

MINUTES OF THE SPECIAL MEETING OF THE PRESIDENT AND BOARD OF TRUSTEES OF THE VILLAGE OF WILLOWBROOK HELD A WORKSHOP ON TUESDAY, FEBRUARY 19, 2008, 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 President Pro Tem Robert Napoli.

2. ROLL CALL

Those present at roll call were Trustees Dennis Baker, Michael Mistele, Michael Brown, Paul Schoenbeck, Timothy McMahon and President Pro Tem Napoli. ABSENT: Village President Gary Pretzer. Also present were Village Clerk Leroy Hansen, Village Administrator Phil Modaff, Chief of Police Edward Konstanty, Director of Finance Sue Stanish, Director of Municipal Services Timothy Halik, Deputy Chief Pat Foley, Deputy Chief Mark Shelton, Village Planner Sara Hage, Superintendent of Parks & Recreation Walter Righton and Administrative Intern Garrett Hummel.

A QUORUM WAS DECLARED

3. DISCUSSION - FISCAL YEAR 2008-09 DRAFT BUDGET

Administrator Modaff informed the Board that the draft budget being presented this evening maintains all of the existing services and programs and takes into account the anticipated recession within the next couple of years, which is something that has not been previously done in projecting the budget. In addition, the budget assumes no new General Fund revenue source for the next five years. The budget provides for continued growth in the General Fund balance for the next five years, averaging 161 days of operating expenses or if the Board decides to take on debt service for a public works building and the extension of 75th Street, 154 days average of operating expenses. The budget also includes options for discussing meeting space and other capital needs while still maintaining the healthy fund balance. Also included is the rebuilding of the Village website to make it more user friendly and interactive.

Director Stanish presented a cost analysis of the Personnel Budget with various percentage increase scenarios for fiscal year 2008-09. The IMRF contribution increased to 13.01% equating to a 6.9% increase. The Police Pension Fund contribution remained consistent with the previous year. In addition, the current union contract calls for a total wage increase of 5.3%.

The Board agreed to return to the different scenarios after further discussion in order to decide what scenario they would be comfortable with publishing.

Director Stanish provided an overview of the proposed Administration, Village Board & Clerk and Finance Department budgets for fiscal year 2008-2009. Administration Department highlights are as follows:

- 13.2% decrease mainly attributed to restructuring and moving items out of Administration
- Restructuring of Department
 - Management staff salaries and benefits moved to departmental budgets
 - Village Board and Clerk expenditures moved to new departmental budget
 - Finance expenditures moved to new departmental budget
- Includes rebuilding Village website
- Includes Community Needs Survey to continue to build database of resident feedback and to serve as a tool for planning and budgeting
- Transfers \$250,000 from General Fund to the Capital Improvement Project Fund for fees to examine and design space needs for a Village Hall/Police Station and recreation programs.
- First year of budgeted sales tax rebates to Harlem Irving for the Town Center Development

Trustee Brown inquired if there is any record of the number of hits received on the website and are any from outside of Willowbrook.

The Staff was directed to look into the capability of recording the number of hits and their geographical location when redesigning the website.

Trustee Schoenbeck suggested that the new website and GIS system be routed through a Committee. Administrator Modaff responded that the Finance/Administration Committee would be involved with the website and the Municipal Services Committee would be involved with the GIS system.

Planner Hage presented an overview of the proposed Planning and Development budget.

- Establishment of Planning and Development Budget category previously included as part of the Municipal Services and Administration budgets

- Provides enhanced ability to establish relationship between planning revenue and expenses.
- Economic Development initiatives include:
 - Establishing Business Retention Outreach program
 - Building relationships with regional and state economic development organizations
 - Develop a "Shop Local" campaign
- Revenue accounts separated from Municipal Services permit fees
- Expenditures previously tracked through Plan Commission and Municipal Services moved into new Planning and Development Category
- Economic Development expenses consist largely of staff time and activities.

