

MINUTES OF THE REGULAR MEETING OF THE PRESIDENT AND BOARD OF TRUSTEES OF THE VILLAGE OF WILLOWBROOK HELD ON MONDAY, SEPTEMBER 11, 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 7:32 p.m. by Village President Gary Pretzer.

2. ROLL CALL

Those present at roll call were Trustees Michael Mistele, Michael Brown, Robert Napoli, Paul Schoenbeck, Timothy McMahon and Village President Pretzer. ABSENT: Trustee Dennis Baker. Also present were Village Clerk Leroy Hansen, Village Attorney Aaron Steinke, Village Administrator Phil Modaff, Chief of Police Edward Konstanty, Director of Finance Sue Stanish, Assistant Director of Municipal Services Timothy Halik, Superintendent of Parks & Recreation Walter Righton and Administrative Intern Jacob Smith.

A QUORUM WAS DECLARED

3. PLEDGE OF ALLEGIANCE

President Pretzer stated that in honor of those innocent people who died as a result of the terrorist attack on September 11, 2001, especially the public servants, and in recognition of the ongoing sacrifice others continue to make on our behalf, let us recite the Pledge of Allegiance to be followed by a moment of silence.

4. ACKNOWLEDGEMENT/REMEMBRANCE OF SEPTEMBER 11, 2001

See Agenda Item 3.

5. OMNIBUS VOTE AGENDA

- a. Waive Reading of Minutes (APPROVE)
- b. Minutes - Regular Board Meeting - August 28, 2006 (APPROVE)
- c. Minutes - Executive Session - August 28, 2006 (APPROVE)
- d. Minutes - Special Board Meeting - June 27, 2006 (APPROVE)
- e. Minutes - Executive Session - June 27, 2006 (APPROVE)
- f. Minutes - Executive Session - July 10, 2006 (APPROVE)

- g. Minutes - Executive Session - July 24, 2006 (APPROVE)
- h. Warrants - September 11, 2006 - \$111,997.57 (APPROVE)
- i. Monthly Financial Report - August 31, 2006 - \$11,625,140.60 (ACCEPT)
- j. Application For License To Hold A Raffle - Trane Chicago - December 11, 2006 (APPROVE)

President Pretzer asked if the Board members wanted any item(s) removed from the Omnibus Vote Agenda. No Board member wanted any item(s) removed from the Omnibus Vote Agenda.

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

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

MOTION DECLARED CARRIED

NEW BUSINESS

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

Phyllis Zimmer, of 6446 Tennessee Avenue, requested that the Village stop allowing stormwater runoff to be directed onto her property.

- 7. PRESENTATION - APRIL 30, 2006 COMPREHENSIVE ANNUAL FINANCIAL REPORT

Director Stanish introduced Fred Lantz, partner of Sikich LLP, who would be presenting the Comprehensive Annual Financial Report.

Mr. Lantz informed the Village Board that he was pleased to present a clean unqualified opinion of the financial statements of the Village as of April 30, 2006. He advised that based on the statistics from the GFOA, less than 10% of all governments in the country with populations of less than 25,000 annually receive a clean unqualified opinion from their independent certified public accountants. Mr. Lantz encouraged the Village Board to continue the policies and procedures necessary to receive that clean unqualified opinion in the future. He further provided an overview of the financial statements for the Board.

Mr. Lantz presented the recommendations for improvement for the current fiscal year:

- **Accounts Payable** - The recommendation is that the Village review the year end accounts payable accruals to ensure that amounts are posted only once.
- **Mutual Fund Gain/Loss** -. The recommendation is that the Village computes and records the mutual fund gains/losses with regard to the police pension fund investments separately on the general ledger.

A few of the Future Accounting Pronouncements were highlighted as follows:

- Statement No. 43, *Financial Reporting For Post-employment Benefit Plans Other Than Pension Plans* is effective for the Village's fiscal year ending April 30, 2009 (the Village is a Phase III government) and will require the Village to measure and report the cost of post-employment benefits (e.g., retire health care) as they are earned over the service life of the employee rather than on a pay as you go basis.
- Statement no. 44, *Economic Condition Reporting: The Statistical Section* is effective for the Village's fiscal year ending April 30, 2007 and will require the Village to modify the presentations currently found in the statistical section of the CAFR.
- GASB Statement 45, *Accounting and Financial Reporting by Employers for Post-Employment Benefits Other Than Pensions* addresses how employers should account for and report costs and obligations for post-employment health care and other nonpension post-employment benefits promised to employees and is effective for the Village's fiscal year ending April 30, 2010 (Phase III).

Mr. Lantz concluded his presentation to the Village Board.

Trustee Napoli inquired if the 123 days of reserve are sufficient for a Village the size of Willowbrook

Mr. Lantz responded that it is recommended that the minimum is 25-50% of overall expenditures. The percentage would be dependent on the fluctuation of the revenue funds. Mr. Lantz stated in the opinion of the rating agencies, a minimum of 40%

to 50% of annual operating expenses should be maintained by the Village based on the Village's revenue structure.

