

MINUTES OF THE REGULAR MEETING OF THE PRESIDENT AND BOARD OF TRUSTEES OF THE VILLAGE OF WILLOWBROOK HELD ON MONDAY, AUGUST 27, 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 7:30 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 Thomas Good, Village Administrator Phil Modaff, Chief of Police Edward Konstanty, Director of Finance Sue Stanish and Director of Municipal Services Timothy Halik.

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 13, 2007 (APPROVE)
- c. Minutes - Executive Session - August 13, 2007 (APPROVE)
- d. Warrants - August 27, 2007 - \$229,343.73 (APPROVE)
- e. Motion to Approve Expenditure Over \$5,000.00 - Digital Copy Machine - \$14,730.00 (APPROVE)
- f. Motion to Approve Expenditure For the DuPage County Children's Center For Fiscal Year 2007/08 - \$3,000.00 (APPROVE)
- g. Ordinance No. 07-O-20 - An Ordinance Authorizing the Sale of Personal Property Owned by the Village of Willowbrook (PASS)
- h. Resolution No. 07-R-40 - A Resolution Proclaiming the Month of September 2007 as Save A Life Month in the Village of Willowbrook (ADOPT)
- i. Resolution No. 07-R-41 - A Resolution Proclaiming "School's Open Safety Week" (ADOPT)

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

MOTION: Made by Trustee Napoli, seconded by Trustee Mistele, 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

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

Phyllis Zimmer, 6446 Tennessee Avenue, expressed her objection to having storm water runoff directed onto her property.

6. DELINQUENT WATER BILLS

Director Halik reported there was one delinquent water bill in the amount of \$135.45 and requested permission to proceed as per Village policy.

7. MOTION - TO APPROVE FISCAL YEAR 2006-07 COMPREHENSIVE ANNUAL FINANCIAL REPORT, TIF COMPLIANCE REPORT AND MANAGEMENT LETTER

Director Stanish provided a summary of the Annual Financial Report to the Village Board.

The General Fund Revenues came in higher than the budgeted amount by \$219,806 or 3.2%

- Sales Tax came in greater than budgeted by \$129,459 or 4.8%
- Income Taxes came in greater than budgeted by \$45,470 or 6.4%
- Permit Revenues came in greater than budgeted by \$253,147 or 126% (based on Town Center fees)
- Fines came in greater than budgeted by \$44,873 or 249%
- Utility Tax came in lower than budgeted by \$255,661 or 17%

- Amusement Tax came in lower than budgeted by \$18,581 or 16.8%

The total General Fund Expenditures came in below budget by \$83,929 or 1.3%.

- Administration came in lower than budgeted by \$101,114 or 6.6%
- Police came in greater than budgeted by \$79,009 or 2.1%
- Public Services came in lower than budgeted by \$7,678 or 1.2%
- Community Development came in greater than budgeted by \$65,558 or 26.3%
- Parks & Recreation came in lower than budgeted by 37.0%

A net surplus of \$448,943 resulted after all year-end adjustments were made, compared to the budgeted amount of \$145,408. The 2006-07 budget anticipated 120 days in operating expenses in the General Fund. The final audited number was 139 days.

Revenues in the Hotel/Motel Tax Fund came in \$3,217 above the budgeted amount of \$88,800 and expenditures came in \$1,780 below the budgeted amount. The net impact is a surplus in the fund of \$6,735 and an ending fund balance of \$19,309.

Motor Fuel Tax fund revenues came in about \$10,322 above the budgeted amount due to higher tax allotments and interest income. The ending fund balance if \$220,806 will be used to fund future qualified improvements.

Director Stanish noted some of the completed projects in the Capital Projects Fund:

- Engineering work for the next phase of the 75th Street extension
- Debt service interest and principal payments for the 3.35 acre land purchase

A portion of the remaining fund balance of \$233,253 will be used for the final debt service payments on the 3.5 acre land parcel.

The Water Fund revenues for the sale of water came in \$54,185 or 3.2% lower than the budgeted amount. Operating expenses came in under the budgeted amount by \$103,471.

At this time, Director Stanish introduced Fred Lantz from the firm of Sikich Gardner & Co., LLP.

Mr. Lantz reported that the financial statements presented are based on sound accounting principles and fairly present the respective financial positions of each fund of the Village of Willowbrook as of April 30, 2007. Less than three tenths of one percent of all municipalities in country with populations less than 25,000 annually receive a clean and unqualified opinion and Mr. Lantz congratulated the Village Board on this accomplishment.

Mr. Lantz provided an overview of the Annual Financial Report, the Management Letter (Recommendations for Improvements) and the compliance report regarding the Tax Increment Financing District.

MOTION: Made by Trustee McMahon, seconded by Trustee, to approve Fiscal Year 2006-07 Comprehensive Annual Financial Report, TIF Compliance Report and Management Letter.

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

MOTION DECLARED CARRIED

8. RESOLUTION - A RESOLUTION AUTHORIZING THE VILLAGE PRESIDENT AND VILLAGE CLERK TO ENTER INTO AN AGREEMENT FOR SCAVENGER SERVICES WITH ARC DISPOSAL COMPANY, INC.

