

MINUTES OF THE REGULAR MEETING OF THE PRESIDENT AND BOARD OF TRUSTEES OF THE VILLAGE OF WILLOWBROOK HELD ON MONDAY, SEPTEMBER 12, 2005, AT THE VILLAGE HALL, 7760 QUINCY STREET, IN THE VILLAGE OF WILLOWBROOK, DUPAGE COUNTY, ILLINOIS.

1. CALL TO ORDER

The meeting was called to order at the hour of 7:30 p.m. by Village President Gary Pretzer.

2. ROLL CALL

Those present at roll call were Trustees Dennis Baker, Michael Brown, Stephen Landsman, Paul Schoenbeck, Stephen Landsman, Timothy McMahon and Village President Pretzer. ABSENT: Trustee Robert Napoli. Also present were Deputy Clerk Mary Partyka, Village Attorney Thomas Good, Village Administrator Carl Goldsmith, Director of Municipal Services Alan Zordan, Chief of Police Edward Konstanty and Director of Finance Sue Stanish.

A QUORUM WAS DECLARED

3. PLEDGE OF ALLEGIANCE

President Pretzer asked everyone to join him in saying the Pledge of Allegiance.

4. OMNIBUS VOTE AGENDA

- a. Waive Reading of Minutes (APPROVE)
- b. Minutes - Regular Board Meeting - August 22, 2005 (APPROVE)
- c. Warrants - September 12, 2005 - \$152,076.72 (APPROVE)
- d. Monthly Financial Reports - August 31, 2005 - \$9,906,004.82 (ACCEPT)
- e. Request for Purchase Exceeding \$1,000 - Gateway Special Recreation Association - Membership Dues - \$13,585.00 (APPROVE)
- f. APPLICATION FOR LICENSE TO HOLD A RAFFLE - Tuberos Sclerosis Alliance 55 - Arabian Knights Horse Farm - September 25, 2005 (APPROVE)
- g. Resolution No. 05-R-34 - A Resolution Proclaiming October 3, 2005 as "Non-Profit Organization Day" in the Village of Willowbrook in Recognition of the 10th Anniversary of Community Memorial Foundation (ADOPT)

- h. Application for Rezoning - Riordan Signature -
6015 Bentley Avenue (REFER TO PLAN COMMISSION)

President Pretzer asked if any Board Member wanted to remove any item from the Omnibus Vote Agenda. Trustee Schoenbeck requested that Item 4b removed for further discussion.

President Pretzer asked if any Board Member wanted any other item removed from the Omnibus Vote Agenda. No Board Member wanted any other item removed from the Omnibus Vote Agenda.

MOTION: Made by Trustee Brown, seconded by Trustee McMahon, to approve the Omnibus Vote Agenda exclusive of Item 4b.

ROLL CALL VOTE: AYES: Trustees Baker, Brown, Landsman, Schoenbeck and Landsman; NAYS: None; ABSENT: Trustee Napoli.

MOTION DECLARED CARRIED

Trustee Schoenbeck requested that on page 3, under Item 8, in the minutes of August 22, 2005 include the following language, "Trustee Schoenbeck requested that the Staff, when they put out the list of vehicles for disposal, to include a minimum bid that they are seeking and to have the Staff look into alternatives for disposing of vehicles, other alternatives that are offered to us by other municipalities that may be doing the same thing on their own instead of DuPage Mayors and Managers."

MOTION: Made by Trustee Schoenbeck, seconded by Trustee Brown, to approve Item 4b as amended.

PREVIOUS ROLL CALL VOTE: AYES: Trustees Baker, Brown, Landsman, Schoenbeck and Landsman; NAYS: None; ABSENT: Trustee Napoli.

MOTION DECLARED CARRIED

NEW BUSINESS

5. VISITOR'S BUSINESS (Public comment is limited to three minutes per person)

Phyllis Zimmer, 6446 Tennessee Avenue, expressed her concern with regard to the storm water run off onto her property.

Trustee Schoenbeck asked Village Attorney Good if Ms. Zimmer had provided the Village with the size of the subject culvert prior to the Village enlarging this culvert.

Village Attorney Good responded that as of today's date, Ms. Zimmer had not supplied that information. He did note that he had discussed the matter with the Village Engineer, Christopher B. Burke Engineering, Ltd., and indicated that they offered to review their files to see if this information was available.