Trustee McMahon questioned the structure of the Organizational Chart for the Village. Mr. Lantz reported that it is a typical chart for similar sized towns. Director Stanish noted that the chart reflects how the corporate authority is structured as outlined in the Village Code. The Staff would confirm the chain of command reflected in the chart and provide some opinions on the Board's options in that regard.

The Village Board congratulated Mr. Lantz and the Village Staff for a comprehensive and professional report.

MOTION: Made by Trustee McMahon, seconded by Trustee Brown, to accept the reports as presented by Sikich LLP.

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

MOTION DECLARED CARRIED

8. ORDINANCE - AN ORDINANCE AMENDING THE VILLAGE CODE OF THE VILLAGE OF WILLOWBROOK - TITLE 3, SECTION 3-12-5(E) - LIQUOR, CLASS E LICENSE

President Pretzer noted that when the Class E license was established with regard to the two grocery stores it was originally required to have a cash register designated with the hours used specifically for the liquor sales. The code was subsequently amended to remove the requirement of the designated cash register for the liquor sales, which did not create a problem. With Dominicks undergoing extensive remodeling, a request was made with regard to temporary fencing around their liquor department because the liquor sales had to be restricted to access. The Ordinance this evening would eliminate the requirement for the fencing.

MOTION: Made by Trustee Brown, seconded by Trustee Schoenbeck, to pass Ordinance No. 06-0-28.

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

MOTION DECLARED CARRIED

9. RESOLUTION - A RESOLUTION AUTHORIZING THE VILLAGE PRESIDENT AND VILLAGE CLERK TO EXECUTE AN INTERGOVERNMENTAL AGREEMENT BETWEEN THE VILLAGE OF WILLOWBROOK AND THE COUNTY OF DUPAGE FOR THE SOUTHERN DUPAGE COUNTY REGIONAL TRAIL - CLARENDON HILLS ROAD BICYCLE ROUTE SECTION 02-0001-03-BT

Administrator Modaff reported to the Village Board that the County had planned for the construction of a combination on street/off street bike lane along Clarendon Hills Road between 59th Street and 91st Street. Phase I of the project includes widening the roadway by four feet (4') on each side of Clarendon Hills Road from 59th Street to 67th Street, which is expected to begin this month. The Village had planned on resurfacing Clarendon Hills Road between 63rd Street and 67th Street and made efforts with the County to plan for combining that work. The cost of the work being requested by Willowbrook is just over \$163,000. The County wanted the Village to pay nearly \$25,000 for additional engineering work. Also, the County realized that they would need additional compensatory storage because of the construction in the floodplain. The most obvious location for the storage would be Prairie Trail Pond. Mr. Modaff noted that the County staff was able to be convinced that the value of the compensatory storage in our pond as well as our acceptance of on road bike trails in each direction would equal to approximately the \$25,000 they wanted to charge for the engineering fees. Due to developer contributions of \$16,247 from the Tartan Brook Subdivision, the total expense for the project would be approximately \$147,000.

Administrator Modaff informed the Village Board that he was advised by the County that their own stormwater department reviewed their plans and determined they would need additional modeling and some additional calculations. This could possibly delay the project until the spring. Mr. Modaff recommended that the IGA be approved this evening so that Willowbrook is not standing in the way of progress on this project.

MOTION: Made by Trustee Brown, seconded by Trustee McMahon, to adopt Resolution No. 06-R-48.

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

MOTION DECLARED CARRIED

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

Administrative Intern Smith reported that the Staff identified eight (8) vehicles as available for surplus. The Staff recommended that the Village Board pass the Ordinance this evening allowing for the disposal of the identified vehicles.

MOTION: Made by Trustee Napoli, seconded by Trustee Brown, to pass Ordinance No. 06-0-29.

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

MOTION DECLARED CARRIED

OLD BUSINESS

11. COMMITTEE REPORTS

Trustee McMahon had no report.

Trustee Mistele had no report.

Trustee Brown had no report.

Trustee Napoli had no report.

Trustee Schoenbeck had no report.

12. ATTORNEY'S REPORT

Village Attorney Reinke had no report.

13. CLERK'S REPORT

Village Clerk Hansen reported that the DuPage Election Commission has published the election dates for 2007 and it will be filed in the Deputy Clerk's office.

14. ADMINISTRATOR'S REPORT

Administrator Modaff announced that the Village received a grant from Target in the amount of \$2,600 in support of the Canine Unit. He thanked Chief Konstanty for his efforts in securing this grant.

Administrator Modaff acknowledged the work Tim Halik and Dan Lynch did in order to get the very favorable agreement with DuPage County on the Clarendon Hills Road Bike Trail Project.

Administrator Modaff advised that he will be issuing the first of the Administrator's Report for the Village Board on Friday, September 15.

15. ADJOURNMENT

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

MOTION: Made by Trustee Mistele, seconded by Trustee McMahon, to adjourn the meeting at the hour of 8:27 p.m.

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

MOTION DECLARED CARRIED

PRESENTED, READ and APPROVED,

_____, 2006

Village President

Minutes transcribed by Mary Partyka.