

MINUTES OF THE SPECIAL MEETING OF THE MAYOR AND BOARD OF TRUSTEES OF THE VILLAGE OF WILLOWBROOK HELD ON MONDAY, MARCH 16, 2015, AT THE VILLAGE POLICE STATION BUILDING, 7760 QUINCY STREET, WILLOWBROOK, DUPAGE COUNTY, ILLINOIS

1. CALL TO ORDER

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

2. ROLL CALL

Those present at roll call were Mayor Frank Trilla, Trustees Sue Berglund, Umberto Davi, Terrence Kelly, Michael Mistele, Gayle Neal, and Paul Oggerino.

ABSENT: None.

Also present were Village Administrator Tim Halik, Interim Finance Director Carrie Dittman, and Chief of Police Mark Shelton.

A QUORUM WAS DECLARED

3. PLEDGE OF ALLEGIANCE

Mayor Trilla asked Administrator Halik to lead everyone in saying the Pledge of Allegiance.

4. PUBLIC HEARING - APPROPRIATION ORDINANCE

The Public Hearing was called to order at 5:31 p.m. at the Willowbrook Village Police Department Building, 7760 Quincy Street, Willowbrook, Illinois. Mayor Trilla opened the public hearing relative to the proposed Appropriation Ordinance for Fiscal Year 2015-2016.

Mayor Trilla asked if there were any questions or comments. Being there were no questions or comments, Mayor Trilla asked for a motion to close the public hearing.

MOTION: Made by Trustee Davi, seconded by Trustee Mistele, to close the public hearing with regard to the Appropriation Ordinance.

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

MOTION DECLARED CARRIED

5. DISCUSSION - FISCAL YEAR 2015-16 DRAFT BUDGET

Administrator Halik presented to the Village Board a general overview of the budget. Administrator Halik advised that the majority of the summary highlights were discussed at the Joint Committee Review meeting held on February 18, 2015. He noted the following:

- The final budget for fiscal year 2015/16 should be approved no later than the April 27, 2015 Board meeting.
- All existing services and programs will be maintained.
- Proposed days of operating expense is 182 days at \$22,527 cost p/day.
- The Five Year Plan is to include spending on identified projects and programs.

Administrator Halik reviewed the General Fund highlights. Attributes include:

- Proposed budget includes a drawdown of reserves of approximately \$1,001,999.
- Does not include any salary increases for non-union employees.
- Includes a 2.75% wage increase for Unionized patrol officers.
- Health insurance costs include no increase.
- Police Pension contributions went up 18.2%.
- IMRF Pension contributions went down 3.68%.

Administrator Halik reviewed the status of grant funding the village has obtained. It includes:

- \$400,000 - Illinois Department of Natural Resources OSLAD grant. Administrator Halik advised that the Village received notice that this grant was suspended. A financial report of money spent to date must be sent to the State by March 23, 2015.
- \$60,000 - Illinois DCEO - Illinois Capital Bill - Knolls Lake Drainage Improvement Project. These funds will be transferred to another eligible project.
- \$92,000 - Illinois DCEO - Illinois Capital Bill - LED Streetlight Replacement Project.
- \$50,000 - Illinois DCEO - Illinois Capital Bill - Prairie Trail Park improvements.

- \$10,000 - ComEd Green Region Grant - Renovation of Lake Hinsdale Park.
- \$10,000 - ComEd Community Safety Program - Install a security system at the new Village Hall.
- \$542,000 - Federal STP - Road Maintenance Project for Clarendon Hills Road (north) will be used in 2016 Road Maintenance Program. (Funding was approved in FY2011/12)

Administrator Halik again reiterated that there are no wage increases for non-union employees included in these budget numbers. There are 36 full-time employees. Administrator Halik stated that the proposed budget includes funding for one (1) part-time receptionist at the Village Hall and a Parks Program supervisor.

Interim Director of Finance Carrie Dittman provided a financial overview of the Fiscal Year 2015-2016 budget.

- FY 2015-16 budgeted major revenues of the General Fund are anticipated to be \$6.97 million, and FY 2014/15 estimated actual revenues are \$7.38 million.

Ms. Dittman reminded the Board that a 25% decrease in income tax was factored into the numbers in anticipation that there will likely be a reduction in local government distributed funds. The other revenue sources are fairly stable. FY 2015-16 total General Fund Revenues is estimated at \$8,636,488. Sales tax is the major revenue source at 42%.

The FY 2015-16 General Fund Expenditures is estimated at \$9,638,487 with the police department accounting for 50% of the budget.

Ms. Dittman presented the General Fund's projected balances for each of the next five (5) years, and revenue and expenditure summaries for each Village fund. There will be approximately \$1,000,000 draw down on reserves of the General Fund in Fiscal Year 2015/16, due to capital expenditures.

Ms. Dittman presented the revenue summary for all funds for the Village, and expenditure summary for all funds of the Village.

Ms. Dittman noted that the current health insurance premium for a single employee is \$6,876 and for family coverage is \$20,220. A potential decrease in rates will be voted on by IPBC in late March.

Ms. Dittman presented the water fund's financial results for the next five (5) years. The results assume no rate increases in revenues, but does include 3% expense increases and transfers to the Water Capital Fund.

Administrator Halik advised that he has not heard of any proposed rate increases from the DuPage Water Commission or the City of Chicago.

Administrator Halik advised that the MFT Fund projects include:

- Scheduled roadway maintenance program in the Waterford Subdivision.
- Accumulation of funds in the MFT fund for the local share of STP grant in 2016.

Individual department budgets were reviewed at the Joint Committee meeting and no further discussion was necessary.

