

MINUTES OF THE SPECIAL MEETING OF THE MAYOR AND BOARD OF TRUSTEES OF THE VILLAGE OF WILLOWBROOK HELD ON WEDNESDAY, MARCH 16, 2016, AT THE BURR RIDGE POLICE DEPARTMENT, TRAINING ROOM, 7700 COUNTY LINE ROAD, BURR RIDGE, DUPAGE COUNTY, ILLINOIS

1. CALL TO ORDER

The meeting was called to order at the hour of 5:53 p.m. by Mayor Frank Trilla.

2. ROLL CALL

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

ABSENT: Trustees Umberto Davi and Terrence Kelly.

Also present were Village Administrator Tim Halik, Director of Finance Carrie Dittman, Chief of Police Mark Shelton, Deputy Chief Robert Schaller, Assistant to the Village Administrator Garrett Hummel, Deputy Clerk Cindy Stuchl, and Administrative Intern Tiffany Kolodziej.

A QUORUM WAS DECLARED

3. PLEDGE OF ALLEGIANCE

Mayor Trilla asked Deputy Chief Schaller to lead everyone in saying the Pledge of Allegiance.

4. PUBLIC HEARING - APPROPRIATION ORDINANCE

The Public Hearing was called to order at 5:57 p.m. at the Burr Ridge Police Department, Training Room, 7700 County Line Road, Burr Ridge, Illinois. Mayor Trilla opened the public hearing relative to the proposed Appropriation Ordinance for Fiscal Year 2016-2017.

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 Mistele, seconded by Trustee Oggerino, to close the public hearing with regard to the Appropriation Ordinance.

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

MOTION DECLARED CARRIED

5. DISCUSSION - FISCAL YEAR 2016-17 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 Board Budget Preview Presentation during the Village Board held on January 25, 2016. He noted the following:

- The final budget for fiscal year 2016/17 should be approved no later than the April 25, 2016 Board meeting.
- All existing services and programs will be maintained.
- Proposed days of operating expense is 181 days at \$22,903 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 \$1,213,740, primarily due to the Willow Pond project.
- Includes salary increase placeholders for both union and non-union employees.
- Health insurance costs include a 3.6% increase. (Administrator Halik advised that at the time this presentation was put together, the cost increase was 3.6%. Since then, IPBC has recommended an increase of 2.6%)
- Police Pension contributions increased 31.13%.
- IMRF Pension contributions increased 10.64%.

Director Dittman related that the increase in police pension contributions is attributed to the increased number of pension beneficiaries and changes to the funding target requirements.

Director Dittman also advised that the rate of payroll actually decreased; however, there are two additional IMRF positions that were not budgeted for last year.

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 this grant is still suspended due to the lack of a State budget.

- \$60,000 - Illinois DCEO - Illinois Capital Bill - Lake Hinsdale Park renovation project. This grant is also suspended due to the State.
- \$92,000 - Illinois DCEO - Illinois Capital Bill - LED Streetlight Replacement Project. Administrator Halik advised that this project has been completed and is waiting to receive the reimbursement.
- \$50,000 - Illinois DCEO - Illinois Capital Bill - Prairie Trail Park improvements. This grant has also been suspended.
- \$491,287 - Federal STP - Road Maintenance Project for Clarendon Hills Road (north) will be used in 2016 Road Maintenance Program.
- \$554,778 - Federal STP - Kingery Highway & 63rd Street Streetlight Project.

Director Dittman reiterated that a wage increase placeholder has been added to the budget for all full-time and permanent part-time employees. There are 37 full-time employees.

Director Dittman provided a financial overview of the Fiscal Year 2016-2017 budget.

- FY 2016-17 budgeted major revenues of the General Fund are anticipated to be \$7.08 million, and FY 2015/16 estimated actual revenues are \$7.26 million.

Director Dittman related that the FY 2016-17 total General Fund Revenues is estimated at \$8,774,748. Sales tax is the major revenue source at 41%.

The FY 2016-17 General Fund Expenditures is estimated at \$9,988,488 with the police department accounting for 51% of the budget.

Director 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 \$560,000 draw down on reserves of the General Fund in Fiscal Year 2016/17, due to capital expenditures. Director Dittman presented the revenue summary for all funds for the Village, and expenditure summary for all funds of the Village.

Director Dittman advised that the anticipated increase in health insurance rates was originally 7.2%; however, the most current data indicates that the annual increase will only be 3.6%. Tentative annual premium contributions for FY 16/17 for a single

employee are \$6,775 and for family coverage is \$19,922. During this past week, the IPBC Committee will vote and the final increase should actually be 2.6%. The final premium rates will be voted on by IPBC in late March.

Director Dittman presented the water fund's financial results for the next five (5) years. The result assumes no rate increases in revenues, and does include transfers to the Water Capital Fund.