Administrator Modaff noted that the Village Board had previously directed Staff to move ahead with a contract with Arc Disposal for a new cart program to replace the current sticker program. Through the agreement with Arc, the Village would extend the current contract at the current rates through the end of the calendar year. This would allow the Village time to introduce residents to the new cart program, to advise residents of the new billing amounts, and to hold an open house to invite residents to come through to look at the carts and ask questions regarding the new program. It also allows time for multiple press releases and for Arc, under the Village editorial

approval, to mail directly to each customer a brochure about the new program. Administrator Modaff advised it was the hope of the Staff that very early in December each resident will make their choice for their new cart size and have the carts delivered in December and be ready to go as of January 1, 2008. He pointed out that the program does retain the amnesty day and the billing would include a surcharge for one brush collection each year. Arc will go to a three day pickup schedule on Monday, Tuesday and Wednesday.

The Staff recommended that the Board approve the contract before them this evening.

MOTION: Made by Trustee Schoenbeck, seconded by Trustee Brown, to adopt Resolution No. 07-R-42.

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

MOTION DECLARED CARRIED

9. MOTION - TO APPROVE FIRST QUARTER FINANCIAL REPORT - FISCAL YEAR 2008

Director Stanish provided highlights to the Board of the First Quarter Financial Report for Fiscal Year 2008.

Revenues

- General Fund - projected to come in at \$359,159 greater than the budgeted amount of \$7,320,204.
- Income Tax - receipts are projected to come in higher than projected at \$820,000 or \$91.45 per capita.
- Building Permit Revenues - fees are projected to come in double than budgeted at \$600,000.
- Interest Income - funds are projected to come in at \$70,000 which is \$12,000 higher than the projected amount.
- Sales Tax - receipts are projected to come in at the budgeted amount of \$3,091,500.
- Utility Tax - receipts are projected to come in above the budgeted amount at \$1,170,000.

Expenditures

- General Fund - total expenditures are projected to come in \$16,046 greater than the budgeted amount.
- Administration - estimated to come in about \$22,850 greater than the budgeted amount.
- Police - estimated to come in as budgeted.
- Public Services - estimated to come in as budgeted.
- Community Development - an increase in building code review fees is anticipated but will be offset by permit revenues.
- Parks and Recreation Department - estimated to come in \$8,780 under budget.
- Plan Commission, Board of Police Commissioners and Mosquito Abatement - estimated to come in as budgeted.

Summary

- The projected 4/30/08 fund balance is expected to be about \$2,873,999, which is \$597,820 greater than the budgeted fund balance.
- The projected fund balance at 4/30/08 equates to 155 days operating expense compared to budgeted number of 123 days.
- The projected liquid fund balance at 7/31/07 equates to 136 days operating expense and 147 days projected at 4/30/08.

MOTION: Made by Trustee Schoenbeck, seconded by Trustee Napoli, to approve First Quarter Financial Report - Fiscal Year 2008.

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

MOTION DECLARED CARRIED

10. REPORT - DUPAGE COUNTY 73RD COURT PROPOSED SANITARY SEWER EXTENSION PROJECT

Director Halik reported to the Board that as a result of resident request, DuPage County is considering the extension of a sanitary sewer main on 73rd Court. Nine (9) homes are currently served by private septic systems that are old and not operating at full efficiency resulting in infrequent surface discharge, which violates DuPage County Health Department Codes. The Village owns the property at 705 73rd Court and since there are

no imminent plans for this vacant parcel, the Village declined to participate in the project. This raised the individual project price for the remaining property owners. The County inquired if the Village would be willing to contribute toward the replacement of the roadway in connection with the sewer extension project. Director Halik advised that this portion of 73rd Court was last overlaid in 1997. He suggested moving up the replacement of this road to coincide with the County sanitary project, which would then allow the Village to contribute to the project and obtain a new roadway. The cost of the roadway is estimated at \$20,000 and could be paid for with Motor Fuel Tax (MFT) funds.

The Municipal Services Committee discussed this item at its regular meeting on August 13 and concurred with the Staff recommendation provided any required engineering is completed by the DuPage County project engineer in conjunction with the sanitary extension project, and not by the Village.

The Village Board concurred with the Staff recommendation that the proposed project is an appropriate use of MFT funds.

OLD BUSINESS

11. COMMITTEE REPORTS

Trustee Napoli had no report.

Trustee Schoenbeck had no report.

Trustee McMahon had no report.

Trustee Mistele had no report.

Trustee Brown had no report.

12. ATTORNEY'S REPORT

Village Attorney Good had no report.

13. CLERK'S REPORT

Village Clerk Hansen noted that everyone received a copy of his memorandum regarding record keeping.

14. ADMINISTRATOR'S REPORT

Administrator Modaff had no report.

15. EXECUTIVE SESSION

There was no need for an Executive Session.

16. ADJOURNMENT

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

MOTION: Made by Trustee Schoenbeck, seconded by Trustee Brown, to adjourn the meeting at the hour of 8:25 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,

_____, 2007

Village President

Minutes transcribed by Mary Partyka.