

MINUTES OF THE SPECIAL MEETING OF THE MAYOR AND BOARD OF TRUSTEES OF THE VILLAGE OF WILLOWBROOK HELD ON MONDAY, MARCH 19, 2018, AT THE WILLOWBROOK POLICE DEPARTMENT, 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: Village Clerk Leroy Hansen.

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

A QUORUM WAS DECLARED

3. PLEDGE OF ALLEGIANCE

Mayor Trilla asked Deputy Clerk Stuchl to lead everyone in saying the Pledge of Allegiance.

4. VISITORS' BUSINESS

None Presented.

5. DISCUSSION - FISCAL YEAR 2018-19 DRAFT BUDGET

Director Dittman presented to the Village Board a general overview of the budget. Director Dittman advised that the majority of the summary highlights were discussed at the Joint Committee Meeting held on February 19, 2018. She noted the following:

- The final budget for fiscal year 2018/19 is planned to be approved at the April 23, 2018 Board meeting.
- All existing services and programs will be maintained.
- Proposed days of operating expenses is 174 days, and the daily cost to operate the General Fund is \$23,140 per day.

- The Five-Year Plan includes spending on identified projects and programs.

Director Dittman reviewed the General Fund highlights. Attributes include:

- Proposed budget includes a drawdown of reserves of approximately \$597,535.
- Includes a 2.5% salary increase placeholder for union employees per the labor agreement.
- Health insurance costs include a 3.9% increase.
- Police Pension contributions decreased 0.03%.
- IMRF Pension contributions decreased 0.69%.

Director Dittman related that there is an anticipation of a 9.05% decrease in total General Fund revenues.

Director Dittman advised that there are 38 full-time employees. However, with the addition of a temporary 4th sergeant position approved by the Village Board on March 12th due to a sergeant being off on PEDA leave, there will temporarily be 39 full-time employees.

Director Dittman advised that we previously reported an anticipated increase in health insurance rates of 3.9%; however, the most current data indicates that the annual increase will be 3.4%. However, the premium may increase to 4.9% if the Village of Burr Ridge withdraws from the subpool, as they have indicated. Annual premium contributions for FY 18/19 for a single employee are \$7,299 and for family coverage is \$21,462. The final premium rates will be voted on by IPBC in late March.

Director Dittman related that police pension costs will decrease 0.03%, or \$279. The rate of payroll has decreased from 41.82% to 41.18%. The Village contribution amount, recommended by the actuary and requested by the Police Pension Board, is \$871,084. The funding target used in the actuarial valuation for the pension fund is 100% by 2040. The statutory minimum is 90%, which would result in a contribution amount of \$579,258 if chosen by the Village Board. Contributions are based on 15 beneficiaries and 23 active officers as of 4/30/2017. Director Dittman noted that there will be 18 or 19 beneficiaries as of 4/30/2018.

IMRF pension contribution will decrease by 0.69%, or \$30,162, with rate of payroll decreasing from 15.43% to 14.74%. Director Dittman advised that there will be no additional IMRF positions in the next fiscal year.

Director Dittman provided a financial overview of the Fiscal Year 2018-2019 budget.

Director Dittman advised that there is a decrease in the income tax revenue assumption. The State of Illinois instituted a 10% reduction and may continue for another year.

Added back into the budget, \$33,846 for the possible purchase of the police body cameras as requested at the Joint Committee meeting.

Director Dittman related that projected FY 17/18 building permit revenue has been increased. Permit collections were strong in February.

Currently, a permit expires after 18 months. If the project is not completed, a new permit must be reissued and the applicant is charged the same fee. Mayor Trilla questioned the possibility of increasing building permit fees for reissuing the permits by adding a premium or a penalty to the renewal. Administrator Halik advised that it would require a change to the ordinance. He stated that he will follow up on the suggestion and present the information at a future Municipal Services Committee meeting.

