

A G E N D A

COMMITTEE OF THE WHOLE MEETING OF THE MAYOR AND BOARD OF TRUSTEES OF THE VILLAGE OF WILLOWBROOK TO BE HELD ON MONDAY, DECEMBER 16, 2024, AT 5:30 P.M. AT THE COMMUNITY RESOURCE CENTER (CRC), 825 MIDWAY DRIVE, WILLOWBROOK, IL, DUPAGE COUNTY, ILLINOIS

1. CALL TO ORDER
2. ROLL CALL
3. PLEDGE OF ALLEGIANCE
4. VISITORS' BUSINESS - Public Comment is Limited to Three Minutes Per Person
5. OMNIBUS VOTE AGENDA
  - a. WAIVE READING OF THE MINUTES (APPROVE)
  - b. MINUTES - BOARD OF TRUSTEES COMMITTEE OF THE WHOLE MEETING, NOVEMBER 25, 2024 (APPROVE)
6. ITEMS FOR DISCUSSION:
  - a. UPDATE ON THE PROGRESS OF THE ACTIVE ADULT PROGRAM
7. ADJOURNMENT

MINUTES OF THE COMMITTEE OF THE WHOLE OF THE MAYOR AND BOARD OF TRUSTEES OF THE VILLAGE OF WILLOWBROOK HELD ON MONDAY, NOVEMBER 25, 2024 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, Trustees Mark Astrella, Sue Berglund, Umberto Davi, Michael Mistele, Gayle Neal, Gregory Ruffolo, Village Attorney Thomas Halloran, Village Administrator Sean Halloran, Assistant Village Administrator Alex Arteaga, Chief Financial Officer Lora Flori, Director of Community Development Michael Krol, Director of Public Works Rick Valent, Chief Lauren Kaspar, and Deputy Clerk Christine Mardegan.

ABSENT: Clerk Gretchen Boerwinkle, Village Attorney Michael Durkin, Director of Parks and Recreation Dustin Kleefisch, Deputy Chief Benjamin Kadolph, and Deputy Chief Gerard Wodka.

A QUORUM WAS DECLARED

3. PLEDGE OF ALLEGIANCE

Mayor Trilla asked Chief Kaspar 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 28, 2024 (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 Astrella 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. FY 2024/2025 SECOND QUARTER FINANCIAL REPORT

Administrator Halloran opened his presentation on the financial report for the 2<sup>nd</sup> quarter of FY 2024/2025. He provided an overview of the following highlights:

- General Fund Revenues reflect 55% of the FY 24-25 budget primarily due to:
  - Sales Tax Revenue of \$2,895,687 for six months or 51% collected.
  - Income Tax Revenue totals \$870,928 or 61% collected.
  - Home Rule Sales Tax Revenue of \$1,642,665 or 51% collected.
  - Hotel/Motel Tax Revenue totals \$214,251 or 61% collected.
  - Building Permit Revenue at \$438,668 or 141% collected.
  - Places of Eating Tax Revenue at \$359,439 or 53% collected.
  - Utility Tax Revenue at \$355,223 or 48% collected.
- General Fund Expenditures are at 48% of the budget.
- Water Fund Revenues are 52% of the FY 24-25 budget
- Revenue and Expense Reports
- Grant Summary

In addition to revenues being on or ahead of target for the year, the anticipated revenues are in line with projections or increasing. Other notable indicators include:

- Key revenues, Sales Tax, Home Rule Sales Tax, Income Tax, and Places of Eating Tax, remain strong.
- Other revenues, Building Permits, Active Adults Programs, and Video Gaming, are exceeding expectations

Trustee Neal had a question on the large differences in the interest income for the Water Fund between the 2<sup>nd</sup> quarter figures for FY 22/23, 23/24 AND 24/25. Administrator Halloran explained that some of the differences come in how financial statistical data is presented and how expenditures are accounted for.

In prior years, the General Fund would have a line item with a specific amount received from the Water Fund to cover specific expenditures attributed to the Water Fund. As a result, the Water Fund maintained a high balance and subsequently earned greater interest revenue. Now, those expenditures directly attributable to the Water Fund are deducted from

the Water Fund as they are paid, reducing the overall balance in the Water Fund, and thereby reducing the amount of interest earned.

