the cost was beneficial. In fourteen of the twenty communities researched, fee pricing is a percentage-based permit fee with a minimum.

With some of the multi-family and non-residential permit fees, staff is reviewing the current cubic foot content fees and recommending an increase in the fee cost.

Administrator Halloran noted that after testing the new fee structure on previous projects, although some of the basic permit fees were higher and some lower, the overall revenue model increased. Although the revenue was a consideration in reviewing the fees, a large part of it was to

standardize and simplify the permitting process particularly for residential projects.

Mayor Trilla offered his compliments to the Community Development staff in making the permitting process simpler. Where 67%-70% of permits are now being approved in one day, that was unheard of just a few years ago when no permits were approved in a day. Staff listened to the Board and made vast improvements.

C. WATER UTILITY CUSTOMER PORTAL IMPLEMENTATION

Assistant to the Administrator Arteaga presented an overview of the background and result of the RFP released in September 2024 and benefits to customers and staff of a water utility customer portal.

Staff recommends accepting the bid received from Dropcountr (a KUBRA company) which offers the features needed and can be integrated with the Village's current Aclara utility software. The overall 3-year cost of the bid is \$42,500. The implementation of the water utility portal will lead to overall better customer service and better water management.

The Board provided their consensus to move forward with the project.

D. PRESENTATION OF FISCAL YEAR 2023-24 YTD OCTOBER 31, 2023 FINANCIAL RESULTS OF THE GENERAL FUND.

Chief Financial Officer Flori presented the year-to-date General Fund financial results for the fiscal year 2023-2024. She noted that 80% of the Village's revenue comes from eight sources, with 60% coming from sales taxes.

Operating revenues for the six months ending October 2023 increased by approximately 4.5% over the fiscal year 2022/2023. Fifty-six percent of the increase is from the top 5 revenue sources, despite a 13% decrease in the utility tax revenues and a 4% decrease in income tax. Red light camera revenue had the largest percentage increase of the top 5 revenue sources at approximately 17%. Approximately 50% of the remaining revenue sources was generated by building permit fees with a nearly 50% increase over fiscal year 2022/2023.

Comparing operating revenues, actual versus budgeted, the total operating revenue was 54% of the total budget. Five of the twelve sources are at approximately 60% of the budgeted amounts.

Ms. Flori also reviewed the 3-year revenue trend for revenue in building permits, income taxes, red light camera fees, motor fuel taxes and hotel taxes.

For General Fund actual expenses, for 2023/2024, 65% goes to personnel and benefit expenses and the contractual services account for 23%. In comparing actual versus budgeted expenses by classification for the 6-months ending October 31, 2023, most of the actual expenses are approximately 42% to 46% of the budgeted expenses. It appears most departments are focusing on reducing expenses and cost-saving measures.

In summary, the General Fund balance has increased by approximately \$1.6 million.

e. DUPAGE WATER COMMISSION & CITY OF CHICAGO WATER SUPPLY CONTRACTS

Administrator Halloran explained that the DuPage Water Commission (DWC) has been in negotiations for a new contract with the City of Chicago, which to date has not been successfully negotiated and the DWC will be seeking an extension of the current contract of 15 to 20 years.

As a result of the contract discussions, the Village Board is required to pass two acts of legislation prior to December 31, 2023 in order to retain membership in the DuPage Water Commission. The approvals include (1) adopting a municipal contract extension agreement, and (2) a resolution, required in Section 16 of the existing DWC agreement, which requires concurrence from $\frac{3}{4}$ (three-quarters) of the Commission's customers.

At the December 18th Board meeting, staff will present a resolution authorizing a DWC extension of the City of Chicago contract and an ordinance approving a new DWC/Customer contract.

7. ADJOURNMENT

MOTION: Made by Trustee Davi and seconded by Trustee Mistele to adjourn the Committee of the Whole meeting at the hour of 6:40 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

Minutes transcribed by Deputy Clerk Christine Mardegan.