

MINUTES OF THE RESCHEDULED REGULAR MEETING OF THE PRESIDENT AND BOARD OF TRUSTEES OF THE VILLAGE OF WILLOWBROOK HELD ON THURSDAY, MARCH 1, 2007, 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 6:03 p.m. by Village President Gary Pretzer.

2. 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 were Village Clerk Leroy Hansen, Village Administrator Phil Modaff, Director of Municipal Services Timothy Halik, Chief of Police Edward Konstanty, Director of Finance Sue Stanish, Superintendent of Parks and Recreation Walter Righton, Deputy Chief Pat Foley, Deputy Chief Mark Shelton and Planner Sara Hage.

A QUORUM WAS DECLARED

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 6:07 p.m.

Director Stanish informed the Village Board that the public hearing this evening relates to the Appropriation Ordinance for Fiscal Year 2007-08. The Appropriation Ordinance will be on the Village Board's agenda for adoption on May 14, 2007. Notice of the public hearing was published in the February 15, 2007 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 07-08. 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 9, 2007.

Village President Pretzer 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 7:10 p.m.

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

MOTION DECLARED CARRIED

5. PRESENTATION - FISCAL YEAR 2007-08 DRAFT BUDGET

Administrator Modaff provided the Village Board with a brief overview of the budget review process and the proposed budget that will be presented this evening as follows:

Process

- Introduced a more user friendly process to help decision making
- Committees were provided an overall financial picture
- Departmental highlights provided detail on significant changes
- Every line item was reviewed through demand for more expense detail
- Departmental budgets were preceded by and linked to strategic planning
- Departments were given control of reductions following initial submittal
- Process intended to allow the Board workshop to focus on big-picture issues

Content

The proposed budget:

- Maintains all existing programs
- Requests no additional personnel
- Introduces a new technology plan to standardize hardware/software and to improve in-house staff capabilities
- MFT Street Maintenance Program restructured to extend investment, increase maintenance frequency and save the General Fund \$450,000 over five years
- Establishes a plan to slowly grow the General Fund Balance over the next several years
  - o Fund balance will show decline in year four of plan without new revenue source

**Administration/Finance (presented by Director Stanish)**

- 3.3% decrease compared to prior year budget
- Technology improvements included:
  - Initiation of computer leasing program
  - Improved internal mapping capabilities with the purchase of graphics hardware
  - Website Enhancement
  - E-news
  - Unified messaging that will allow voice-mail messages on pc and ability to save voice-mail messages outside of phone system
- Community Needs Survey
  - Begin to build database of resident feedback
  - Serve as tool for staff and Board for planning and budgeting
  - Help establish priorities
- Transfer from the General Fund to the CIP Fund for Debt Service - Land Purchase
  - Debt service to be paid off in FY 2007-08
  - No contribution required from Capital Fund

**Police Department (presented by Chief Konstanty)**

- Department is now at full staffing: 19 patrol officers, 5 Commanders, 2 Deputy Chiefs, 1 Chief of Police
- Overtime hours increased to maintain minimum staffing
- Improved emergency communication capabilities by supplying cell phones to command staff, detectives and specialty assignments
- Summarized training areas for future management, leadership and specialty assignments
- Purchase of Tasers to assist in reducing risks facing officers in less than lethal situations
- Remodel of storage room

**Municipal Services (presented by Director Halik)**

Public Services Budget

- Overall increase of 3.7%
- Departmental restructuring plan completed
- 22% increase in Com Ed energy costs reflected throughout budget
- Restructuring of Motor Fuel Tax Program
  - MFT operating expense line items were relocated to Public Services budget
  - Annual contribution to street maintenance program eliminated

- o Result is an overall benefit to the General Fund of \$469,388 over the next 5 years
- Increased spending for storm sewer repairs
  - o 30% increase in program funding for repair and replacement costs of aging culvert and stormwater utilities
  - o Could be included as part of a storm water utility fee
- Mapping project of all storm sewer outfall locations
  - o Will enable Village to trace illegal and illicit discharges as required by NPDES Phase II
  - o Will ultimately evolve into a Village-wide storm sewer atlas
  - o Could be included as part of a storm water utility fee

#### Community Development Budget

- Town Center Review Activity
  - o Increased Building Inspector review time, third party building code plan review and inspection consultant services
  - o Additional costs will be offset by the building permit and inspection fee revenues

#### Plan Commission Budget

- Overall decrease of 46.3%
- Restructuring complete with the addition of the Planner position
- Rewrite of Zoning Ordinance to be completed in house versus outside consultant, which resulted in budget decrease.