Ms. Dittman advised that the Village currently imposes a 1% hotel room tax. The proceeds must be spent on tourism enhancement within the Village. Major expenditures include dues to the DuPage Convention and Visitors Bureau, advertising, Willowbrook/Burr Ridge Chamber of Commerce directory and special events. Most other non-home rule municipalities within DuPage County charge 3-5% room tax. Interim Director Dittman advised that estimated revenues for the current year are down approximately 17%.

Mayor Trilla is recommending that the Hotel/Motel Tax rate be increased to 5%. Administrator Halik advised that this would only involve an ordinance amendment and would not need to go to referendum or public hearing.

Administrator Halik summarized the Major Capital Projects as follows:

- First Year Water Tank Project
- Master Plan - Phase II - Police Department
- Master Plan - Phase III - CRC Building
- Willow Pond Park
- EAB Abatement Program
- ERP Project

CASH FLOW/FINANCING ANALYSIS

Administrator Halik advised that the Tax Sharing program with the Town Center will be expiring after this coming fiscal year. Then the full sales tax revenues will belong to the Village.

The Pete's Fresh Market progress has been disappointing. They potentially will be opening in 2016 with an estimated \$400,000 per year in revenues.

Administrator Halik stated that the Whole Foods project is moving along. They anticipate opening in August of 2015.

Mayor Trilla advised that he had attended a conference where Governor Rauner was speaking. The Governor stated that if state reforms were accomplished, the LGDF income tax money would continue to be sent to municipalities.

Discretionary Budget Items Requiring Board Direction

There are four (4) discretionary budget items identified. These have not been included in the budget, as of yet.

I. Enterprise Resource Planning (ERP) Project

Ms. Dittman advised that this project was started in 2013. The current system has been in use for over 20 years. Sikich performed an ERP assessment and received three proposals from software vendors. After demonstrations with staff, the two best proposals are being evaluated as to pricing. The proposal from BS&A is the lower of the two bids and was in the amount of approximately \$240,000, which includes a contingency of \$25,000 for out-of-scope items.

Ms. Dittman related that \$208,000 had been budgeted in 2014/15 fiscal year for this project. An additional \$32,000 would need to be added for FY 2015/16.

The Board's consensus was to include funding in the FY 2015/16 budget for this item.

II. Administration Department Intern Position

Administrator Halik stated that there had previously been a part-time intern position that was given up to

create the full-time Management Analyst position. Administrator Halik related that due to the increased workload, there would be value to consider another intern position.

The intern position is typical college students enrolled for bachelor's or master's degrees in a program at local colleges such as Northern Illinois University or UIC.

The Board's consensus was to include funding in the FY 2015/16 budget for this item.

III. Comcast PEG Channel 6/AT&T U-Verse PEG Channel

Administrator Halik stated that statute requires that cable companies provide a PEG Channel (Public Education and Government). Administrator Halik related that more residents in the Village of Willowbrook are Comcast customers rather than U-Verse.

Costs to connect PEG channels for both companies would be \$7,965.00.

The Board's consensus was to include funding in the FY 2015/16 budget for this item.

IV. LED Streetlight Conversion

Administrator Halik advised that the Village received a \$92,000 grant from the State of Illinois. Public bid was sent out for conversion of the high-lamp streetlights to LED. The bid only accommodated 64 of the total 222 street lights in the Village. The costs to complete all of street lights would be \$46,131 over the costs of the grant. This proposal was discussed at the Municipal Services Committee meeting.

The Board's consensus was to include funding in the FY 2015/16 budget for this item.

V. Impact of All Discretionary Items

Administrator Halik reviewed the Budget Workshop discretionary items with the Board. If all

discretionary items were accepted, it would cost a total of approximately \$109,778, which equates to almost five (5) operating days.

Trustee Davi questioned when trustee compensation could be addressed. Administrator Halik advised that statutorily, sitting trustees cannot vote a salary increase for themselves and cannot be changed within 120 days of an election. Administrator Halik stated that within two years, the Village Board can vote on an ordinance for the trustees up for election that can have the increase and in the following election, the rest of the trustees can receive the pay increase.

Trustee Kelly related that when the salaries for Mayor and Village Clerk were increased a couple of years ago, trustee salaries were also discussed. It was agreed at the time that trustee salaries were good where they were.

Administrator Halik advised that the Mayor may authorize this item to be placed on a future Village Board agenda. Administrator Halik related that he receives a survey of trustee compensation from the DuPage Mayors and Managers and will bring forward information.

VI. Future Budget Considerations

Administrator Halik stated that there are several items that have been identified for future budget consideration. These items included:

- Village Master Facility Plan
Phase III - Community Center/Village Board Room - approximately \$500,000.
- Painting of Executive Standpipe - \$586,000
- Year 4 (Final) - EAB Abatement Program
Approximately \$133,000.
- STP Grant project (i.e. CHRD), local share:
approximately \$232,000, in addition to annual MFT
road maintenance program in 2016.

6. EXECUTIVE SESSION

- a. Consideration of employee compensation pursuant to Chapter 5 ILCS 120/2(c)(1)

ADJOURN INTO EXECUTIVE SESSION

MOTION: Made by Trustee Kelly, seconded by Trustee Davi, to adjourn into Executive Session at the hour of 6:52 p.m.

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

MOTION DECLARED CARRIED

7. ADJOURNMENT

MOTION: Made by Trustee Kelly, seconded by Trustee Berglund, to adjourn the meeting at the hour of 8:09 p.m.

PREVIOUS ROLL CALL VOTE: AYES: Trustees Berglund, Davi, Kelly, Mistele, Neal, and Oggerino. NAYS: None. ABSENT: None.

MOTION DECLARED CARRIED

PRESENTED, READ and APPROVED,

March 23, 2015

Mayor

Minutes transcribed by Deputy Clerk Cindy Stuchl.