**b. PRESENTATION OF THE 2024/2025 SNOW OPERATIONS MANUAL**

Director Valent presented the 24/25 Snow Operations manual to the Board. He noted this is an annual document, designed to update and communicate policies and procedures for snow and ice removal. It also provides an outline for Public Works and contractual staff to clearly identify their roles during the winter season.

Changes to the 24/25 winter season include:

- The addition of the snow removal/maintenance contract with the Indian Prairie Public Library
- The introduction of anti-icing/deicing liquid processes

At the end of the season, the plan will be reviewed by management, Village staff, and contractual staff to determine what processes went well and where improvements might be made.

**c. DISCUSSION OF TWA FLIGHT 529 MEMORIAL ITEMS**

Administrator Halloran indicated that this is a follow up to the topic introduced by Trustee Berglund at the October 14<sup>th</sup> board meeting regarding memorabilia offered by the Clarendon Hills Historical Society.

Staff is seeking direction from the Board in the following areas:

- Should the Village accept and display artifacts from Flight 529?
- If accepted, where should the artifacts be displayed?
- How long should the artifacts be displayed?

Trustee Mistele asked if there is any liability to the Village in accepting the artifacts. Trustee Berglund noted that Clarendon Hills simply has a large number of items, and they are willing to share them with Willowbrook.

Trustee Ruffolo does not have any concerns and will defer to those who may have been in this situation before.

Trustee Davi wanted to know if these would be donated to Willowbrook or on loan. He noted that if the Village accepts these items, where would they be displayed.

Mayor Trilla indicated that the items in question, several small items, occupied about the same space as a football. They could be displayed in

the existing case at the Police Department, or a new display could be set up at another location, e.g., the CRC (Community Resource Center) or Village Hall.

Trustee Davi followed up by asking what would be needed to display the items. Mayor Trilla indicated, if placed at the Police Department, the existing cabinet / shelving could be utilized. If placed at the CRC or Village Hall, a new cabinet / shelf would be required.

Trustee Ruffolo asked if this would be a revolving display. Mayor Trilla indicated that the items would be donated to Willowbrook for permanent use.

Trustee Davi asked if the crash site was in Willowbrook or Clarendon Hills. Administrator Halloran advised that at the time of the crash the area was unincorporated DuPage County.

Trustee Neal noted that when the CRC was built, its purpose was to serve as a community center for residents and families, not as a museum or historical society. She feels that these types of items are best displayed at a museum or historical society, and she does not feel that the Village has an appropriate site for displaying the artifacts.

Trustee Mistele said he was still considering the issue. He noted that we already have a memorial to a tragic event in the lobby of the Police Department. He added that if the Village acquires the artifacts, he suggests placing the items in the Police Department lobby. He feels the CRC is intended to provide an uplifting atmosphere and family-oriented, recreational activities. He feels that the CRC would be an inappropriate venue for the display. He also noted that as the items would be a donation, and would subsequently belong to the Village, it would also become the Village's responsibility.

Trustee Astrella noted that as a memorial, the Police Department would be the appropriate location for the display.

Mayor Trilla acknowledged that Trustee Berglund has done a lot of work on this topic. Although not enthusiastic, he feels that a small display, well identified with signage, at the Police Department would be most appropriate. Mayor Trilla asked Chief Kaspar if there is space in the cabinet in the PD lobby. Chief Kaspar indicated that she was sure space could be made to accommodate the artifacts.

The consensus of the Board was to accept the donation from the Clarendon Hills Historical Society and create a display of the artifacts in the existing cabinetry at the Police Department.

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7. ADJOURNMENT

MOTION: Made by Trustee Mistele and seconded by Trustee Berglund to adjourn the Committee of the Whole meeting at the hour of 6:01 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.

December 16, 2024.

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Frank A. Trilla, Mayor

Minutes transcribed by Administrative Assistant Jody Wegrzynski.