Director Dittman stated that the DuPage Water Commission has announced a tentative increase in water rates from \$4.88 to \$4.94/1,000 gallons, or approximately \$21,000 per year. Director Dittman related that the water fund is healthy and this increase will not be passed on to residents.

Director Dittman advised that the Water Capital Improvement Fund expense was reduced due to a revised proposal for the DCU upgrades from \$21,500 to \$8,400.

Director Dittman presented the revenue summary for all funds for the Village, and expenditure summary for all funds of the Village, along with major revenue sources for the General Fund. The budgets for utility taxes and income taxes, which are the 2nd and 3rd largest General Fund revenues, have been decreased. The police department represents 59% of the General Fund expenditure budget. Public works is 2nd, encompassing 12% of the General Fund budget.

Director Dittman advised that the projected number of reserved days for FY 17/18 will end with 194 days. It is proposed that the amount of reserved days after the FY 18/19 fiscal year will have 174 days, and \$4,018,025 of fund balance. Director Dittman described the methodology used to project the General Fund five

(5) years into the future. Bond rating agencies want to see the fund balance maintained at a minimum of 30% of expenditures in order to maintain our current rating; 75% is ideal.

Director Dittman stated that the target amount of Water Fund days reserve is 90 days. The amount of reserve days at the end of FY 17/18 is estimated to be at 228 days, and FY 18/19 is 209 days. In the Water Fund 5-year forecast, no rate increases have been included in the projections shown.

Director Dittman presented the projected available fund balances for the General, Water Capital, and LAFER Funds, plus amounts held by IRMA and IPBC.

Discretionary Budget Items Requiring Board Direction

There are eight (8) discretionary budget items identified. These have not been included in the budget, as of yet.

I. IMRF Pension on Health Insurance Buyback

Director Dittman related that if an employee opts out of the Village insurance plan because they are covered under another policy, the Village pays that employee half of the single premium, or approximately \$3,600/year. The Village saves \$33,000 annually using this program.

Director Dittman advised that since this program's inception in September of 2000, IMRF had considered these earnings as pensionable. IMRF has recently issued a ruling that these wages could be excluded.

There are a total of nine (9) employees taking advantage of the program and only three (3) are in the IMRF Pension Plan. The total direct cost to the Village is approximately \$1,600 annually for the three (3) employees.

In order to continue to include the health buy back as pensionable wages, the Village Board will need to adopt a retroactive resolution with IMRF.

The Board's consensus was to continue to include the payments as pensionable.

II. Health Insurance Change from 2-Tier to 4-Tier Structure

Director Dittman advised that currently, the Village offers a 2-Tiered system: single or family coverage. Employees that have only a spouse or only child(ren) are paying the same premium as an employee that has a spouse and children covered, some of which have seven (7) covered members.

The 4-Tiered system allows for single, employee + spouse, employee + child(ren), and family.

The total premium costs to the Village is the same under either system. Single coverage premium would not change and there is still no cost to the employee for single coverage.

For the single + spouse, the employee cost would decrease approximately \$98.00/month, employee cost for single + children would decrease approximately \$121.00/month. However, family coverage would increase approximately \$43.00/month.

Director Dittman stated retirees can elect to stay on the Village health insurance plans, however, they pay the full amount of the premium, or \$1,721/month for family coverage. Under the 4-Tier System, senior employees who have been hesitant to retire because of health insurance costs, would pay approximately \$500 less per month for single + spouse coverage.

The Board's consensus was to change the health insurance structure from the 2-Tier plan to the 4-Tier plan as there is no additional cost to the Village.

III. New Village Electronic Entry Signs

Administrator Halik stated the entry signs for the Village are old, sandblasted wooden signs. In an effort to have another avenue to provide information to the residents, a proposal was obtained to install two (2) electronic entry signs. One to be placed for northbound traffic at Route 83 and Midway; the other to be placed for southbound traffic on Route 83 at the north end of town.

The proposal for two (2) signs, electric service and the engineering plans would be \$198,708. A percentage of the costs could be taken out of the Hotel/Motel Tax Fund, commensurate with Hotel/Motel advertising time on the signage.

