

MINUTES OF THE REGULAR MEETING OF THE PRESIDENT AND BOARD OF TRUSTEES OF THE VILLAGE OF WILLOWBROOK HELD ON MONDAY, FEBRUARY 6, 2006, 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 6:30 p.m. by Village President Gary Pretzer.

2. ROLL CALL

Those present at roll call were Trustees Dennis Baker, Michael Mistele, Robert Napoli, Paul Schoenbeck, Timothy McMahon and Village President Gary Pretzer. ABSENT: Trustee Michael Brown. Also present were Village Clerk Leroy Hansen, Village Administrator Carl Goldsmith, Director of Municipal Services Alan Zordan, Chief of Police Edward Konstanty, Director of Finance Sue Stanish, Superintendent of Parks and Recreation Walter Righton, Assistant Director of Municipal Services Timothy Halik, Deputy Chief Pat Foley and Deputy Chief Mark Shelton.

A QUORUM WAS DECLARED

Trustee Brown entered the meeting at approximately 7:25 p.m.

3. PLEDGE OF ALLEGIANCE

Village President Pretzer asked every one to join him in saying the Pledge of Allegiance.

4. PUBLIC HEARING - APPROPRIATION ORDINANCE

Village President Pretzer called the Public Hearing to order at the hour of 6:35 p.m.

Director Stanish informed the Village Board that the public hearing this evening relates to the Appropriation Ordinance for Fiscal Year 2006-07. The Appropriation Ordinance will be on the Village Board's agenda for adoption on May 8, 2006. Notice of the public hearing was published in the January 12, 2006 edition of The Doings Newspaper. The Ordinance would provide the Village's spending authority in amounts that could not be legally exceeded in Fiscal Year 06-07. Director Stanish advised that the Appropriation Ordinance would not replace the operating budget that is used to manage day-to-day operations of the Village. The adoption of the final budget by the Village Board is scheduled for the meeting of April 10, 2006.

Village President asked for a motion to close the public hearing.

MOTION: Made by Trustee Baker, seconded by Trustee Schoenbeck, to close the public hearing at the hour of 6:40 p.m.

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

MOTION DECLARED CARRIED

5. VISITOR'S BUSINESS

There was no visitor's business.

6. PRESENTATION - FISCAL YEAR 2006-07 DRAFT BUDGET

Administrator Goldsmith informed the Village Board that the draft budget before them this evening had been reviewed by all of the Committees of the Board of Trustees as well as the various Commissions. The draft before the Board this evening was considered a balanced budget in that revenues are sufficient to support the operational and capital expenditures that are included in the draft budget. Administrator Goldsmith presented three objectives before the Board that Staff would like to achieve this evening:

- Presentation of the draft Fiscal Year 06-07 budget
- Presentation of the projects and programs not included in the draft budget
- Determine the funding for the non-union pay plan

The Staff provided an overview of the funds as outlined in the FY 2006-07 draft budget for the Village Board. There is a projected surplus of \$497,969 in the current FY 2006-07 draft budget. Salary increases and street maintenance contract spending are not included in the draft that will reduce the estimated surplus. The Staff noted some assumptions for the General Fund contained in the draft budget:

General Fund

- Revenues and expenses have not been included for the Town Center Development.
- Salary increases for the non-union or union, sworn or non-sworn, employees have not been included.

- A 3.0% inflationary increase has been included for sales tax receipts and an additional \$35,000 for the DiCarlo Armanetti's liquor store expansion. Utility tax revenues have been increased to reflect the estimated amount for FY 05-06 along with a 5.0% inflationary increase.
- Health insurance costs were estimated to increase by 10%.
- The Village's IMRF rate is 13.24% and the Village's increased in contributions to the Police Pension fund is 3.6%, with no new activity on the retirement or disability side.
- The majority of expenditure accounts were held to the same level of funding except for increases for those items where additional funding is needed.
- Funding has not been included for the street maintenance contract. Staff is recommending that \$211,000 be set aside for the completion of the Borse and Tameling portion of the 75th Street extension project.
- Water Capital Improvements Fund is a new water fund that is earmarked specifically for water capital improvement projects, which will be monitored by the Municipal Services Department and the Municipal Services Committee.
- There are no new sources of revenue that are proposed.
- No increases are proposed for municipal charges and fees and except for inflation, there are no increases in line item revenues.
- Expenditures have been held flat, unless there were issues were a marked increase was seen for a need for additional dollars.
- Capital spending contained in the budget document are directly related to the Long Range Financial Plan, adopted by the Village Board in November 2005.

