

MINUTES OF THE REGULAR MEETING OF THE PRESIDENT AND BOARD OF TRUSTEES OF THE VILLAGE OF WILLOWBROOK HELD ON MONDAY, NOVEMBER 8, 2010 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 7:00 p.m. by Village President Robert Napoli.

2. ROLL CALL

Those present at roll call were President Robert Napoli, Clerk Leroy Hansen, Trustees Dennis Baker (via conference call), Umberto Davi, Terrence Kelly, Michael Mistele, Sandra O'Connor, and Paul Schoenbeck.

ABSENT: None.

Also present were Village Administrator Timothy Halik, Village Attorney William Hennessy, Director of Finance Sue Stanish, Superintendent Walter Righton, Chief of Police Mark Shelton, Deputy Chief Paul Oggerino, Intern Garrett Hummel, and Executive Secretary Deborah Hahn.

A QUORUM WAS DECLARED

3. PLEDGE OF ALLEGIANCE

President Napoli asked Trustee Kelly to lead everyone in saying the Pledge of Allegiance.

4. OMNIBUS VOTE AGENDA

- a. Waive Reading of Minutes (Approve)
- b. Minutes - Regular Board Meeting - October 25, 2010 (Approve)
- c. Warrants - October 25, 2010 - \$127,905.30 (Approve)
- d. Monthly Financial Report - October 31, 2010 - \$18,109,631.46 (ACCEPT)
- e. Motion to Approve Expenditure - Furnishing and Installation of a Gutter and Downspout System on the Public Works Garage Building - Wiesbrook Sheet Metal, Inc. (ACCEPT)

President Napoli asked the Board if there was any item to be removed from the Omnibus Vote Agenda.

Trustee Mistele asked that Items 4e be deferred from the Omnibus Vote Agenda to seek additional proposals from different vendors.

Trustee Schoenbeck asked to recues himself from Item 4c.

MOTION: Made by Trustee Mistele, seconded by Trustee Schoenbeck to approve the Omnibus Vote Agenda.

ROLL CALL VOTE: AYES: Trustees Baker, Kelly, Mistele, Davi, O'Connor and Schoenbeck. NAYS: None ABSENT: None.

MOTION DECLARED CARRIED

NEW BUSINESS

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

President Napoli asked if there was any visitor present that would like to speak.

None present.

6. PRESENTATION - BUDGET REVIEW

Administrator Halik advised the Board that this budget review is a precursor to the items that will be brought to the Board at the Budget Workshop in March for fiscal year 2011/12.

In summary, Administrator Halik advised the following:

- The Budget Workshop schedule
- Staffing organizational changes and personnel reductions occurred during fiscal year 2010/11. Combining the positions of Village Administrator and Public Services Director for a savings of \$144,000 per year. Reduction of a Deputy Chief's position and not replacing a patrol officer generated an estimated savings of \$234,000.00 per year. Replaced a full-time planner position with a part-time planning consultant with a savings of \$33,800.00 per year. Replaced a 30-year Parks and Recreation employee with a part-time Recreation Specialist saving \$6,900.00. (Total savings approximately \$450,000 per year)
- Held a Strategic Planning Session
- Developed a Volunteer Separation Program (VSI), where two employees participated in it. They were replaced by four part-time employees. (Savings of approximately \$80,000.00 per year)
- Plan to Complete Union Negotiations with the Patrol Officers

- The 50th Anniversary Celebrations for the village. The Committee held two events - A Birthday Bash in January, A Family Fun Day in June and the final celebration, A Dickens of a Holiday event is scheduled in December.
- Completed the Waterford Park Tennis Court renovations.
- Developed rock salt procurement for the upcoming winter season.
- Set out to complete two of the ARRA Stimulus projects - Project 1 - Completed the overlay of Clarendon Hills Road from 75th Street to 79th Street. Project 2 was the Kingery/Plainfield New Lighting Project that is currently being completed. Funding has been approved for a Clarendon Hills Road LAPP project however; it is a 70%/30% split. Incremental savings is planned due to project completion not being done until sometime between 2011-2016, which allows the village to put money aside for this project.
- Revised Police Squad Replacement Program - Vehicle replacement was reduced from 4 vehicles a year to 2, with this year only replacing one due to a seizure.
- Went to a paperless newsletter
- Worked on the desire to construct a Town Center identification sign from excess SSA funds. This did not get off the board. Staff anticipates picking it back up this project again in the coming year.