#### Revised Mosquito Program

- Newly developed insecticide products can reduce labor costs associated with monthly catch basin treatments without reducing effectiveness
- Anticipate a reduction in program costs of \$6,000

#### Water Fund

- Overall decrease of .42%
- Continuation of hydrant replacement program
- Planned upgrades to SCADA system
  - o Expand alert method for monitoring distribution system
  - o Forward alerts to laptop computers, PDA or phone
  - o Expected to reduce number of physical inspections

#### Motor Fuel Tax Fund

- Overall increase of 7.25%
- Restructuring of Motor Fuel Tax Program

- o MFT Fund operating expenses relocated to the Public Services budget
- o Street maintenance program to be 100% funded by MFT funds
- o Extended street life by changing frequency and method of maintenance

**Parks & Recreation (presented by Superintendent Righton)**

- An increase of non-capital items is less than 1%
- Initiate multi-year ADA accessibility improvement program:
  - o Additional mulch/protective surface in playgrounds
  - o Installation of tot lot in Community Park
  - o Replacement of drinking fountains at Waterford and Farmingdale parks
  - o Path improvements at Farmingdale Park
- Community Park restrooms permanently closed so additional portable facilities will be used
- Planned construction of restroom/concession facility in the Fall of 2007 with cooperative effort with BRW Softball
- Programming expenses show slight decrease - many programs delivered through co-op arrangements with other agencies
- Seeking grant funding to assist in bank stabilization at Willow Pond and Prairie Trail

**Hotel Motel Tax Fund (presented by Director Stanish)**

- Overall increase of 7.99%
- Increased advertising budget to the previous amount

**Capital Projects Fund (presented by Director Stanish)**

- Interest income only money coming into the fund
- Last debt service payment made on land purchase

(Clerk's Note: Meeting was recessed at 7:25 p.m. and reconvened at 7:35 p.m.)

The Staff reviewed with the Village Board various revenue enhancement opportunities.

Administrator Modaff continued on with the presentation of some issues that required the Board's direction:

**Space Needs**

Administrator Modaff noted that the need for space continues and has grown. The Staff recently reviewed the Williams Architect Study and determined what space needs are of the highest priority and also reviewed several other options.

Staff agreed that the recommended Phase I recreation center was no longer the number one priority. The Staff recommended building a Public Works garage and outdoor storage facility on the property located on Willowbrook Centre Parkway. The Village could then decide to use the vacated Public Works space to meet some Police and Administration needs or the Board could look at developing a financial plan over several years to construct a new Village Hall and Police facility. A portion of this facility could include a common room for ongoing park programs such as yoga and bridge and for its use by homeowners groups.

Trustee Schoenbeck suggested that if the Board would move forward with this project to look to see if there was anything intergovernmental that can be done to alleviate some of the costs.

#### **DWC Rate Reduction & Rebate**

The DuPage Water Commission is expected to give final approval to a budget and capital plan that includes a twenty-cent reduction in the wholesale water rate and a one-time rebate of \$40 million. Administrator Modaff related that the anticipated water rate reduction would produce a savings of approximately \$80,000 per year for the Village. Willowbrook's portion of the one-time rebate is estimated to be about \$572,000, which is to be paid via credits on water purchases beginning May 1, 2007.

The Staff recommended to take the \$572,000 rebate and put it in the capital projects fund perhaps for a Public Works facility and asked the Board to consider whether they wanted to use all or part of the twenty-cent reduction to fund Water Capital Improvements and return part of the rate decrease to water customers.

Trustee Napoli suggested using the rebate toward a new Public Works facility and make plans to retrofit the existing building for Police and Administration. In addition, to use the entire \$80,000 rate reduction the first year and in the following years rebate a portion of it back to the water customers.

After further discussion, the Board agreed to keep the additional twenty cent rate reduction and review the rate reduction in the future.

Administrator Modaff suggested that in order to move forward with this during the upcoming fiscal year, the plans and specifications would need to be updated. He suggested targeting \$150,000 for plans and technical specs for a Public Works facility and for the Board to be in a position next year at this

time to decide whether to go to bid and build the facility in 2008.

Trustee McMahon requested that the recreation facility be included in the update.

The Board authorized Staff to include the \$150,000 in the FY 2007-08 budget. Funding will be 50/50 from the General Fund and the DWC rebate.

### **Annexation**

Administrator Modaff introduced an additional, important revenue source for the Board to consider. He advised that he was originally directed to look at annexing properties that may generate some revenue. The Staff met to identify and rate fifteen different groups of properties and all their characteristics to determine how to prioritize them. Administrator Modaff indicated that he and Planner Hage met with a number of these property owners with regard to annexation. The House of Trucks expressed interest in annexing to the Village. Should the House of Trucks annex, the Village would be in a position to force annex the entire area. However, Administrator Modaff informed the Board that during the past week the Staff discovered back in 1962 the Village annexed the entire interchange of I-55 and Route 83 although in 1973 it was not noted on the Village's map. Due to this new information, should the House of Trucks not go forward with annexation, the Village is now in a position to forcibly annex that entire area.