6. DISCUSSION - COMPREHENSIVE ANNUAL FINANCIAL REPORT

Director Stanish provided an overview to the Village Board of the Comprehensive Annual Financial Report.

General Fund

- Fund revenues were higher than budgeted by \$463,024 or 8.6%.
- Sales Tax were \$311,021 or 14.3% higher than budgeted primarily as a result of the Target Store.
- Income Taxes were \$28,763 or 5.0 higher than the budgeted amount.
- Utility Taxes were \$199,957 or 19.8% higher than the budgeted amount.
- Permit Revenues were \$129,848 or 69.1% over the budgeted amount due in part to a partial fee received for the town center development and increased teardown and subdivision activity.
- Parks and Recreation fees were \$10,797 or 27.2% over the budgeted amount.
- Operating expenditures were under budget by \$8,320.
- Capital expenditures were under budget by \$49,588 or 29.7% due in part to purchasing one less police vehicle and the street maintenance program coming in \$24,200 less than budgeted.
- A net surplus of \$538,613 resulted after all year-end adjustments were made.
- The number of days operating expense is 97 days actual compared with 55 days budgeted.
- The number of liquid days as of 4/30/2005 were 55 compared to 30 at 4/30/2004.

Hotel/Motel Tax Fund

- Revenues came in just the budgeted amount of \$85,000 with actual receipts at \$85,180.
- Expenditures came in \$5,485 below the budgeted amount.
- The fund balance at 4/30/2005 is negative \$1,928. It is anticipated that the hotel/motel tax fund will have paid back the general fund and end up with a positive fund balance.

Capital Projects Fund

- Projects completed in the Capital Projects Fund included the following:
 - Completion of Midway Drive reconstruction project.
 - Engineering work for the next phase of the 75th Street extension
 - Debt service interest and principal payments were made from the capital projects fund for the 3.5 acre land purchase.
 - Installation of the traffic signal on Madison Street.

Water Fund

- Revenues for the sale of water came in under the budgeted amount by \$248,171.
- Water connection fees exceeded the budgeted amount by \$7,878.
- Total net assets increased by \$147,409 and the current working capital ratio is 2.1:1, which achieves the 2001 goal of a working capital ratio of 2:1.

At this time, Director Stanish introduced Fred Lantz, representing Sikich Gardner & Co., LLP, who would provide an overview of the Comprehensive Annual Financial Report (CAFR), the Tax Increment Financing District Report and present the Management Letter, which includes the audit firm's recommendations for improvements.

Mr. Lantz provided an overview of the Comprehensive Annual Financial Report for the year ended April 30, 2005. In his overview, Mr. Lantz highlighted the Management's Discussion and Analysis (MD&A) portion of the report and the required supplementary information listed in the table of contents that are not a required part of the basic financial statements but are supplementary information required by the Governmental Accounting Standards Board (GASB). He noted that the financial report is designed to provide Willowbrook citizens, customers, investors and creditors with a general overview of the Village's finances and to demonstrate the Village's accountability for the money it receives.

Mr. Lantz presented the independent auditor's report on compliance with the Illinois Tax Increment Redevelopment Allocation Act for the year ended April 30, 2005. It is the auditor's opinion that the Village of Willowbrook complied in all material respects with the requirements of the Illinois Tax

Increment Redevelopment Allocation Act for the Tax Increment Financing District Fund.

An overview was given of the recommendations that were made by the auditor firm and management response to these recommendations.

Mr. Lantz reported that the Village of Willowbrook had received a clean and qualified opinion on its financial statements. Further, this opinion is given to less than one-half percent of one percent of municipalities.

President Pretzer along with the Village Board thanked Mr. Lantz for his overview of the annual financial report and thanked the staff for their excellent job in preparing the report.

7. DISCUSSION - QUARTERLY FINANCIAL REPORTS - FIRST QUARTER FISCAL YEAR 2006

Director Stanish referred to her memorandum to the President and Board of Trustees with regard to the quarterly financial reports for the first quarter of FY 2006.

MOTION: Made by Trustee Brown, seconded by Trustee Schoenbeck, to accept the Quarterly Financial Reports for First Quarter Fiscal Year 2006 as presented.