Finance Director Stanish and Administrator Halik advised the following, in summary:

- Financial Performance General Fund - Staff projected a 167 days of reserve (\$3,549,402), however after the audit the actual reserve is 197 days (\$3,827,541) ending April 30, 2010. This was accomplished from all the budget cuts. The projected general fund at the end of fiscal year 2010/11 will be approximately 209 days or \$4,081,792. At this time, revenue tracking is above budget projections.
- Projection for FY11 - Conservative on estimated revenue and future sustainability.
- Looking ahead to FY12 - Need to keep a close eye on the State of Illinois' financial budget. An upgrade of the Intern position to Management Analyst position will help reduce consulting fees, as well.
- Health Care Reform Bill - Keep a close eye on this. The preliminary increase is projected at approximately 10%.
- Funding of the Annual Street Maintenance Project - Due to increase costs for materials and reduce MFT receipts, the

village may have to consider contributions from the general fund.

- Job Description Update - Sikich HR Assessment Report recommended this be updated. Job descriptions and classifications need to be updated, due to staffing changes.
- Upcoming Capital Projects that need to be completed - Public Works Backhoe, Community Park Backstops Replacement, Replacement of Storage Building Roof, Village Hall Copier Replacement, and continue with the Maintenance Agreement for village computers for a 5th year and then possible lease computers in FY12.
- Available funds for FY11 and Beyond - Health and Liability Insurance reserves, which will offset a large rate increase. Due to the reduction in previous budgets, the village is at the bare minimum except for the personnel cuts.
- Five-year Plan - Current plan proposed going under the 120 day reserve in 2015, however due to the budget cuts that were made, the village is in a better financial position. Projected reserve is up in 2012, however begins to drop in the year 2013.

Director Stanish asked the Board for direction on how they would like the village to proceed for salary adjustments for non-union employees. Union employees will be locked in to a 2% increase for 2-years.

After a discussion, the Board requested Staff to prepare the projected costs for 0-1-2-3% salary increases for non-union employees.

In addition, Staff also anticipates bringing a balanced budget at the Committee level in the future.

Administrator Halik advised the Board that there are items that have not been included in the village's financial capital projects. They were items that were either on the deferred list or otherwise. Staff is looking for direction on whether they should proceed with them or not:

- A Geographical Information System
- Archive Document Imaging
- Entry Signs to the Village
- Acquisition of Land
- Third set of lights at Community Park

- Community Needs Survey
- Planning of Community Events
- Formalize a New General Fund Policy or continue with the current 120 day reserve policy

Trustee Schoenbeck advised that decisions should be made at the Committee level prior to bringing to the Board.

7. COMMITTEE REPORTS

Trustee Baker had no report

Trustee Kelly had no report.

Trustee Mistele had no report.

Trustee Davi had no report.

Trustee O'Connor had no report

8. ATTORNEY'S REPORT

No Report.

9. CLERK'S REPORT

No Report.

10. ADMINISTRATOR'S REPORT

Administrator Halik informed the Board that the only meeting in December will be December 13, 2010.

11. PRESIDENT'S REPORT

No Report

12. EXECUTIVE SESSION

- a. Review Executive Session Minutes held on September 13, 2010
- b. Review Executive Session Minutes held on October 11, 2010

MOTION: Made by Trustee Mistele, seconded by Trustee Davi to adjourn into Executive Session at the hour of 7:52 p.m.

PREVIOUS ROLL CALL VOTE: AYES: Trustees Baker, Kelly, Mistele, Davi, O'Connor and Schoenbeck. NAYS: None ABSENT: None.

The Board reconvened into the Regular Session Meeting at the hour of 8:00 p.m.

MOTION: Made by Trustee Mistele, seconded by Trustee Davi to approve the Executive Session minutes for September 13, 2010 and October 11, 2010.

PREVIOUS ROLL CALL VOTE: AYES: Trustees Baker, Kelly, Mistele, Davi, O'Connor and Schoenbeck. NAYS: None ABSENT: None.

MOTION CARRIED.

13 ADJOURNMENT

MOTION: Made by Trustee Schoenbeck, seconded by Trustee Mistele to adjourn the meeting at the hour of 8:01 p.m.

PREVIOUS ROLL CALL VOTE: AYES: Trustees Baker, Kelly, Mistele, Davi, O'Connor and Schoenbeck. NAYS: None; ABSENT: None.

MOTION DECLARED CARRIED

PRESENTED, READ and APPROVED,

_____, 2010

Village President

Minutes transcribed by Debbie Hahn.