### **75<sup>th</sup> Street Extension Project**

Director Halik reported that the costs for the planned extension of 75<sup>th</sup> Street have escalated beyond the original estimated amount. The funding plan for the project the Village assembled in 2000 totaled \$1,910,534 and included financial agreements with The Plastics Group and Tameling. The agreement with The Plastics Group has expired; no agreement was ever reached with Tameling. The project cost is now estimated at \$2.5 million.

The Staff recommended the Village file a new and updated grant application through DMCC for federal construction dollars based upon the new costs for the project. Should the new application be successful, the Village could simply abandon the old grant and start new, which would leave an estimated \$200,000 shortfall. Should the Village successfully renegotiate with The Plastics Group and perhaps secure an agreement with Tameling, construction could occur in 2008. The anticipated shortfall of \$200,000 has not been included in the draft budget.

### **Fund Balance Target**

Director Stanish advised that the Village's auditor expressed an opinion that 160 to 180 days of operating expense would be the most desirable. Prior to 2006, the fund balance target was 90 days of operating expense but since that time the Board raised the target to 120 days.

Trustee McMahon recommended setting a goal of 180 days in ten years with 120 days minimum during non-recession times and 90 days minimum during recession periods.

### **Safety Incentive**

Administrator Modaff related the Board expressed a desire to review the existing Safety Incentive Program. He reviewed several options for the Board to consider:

1. Eliminate the program entirely.
2. Establish a percentage of credit to be shared with employees (i.e. - any credit earned is split 50/50 with employees).
3. Establish a credit amount that must be exceeded before any additional amount is shared with employees (i.e. - only a credit amount in excess of \$7,500 will be shared with employees).

The Board supported a fourth option to continue to distribute any earned credit to employees but to eliminate the Safety Dividend Day.

### **DuMEG Membership**

Chief Konstanty noted that the Public Safety Committee requested the Police Department conduct an analysis of the benefit of continued membership in the DuPage Metropolitan Enforcement Group (DuMEG). DuMEG is a law enforcement organization that targets illegal narcotics in DuPage County. Willowbrook's membership fee is based on the number of sworn officers as of July 1, 2007, and will be \$14,040.00. DuMEG provides the expertise and the resources needed for local narcotics enforcement and is a valuable solution for smaller agencies such as Willowbrook. The Police Department's senior management staff strongly recommends continued membership in DuMEG.

The Board supported continued membership in DuMEG.

### **Sidewalk Snowplowing**

Director Halik advised that a resident of Nantucket had requested the Village undertake plowing of sidewalks adjacent to major streets in order to accommodate pedestrian use throughout the winter. A recent survey of area communities revealed only two of the communities, including Darien, provide general snow removal. The Darien Public Works dedicate two employees and two pieces of special equipment to clear sidewalks in selected areas. One piece of equipment costs approximately \$90,000.

Director Halik noted that the main issue is manpower. The recent storm in February demonstrated a weakness in the Village's snow fighting capabilities. The Village's small crews can manage a storm of short duration but when the storm event occurs over a longer period, the crews become depleted. The Village currently pays approximately \$170 an hour for hired operators of snow removal equipment. There are approximately 21 sidewalk miles throughout town, therefore, the labor cost of clearing after each storm could be \$3,400-\$4,000 depending on the intensity of the storm. Depending on the number of storm occurrences, the cost of the program could be \$17,000-\$40,000 annually. The Staff did not recommend the establishment of this program.

The Board recommended that this issue be included in the proposed Community Needs Survey.

### **Private Streets**

Administrator Modaff informed the Village Board that the Village had adopted a policy years ago that streets in private developments be the responsibility of the adjacent property owners. Assuming ownership and maintenance responsibility for streets in private developments would be an added expense to the Village because there is no new revenue source that comes with accepting private streets to maintain them.

The Board recommended that the Village continue its policy with regard to private streets.

Administrator Modaff asked the Board to consider having one more budget workshop immediately following the regular meeting on March 26. At that time, the Board would have the opportunity to give the Staff direction prior to preparing the final budget. The Board concurred with holding the workshop.

Administrator Modaff expressed his thanks and appreciation to the Staff for its work in the preparation of the budget presentation this evening.

At this time, all Staff members except the Village Administrator left the meeting.

6. EXECUTIVE SESSION - PERSONNEL

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 9:37 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\*\*\*

6A. 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

7. 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,

\_\_\_\_\_, 2007

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Village President