PREVIOUS ROLL CALL VOTE: AYES: Trustees Baker, Brown, Landsman, Schoenbeck and Landsman; NAYS: None; ABSENT: Trustee Napoli.

MOTION DECLARED CARRIED

8. ORDINANCE - AN ORDINANCE AUTHORIZING THE SALE OF PERSONAL PROPERTY OWNED BY THE VILLAGE OF WILLOWBROOK

Administrator Goldsmith noted that the Village Board had directed Staff to provide an alternate means of disposing of personal Village property that would be more cost effective than through the DuPage Mayors and Managers Conference Vehicle Auction.

Staff had researched the mechanics of selling the property on eBay or similar sites. It was determined that the most effective and safest way to sell merchandise online is through the use of Pay Pal. Administrator Goldsmith provided an example of the fees that would be involved for a sale on eBay. With a sales price of a vehicle at \$5,000, the sale after all fees would result in a price of \$4,774.70.

Administrator Goldsmith noted that there were two schedules attached to the ordinance before the Village Board this evening. Schedule A included the vehicles to be sold via eBay. Schedule B were the vehicles that would be disposed of through a towing company with no cost to the Village.

Trustee Schoenbeck requested that a minimum bid be included with regard to the disposal of the vehicles.

Administrator Goldsmith noted that prior to the disposal of the vehicles that are to sold/auctioned, the minimum price would be forwarded to the Village Board.

President Pretzer asked if the Village had any liability in selling its vehicles and should there be something to sign noting that the vehicle is sold as is?

Attorney Good responded that there would be no liability to the Village unless, for example, information was withheld regarding a vehicle being damaged in an accident or other misrepresentation.

Trustee Schoenbeck inquired if there should be someone designated to decide if the price can be lowered below the minimum bid.

Attorney Good noted that generally it is the Administrator who determines under direction what the price would be below the minimum.

MOTION: Made by Trustee Schoenbeck, seconded by Trustee McMahon, to pass Ordinance No. 05-O-30.

PREVIOUS ROLL CALL VOTE: AYES: Trustees Baker, Brown, Landsman, Schoenbeck and Landsman; NAYS: None; ABSENT: Trustee Napoli.

MOTION DECLARED CARRIED

OLD BUSINESS

9. COMMITTEE REPORTS

Trustee McMahon had no report.

Trustee Schoenbeck noted that the minutes from the Public Safety Committee meeting were in the packet for information purposes.

Trustee Landsman had no report.

Trustee Brown had no report.

Trustee Baker had no report.

10. ATTORNEY'S REPORT

Village Attorney Good had no report.

11. CLERK'S REPORT

Deputy Clerk Partyka had no report.

President Pretzer reported that he had talked to Grace Spatafore and that she and Pat are both now at home. They are recuperating but slowly.

12. ADMINISTRATOR'S REPORT

Administrator Goldsmith had no report.

President Pretzer reported that he had attended the Metropolitan Mayors Caucus and that the City of Chicago along with Bank One has developed a Chicago Helps Fund for the victims of Hurricane Katrina. These funds would go toward the future development and rebuilding after the hurricane.

In addition, President Pretzer informed the Village Board that the Chamber of Commerce and Fire Department have set up a program for people to bring in contributions to various locations, which would be forwarded to the appropriate agencies. He had offered the use of the Village Hall as a drop off point for these contributions.

As the Village Board was aware, a number of communities were devastated from Hurricane Katrina and in the future the Board may get a request to donate some of the assets that are in storage, such as older desks and chairs, to these communities.

13. EXECUTIVE SESSION - PERSONNEL

President Pretzer noted that it was determined there was no need for an Executive Session this evening.

14. ADJOURNMENT

President Pretzer asked for a motion to adjourn the regular meeting.

MOTION: Made by Trustee Landsman, seconded by Trustee Brown, to adjourn the regular meeting at the hour of 8:45 p.m.

PREVIOUS ROLL CALL VOTE: AYES: Trustees Baker, Brown, Landsman, Schoenbeck and Landsman; NAYS: None; ABSENT: Trustee Napoli.

MOTION DECLARED CARRIED

PRESENTED, READ and APPROVED,
_____, 2005

Village President

Minutes transcribed by Mary Partyka.