# Village of **WILLOWBROOK**

**Parks &  
Recreation**

## **COMMITTEE OF THE WHOLE**

**AGENDA ITEM NO: 6.a.**

**DATE: December 16, 2024**

**SUBJECT:**

UPDATE ON THE PROGRESS OF THE ACTIVE ADULT PROGRAM

### **STAFF REPORT**

**TO:** Mayor Trilla and Board of Trustees  
**FROM:** Dustin Kleefisch, Director of Parks and Recreation  
**THROUGH:** Sean Halloran, Village Administrator

#### **PURPOSE AND ACTION REQUESTED**

Provide an update on the Active Adult Program.

#### **BACKGROUND/SUMMARY**

In November 2021, the Active Adult Program transitioned to the Village of Willowbrook from the Burr Ridge Park District. Following this migration, an assessment identified the need for a more structured approach to pricing and expenditure management within the program.

A comprehensive framework was subsequently developed to standardize pricing and control expenditures. This included the creation of templates to forecast potential revenue and evaluate program costs. While not all programs are expected to generate profit, these tools allow for more accurate projections and informed decision-making regarding potential losses. This structured approach is designed to enhance financial oversight and support sustainable program offerings.

#### **Program Overview**

As previously mentioned, the Active Adult Program transitioned to the Village of Willowbrook in November 2021. During its first fiscal year (FY 22/23), the program generated \$176,128.33 in revenue and incurred \$134,166.32 in expenses, resulting in a net revenue of \$43,743.55. Seventy (70) programs were offered, with a total of 644 registrations. This established a solid foundation for growth in subsequent years.

#### **Key Challenges**

In April 2023, staff turnover caused program disruptions, including cancellations of multiple offerings. Refunds for these cancellations resulted in a \$46,000 deficit for FY 23/24. Despite these setbacks, staff remained committed to the program's success and realigned efforts to rebuild momentum.

#### **FY 23/24 Performance Highlights**

- Programs Offered:** Increased from 70 in FY 22/23 to 151 (116% increase).
- Registrations:** Grew from 644 to 1,914 (197% increase).
- Resident Registrations:** Rose from 213 to 1,403 (558% increase).
- Program Costs:** Average cost per program decreased from \$1,916.66 to \$1,022.08 (47% reduction).



- **Financial Outcome:** Despite starting with a \$46,000 deficit, the program ended FY 23/24 with an overall deficit of only \$8,466.62, reflecting substantial recovery and cost management.

## Current FY 24/25 Progress (as of December 4, 2024)

- **Revenue:** \$278,093
- **Expenses:** \$202,600.20
- **Net Revenue Position:** \$75,492.80
- **Projected Revenue for FY 24/25:** \$400,000, based on proposed programs and current trends.

## Strategic Improvements and Outcomes (Past 18 Months)

Metric	FY 22/23	FY 23/24	FY 24/25 (Projected)	% Increase from 22/23
Programs Offered	70	151	370	429%
Total Registrations	644	1,914	3,145	388%
Resident Registrations	213	1,403	1,602	652%
Scoop Newsletters (Mailed)	100	115	635	535%
Scoop Newsletters (Emailed)	40	189	338	745%
Facebook Followers	350	572	862	146%

## Expanded Partnerships

Collaborations have been extended to include the Darien Park District and the Village of Hinsdale, alongside Burr Ridge and Willowbrook. This network has significantly increased program accessibility and visibility in surrounding communities.

## Future Outlook

The program's growth trajectory remains strong, with continued expansion in offerings and registrations. Staff is focused on fostering partnerships, improving cost efficiency, and increasing engagement through diverse program options. In fiscal year 24/25, Active Adults is poised for record achievements, underscoring the program's vital role in the community.

## CONCLUSION

The Active Adult Program has demonstrated remarkable progress and resilience, despite challenges. These achievements reflect strong financial stewardship, strategic planning, and a commitment to serving the community. Staff will continue to build on this momentum, with confidence in sustained growth and success in FY 25/26 and beyond.

## FINANCIAL IMPACT

There is no associated financial impact at this time.

## RECOMMENDED ACTION:

Staff is looking for feedback and input on the performance of the Active Adult program.