Administrator Halik presented the FY 16/17 Water Capital Fund projects:

- The re-coating of the stand pipe at the Public Works building property.
- Engineering oversight for the re-coating project.
- Preparation of specifications and bid documents for the re-coating of the Village Hall water tank in 2017.
- Water main replacement in the Ridgemoor West Subdivision.

Administrator Halik and Director Dittman presented the FY 16/17 Water Fund projects:

- SCADA System Communication Upgrade.
- Transfer to the Water Capital Improvement Fund.
- Estimated annual debt service payment for the IEPA Loan.
- Final year debt service payment for the 2008 GO Bonds.
- Debt service payment for the 2015 GO Bonds.

Administrator Halik advised that the MFT Fund projects include:

- Scheduled roadway maintenance program in the Tri-State Village area (southwest quadrant).
- Clarendon Hills Road Project - Overlay from 67th Street to northern edge of town.

Individual department budgets were then discussed:

Administration:

Administrator Halik presented the reinstatement of a PEG channel, municipal campus site lighting improvements, and the electronic document archive project.

Finance:

Director Dittman advised that unused EDP software funds will be put towards a comprehensive scheduling/timekeeping system.

Parks & Recreation:

Administrator Halik related that money is still held in the budget for the renovations Willow Pond, Lake Hinsdale Park, and Prairie Trail Park so that work can be completed once the grant money has been released from the State. Administrator Halik also advised that funds have been budgeted for the 2017 Special Event 5K race and Holiday Tree Lighting Ceremony.

Police:

Chief Shelton related that he had budgeted for three new squad cars and the addition of a part-time Accreditation manager.

Public Works:

Administrator Halik advised that this is the fourth and final year of the EAB Abatement program. There will also be expenditures relating to the engineering costs for the Clarendon Hills Road project, MFT Road Maintenance program, and the Kingery Highway/63rd Street Lighting Project.

LAFER Fund:

Administrator Halik advised that Phase II of the Master Facilities plan will move forward with proceeds from the 2015 bond. Schematic design phase will be completed for the Community Resource Center.

Director Dittman advised that the Village instituted an increase in the Hotel/Motel tax from 1% to 5%. FY 2015/16 budgeted revenue amount was \$210,000; estimated actual will be \$200,022. FY 16/17 budgeted revenue is \$243,030 due to having a full year of the 5% tax. This budgeted revenue reflects only three of the hotels due to one hotel being closed for renovations and it is unknown when they will reopen.

Discretionary Budget Items Requiring Board Direction

There are three (3) discretionary budget items identified. These have not been included in the budget, as of yet.

I. Clarendon Hills Road & 67th Street Intersection Improvement Project

Administrator Halik related that the Village has received safety complaints from citizens regarding this intersection. A traffic count survey was conducted and it was determined that the intersection currently does not warrant full signalization.

The most economical solution would be to widen the east leg of the intersection to include a left turn lane for traffic turning onto southbound Clarendon Hills Road.

If approved, the work would coincide with the overlaying work for Clarendon Hills Road.

The Board's consensus was to include funding in the FY 2016/17 budget for this item.

II. Addition of a fourth Public Works maintenance worker position

Administrator Halik advised that there are currently three (3) full time employees in the Public Works Department. This poses a challenge due to only being able to send one team out at a time. For safety reasons, our internal policy is to never send only one employee out on a job.

While interviewing candidates to fill a vacancy in the Public Works Department, the choice was narrowed down to two applicants that were a perfect match for the position. One was hired to fill the vacant full time position; the other was hired as a temporary worker.

The Board's consensus was to include funding in the FY 2016/17 budget for this item.

III. Display of Historic Artifact from the World Trade Center following the September 11, 2001 Terrorist Attack

Administrator Halik stated that due to the hard work of Administrative Intern Tiffany Kolodziej, the

Village has been awarded a portion of an elevator cab from the World Trade Center complex.

The Village is responsible to transport the item from New York. Mayor Trilla has offered to pick the item up himself. There are insurance requirements and required documentation to access the New York Port Authority.

A decision will need to be made on how to display the artifact. Should it be incorporated into the police department renovations, made part of the Community Resource Center, or displayed in a suitable outdoor area in the Municipal campus.

The Board's consensus was to include funding in the FY 2016/17 budget for this item.

IV. 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 \$127,961, which equates to approximately five and a half (5½) operating days.

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 Berglund, seconded by Trustee Oggerino, to adjourn into Executive Session at the hour of 7:08 p.m.

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

MOTION DECLARED CARRIED

7. ADJOURNMENT

MOTION: Made by Trustee Mistele, seconded by Trustee Oggerino, to adjourn the meeting at the hour of 7:57 p.m.

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

MOTION DECLARED CARRIED

PRESENTED, READ and APPROVED,

March 28, 2016

Mayor

Minutes transcribed by Deputy Clerk Cindy Stuchl.