Water Fund

The water fund budget assumes no water rate increases and minimal capital spending. A surplus of \$23,277 is projected for the 2006-07.

Hotel/Motel Tax Fund

The hotel/more tax fund assumes that all projected revenues will be spent in FY 2006-07. The debt to the General Fund has been paid off. An estimated reserve of \$8,200 will be available if needed.

Motor Fuel Tax Fund

Motor fuel tax receipts are expected to remain at \$28.50 per capita or \$255,560.

Water Capital Improvements Fund

This new fund has been added for the funds received from the DuPage Water Commission rate reduction. These funds will be utilized to fund capital and infrastructure improvements to the Village's water system.

Capital Projects Fund

The only planned expenditure is the debt service payments for the land on Willowbrook Centre Parkway. There is \$276,000 outstanding in principal that will be retired in December 2007.

The Staff presented the proposed budgets for the various departments and funds for FY 2006-07.

GENERAL FUND

Administration

- Landscaping Village Hall - Replacement of evergreens - \$8,000 and \$2,000 for grass restoration.
- Schools Conference Travel - \$6,000 increase for attendance at National Conferences.
- Transfer to Capital Projects Funds - \$70,000 increase in the transfer to the capital projects fund to pay for the land on Willowbrook Centre Parkway for a total of \$120,000.
- Village Attorney Fees - \$20,000 reduction in fees.
- Office Equipment - New phone system - \$30,000
- EDP Equipment - Purchase of power point projector - \$1,500

Police Department

- Overtime Account - New overtime line item was created specifically for overtime earned on special details and grant funded overtime. This account is completely reimbursable.
- Schools Conference Travel - \$3,000 increase for additional training and attendance at national conferences.
- Operating Equipment - \$8,500 increase based on the schedule in the long range financial plan.

Public Services

- Overtime - All Municipal Services budgets are approximately 24% less than last year due to the restructuring of the department and close supervision of all overtime earned. Full funding is being continued due to the difficulty in anticipating overtime needed for snow removal.

- Telephones - The number of backup phones and the service structure has been reworked to reduce this item by \$1,000.
- Engineering - \$2,000 increase to reflect actual engineering needs.
- Brush Pick-up - \$12,000 increase to cover the cost of a second brush pick-up for a total of \$24,000. It was noted one of the brush pick-ups is funded through revenues generated in the waste sticker program.
- Capital Purchases Vehicles - The budget reflects one half the cost of the purchase of three replacement vehicles in the amount of \$77,500. The other half of the cost of purchase is in the water fund.

Community Development

- Overtime - The amount has been decreased to \$5,000 due to the new building inspector requesting overtime as compensatory time off.
- All Contractual Services and Inspection Services - These line items will continue to be funded higher than usual during the first year of training for the new building inspector.
- Capital Expenditures - No capital expenditures proposed this budget year.

Parks and Recreation

- Park Landscape Supplies - \$1,000 increase due to the creation of Willowbrook Garden Club.
- Landscape Maintenance Services - \$5,800 increase for the reinstatement of goose control measures at Prairie Trail and Willow Pond parks.
- Landscape Maintenance Services - \$2,340 increase for rental toilets to replace use of existing Community Park toilets for six months.
- Children's Special Events - \$2,000 increase for summer movie nights at Community Park.
- Community Park Development - \$120,000 estimated cost to build toilet facilities/concession stand/storage building in Community Park.

Plan Commission

- Expenditures remain the same with the exception of a slight increase in engineering plan review costs.

Board of Police Commissioners

- Attorney Fees - \$2,500 for sergeant's promotional testing.
- Exams Written - \$4,000 for sergeant's promotional test.

Nuisance Control

- \$5,000 increase due to the increase in treatment of West Nile Virus sites and adulticiding.

Water Fund

- Printing & Publishing - \$350 increase to cover cost of redesign the Village's annual Consumer Confidence Report.
- Gas-Oil-Wash-Mileage - \$4,000 increase to reflect costs related to vehicles used primarily for operation of the water system.
- EDP Software - \$2,000 increase to cover the cost of the new software maintenance agreement with HEXAGRAM.
- Energy-Electric Pump - \$6,500 decrease due to the installation of a more energy efficient water pump.
- Water Distribution Repair-Maintenance - \$25,000 increase to reflect actual repair cost history and to implement a water valve exercise program.
- Vehicles - This line item reflects one-half the cost of three replacement vehicles.
- Painting, Water Towers - Includes \$11,000 to power wash the standpipe.
- Distribution System Replacement - Includes \$50,000 (each year for 5 years) for hydrant replacement.