Concerns were raised over the aesthetics. Mayor Trilla advised again that this is a way to get information out to citizens.

The Board's consensus was to not include funding in the FY 2018/19 budget for this item.

IV. Ridgemoor Park Renovation

Administrator Halik advised that the next park to be renovated according to the Parks & Recreation Master Plan is Ridgemoor Park. Renovations would include the playground, add concrete walks, new playground surface, benches, a picnic table, and site restoration.

Design services, construction, and civil engineering would cost approximately \$171,400.

The Board's consensus was to not include funding in the FY 2018/19 budget for this item.

V. Village Hall Parking Lot Replacement

Administrator Halik related that the Village Hall parking lot is in poor condition. The Village did receive a DuPage County Water Quality Improvement Grant to reconstruct the parking lot with permeable pavers. The grant would cover 25% of the construction costs. Total construction estimate is \$286,754. The grant would cover \$71,688. Cost to the Village would be \$231,066.

Administrator Halik stated that to fix the parking lot using asphalt, the cost to the Village would be \$176,037.

Administrator Halik advised that he will contact DuPage County to try to obtain an extension for the grant.

The Board's consensus was to not include funding in the FY 2018/19 budget for this item at this time depending on the grant status.

VI. South Sub-Area Master Plan Analysis

Administrator Halik related that the Mayor has identified the southern area of town where there is a trend for recreational uses: restaurants, bars, and sports facilities. The Mayor's vision is to transform the entire area into a downtown/entertainment/shopping area.

Mayor Trilla advised that he has spoken to a developer that is interested in purchasing the property all along Frontage Road up to the Chicken Basket Restaurant.

Administrator Halik stated that the Planning Analysis is a multi-year project. Initial costs would include preliminary feasibility of the plan and economic development. Costs for the first year would be \$45,000.

The Board's consensus was to include funding in the FY 2018/19 budget for this item.

VII. Garfield Avenue Sidewalk Connection

Administrator Halik advised that there is a small gap in the sidewalk system along Garfield Avenue. Two-thirds of the gap is in Burr Ridge jurisdiction, and one-third is in Willowbrook, approximately 600 lineal feet. The cost to complete the gap to the Village would be \$53,585.

Administrator Halik related that the Village of Burr Ridge did not approve the expenditure to install their portion of the sidewalk for their next year's budget.

The Board's consensus was to not include funding in the FY 2018/19 budget for this item.

VIII. Community Resource Center (CRC) Building Renovation

Administrator Halik related that the CRC building is the last of the three phases of the municipal complex

to be completed. Administrator Halik recommended completing this project in two years, with the first year renovating the façade of the building to mirror the Village Hall and Police Department, complete roof repairs, and replace the RTUs.

The cost for completion of architectural plans and first year renovations would cost \$383,000. The second-year renovations to complete the interior of the building is estimated at \$610,000.

The Board's consensus was to include funding to complete the first-year plans in the FY 2018/19 budget for this item.

IX. Impact of All Discretionary Items

Administrator Halik reviewed the Budget Workshop discretionary items with the Board. The consensus of the Board was to include funding for Items I, II, VI, and VIII. The total cost of these items is \$429,600 or approximately 18 operating days.

6. CLOSED SESSION

- a. Consideration of Compensation of Specific Employees Pursuant to Chapter 5 ILCS 120/2(c)(1)

ADJOURN INTO CLOSED SESSION

MOTION: Made by Trustee Neal, seconded by Trustee Berglund, to adjourn into Closed Session at the hour of 7:30 p.m.

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

MOTION DECLARED CARRIED

7. ADJOURNMENT

MOTION: Made by Trustee Neal, seconded by Trustee Davi, to adjourn the meeting at the hour of 8:20 p.m.

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

MOTION DECLARED CARRIED

PRESENTED, READ and APPROVED,

March 26, 2018

Mayor

Minutes transcribed by Deputy Clerk Cindy Stuchl.