Hotel/Motel Tax Fund

- Fund assumes all projected revenues will be spent in FY 2006-07.
- Advertising budget has been increased to \$60,250.
- Fund balance reserve of \$8,200 will be available if needed.
- Debt to the General Fund has been paid off.

Motor Fuel Tax Fund

- \$207,000 included for the repave and repaving of Clarendon Hills Road between 63rd and 67th Streets as well as curb and gutter improvements to Clarendon Hills Road and sidewalk repairs throughout the Village.

Water Capital Improvements Fund

- Expenditures of \$150,000 reflect the estimated costs related to the 64th and Thurlow Streets water main extension project. This item is reimbursable by benefiting property owners.

CAPITAL PORJECTS FUND

- Only expenditure is debt service payments for the land on Willowbrook Centre Parkway. Outstanding principal of \$276,000 will be retired in December 2007.

7. EXECUTIVE SESSION - PERSONNEL (Clerks Note: President Pretzer moved Executive Session to this point of the meeting)

President Pretzer asked for a motion to go into Executive Session to discuss personnel.

MOTION: Made by Trustee Napoli, seconded by Trustee McMahon, to go into Executive Session to discuss personnel at the hour of 8:45 p.m.

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

MOTION DECLARED CARRIED

SEE APPROPRIATE EXECUTIVE SESSION MINUTES

7A. ROLL CALL:

Those present at roll call were Trustees Dennis Baker, Michael Mistele, Michael Brown, Robert Napoli, Paul Schoenbeck, Timothy McMahon and Village President Gary Pretzer. ABSENT: None. Also present Village Clerk Leroy Hansen.

A QUORUM WAS DECLARED

(Clerk's notes: At this point, discussion continued with regard to Item 6 - Fiscal Year 2006-07 Budget)

The Staff presented the additional projects and programs not included in the draft budget to the Village Board for further discussion.

After discussing the additional projects and programs presented by the Staff, the Village Board recommended the inclusion of the following items into the budget:

- **Equipment: \$12,000** - The purchase of new weapons, holsters and flashlight attachments for the police department.

- **Senior Programming: \$3,000** - Restores funding to FY 04-05 levels for Willowbrook's subsidy to the Burr Ridge Park District for the partnership in Seniors program.
- **Updating of Zoning Ordinance: \$45,000** - The approximate fee for hiring a consultant to do a full rewrite of the Zoning Ordinance.
- **Personnel: \$105,000** - The cost for hiring of two (2) Police Officers, one in May 2006 and the other officer in December 2006.
- **Police Vehicles: \$80,000** - The replacement of two unmarked investigative vehicles and one patrol vehicle.
- **Senior Citizen Taxi Program: \$1,500** - The additional estimated cost to participate in the Ride DuPage Program, which would replace the DuPage County Pilot II Taxi Program.

The estimated days of fund balance in reserve at 4/30/06 is 121 days. The draft budget anticipates 147 days of operating expenses in fund balance reserves at 4/30/07, not including salary increases and the additional projects or programs approved above.

The following items were discussed and the Village Board decided to not fund the additional projects or to defer consideration of them:

- **Drop Down Power Point Screen for Council Chambers: \$6,000**
- **Document Imaging System: \$50,000**
- **Employee Physicals: \$10,000**
- **Geographic Information System (GIS): \$125,000** (over a three year period)
- **Street Maintenance: \$211,000** - These funds would be transferred from the General Fund to the Capital Projects Fund in the event there is a timing issue with funding for the 75th Street extension project through county and state grants, developer contributions and private contributions.
- **Employee Outings: \$3,000** - To restore the outing for employees and families.
- **Street Maintenance-Clarendon Hills Road: \$305,295** - The estimated cost for an additional 2720 lineal feet of curb and gutter on Clarendon Hills Road between 63rd and 67th Streets).

8. ADJOURNMENT

MOTION: Made by Trustee McMahon, seconded by Trustee Brown, to adjourn the regular meeting at the hour of 9:55 p.m.

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

MOTION DECLARED CARRIED

PRESENTED, READ and APPROVED,

_____, 2006

Village President

Minutes transcribed by Mary Partyka.