Superintendent Righton presented an overview of the proposed Parks and Recreation Department budget for fiscal year 2008-2009:

- Total budget decrease of 4.65% due to the completion of the Community Park building
- Includes seal coating the Community Park parking lot and paths and the Willow Pond parking lot
- Includes \$12,500 for smaller ADA-compliant park improvement costs which are covered by the Special Recreation Tax
- Includes additional \$4,800 for weekend overtime work for toilet maintenance and an additional \$1,000 to cover additional materials for toilet maintenance
- Capital Improvements:
 - Reconstruction of Community Park basketball court
 - Purchase of new yard tractor for ball field maintenance

Chief Konstanty presented an overview of the proposed Police Department Budget fiscal year 2008-2009.

- Budgeted for full staffing of the department
- Overtime increased by 6% due to a 3 officer minimum staffing
- Includes funding for an on-site by C.A.L.E.A. this July and a C.A.L.E.A. hearing in March 2009
- Includes funding for range and training uniforms
- Includes Funding for three (3) additional tasers and three (3) ballistic shields
- Includes payment for the K-9 unit vehicle as agreed to at the completion of the lease

- Includes funding for a monitor for the patrol room and for department security cameras in the parking lot and detention area
- Board of Police Commissioners Budget for fiscal year 2008-2009 indicates a 44.66% decrease due to the completion of Patrol Officer testing in the current fiscal year

Director Halik presented an overview of the proposed Municipal Services budget for fiscal year 2008-2009 including the Public Works and Building & Zoning Divisions:

- Public Works Budget reflects an overall increase of 3.48%
 - Anticipates a reduction in overtime expense of 20% due to the addition of third fulltime maintenance worker
 - Increased spending for right-of-way ditch maintenance projects
 - Includes restructured Parkway Tree Planting Program to offer planting of additional parkway trees to residents at a flat \$75.00 fee per tree.
- Building & Zoning reflects an overall decrease of 5.59%
 - Anticipates a reduction in overtime expenses of 20% due to the Town Center being substantially complete
 - Increase in funding for third-party building code plan review and engineering inspection consultant services; costs to be offset by building permit and inspection fee revenues
- Water Fund reflects an overall decrease of 22.63%
 - Anticipates a reduction in overtime expenses of 10%
 - Includes \$46,000 for the continuation of the hydrant replacement program
 - Includes \$40,000 for a fire hydrant painting program
 - Reflects a 30% reduction in energy costs related to the increased efficiency of the replacement main booster pump
- Water Capital Improvement Fund overall decrease of 16%
 - Includes \$20,000 for a valve insertion program to enable sections of water main to be isolated to reduce impact to community during water main breaks
- Motor Fuel Tax Fund reflects an increase of 32.76%
 - 2008 Road Maintenance Program includes replacement of roadways, curb & gutter, and sidewalk within the Farmingdale Subdivision, cost estimate of \$318,304.

Trustee Baker suggested that each hydrant in town have a flag on them so that they can be identified especially during snow weather. He also inquired if there were any reports on the tree eating beetles.

Director Halik responded not at this time but he did have the latest map identifying location of the beetles. In addition, Trustee Baker inquired on the effect of the drought on parkway trees. Director Halik responded that he did not believe any trees lost were a direct result of the drought.

Trustee Schoenbeck questioned if the parkway tree program is going to be advertised in the Newsletter. Director Halik responded that an entire community blitz would have to be done to provide residents with information on the change in the program.

Trustee Schoenbeck suggested that the Fire District be approached to obtain feedback with regard to the fire hydrant replacements, flagging and painting of the hydrants and possibly sharing in the cost of these projects. Director Halik advised that Staff would contact Tri-State Fire District.

Trustee McMahon inquired how Village roads were with regard to potholes, etc. Director Halik responded that they are monitoring the roads and will do temporary patches until the weather is conducive to a more permanent fix. There is a separate line item for roadway maintenance outside of the MFT Street Maintenance Program.

Trustee Baker suggested the Staff investigate through the County to see if they have a community service program or perhaps work groups that can paint hydrants.

Director Stanish provided an overview of the Hotel/Motel Tax Fund which reflects an increase of \$5,000 in expenditures from \$95,000 to \$100,000. The fund balance at 4/30/2009 is projected to be \$10,109. She advised the Board there were restrictions on using the funds for promotion and advertising.

Director Stanish presented an overview of the SSA Funds, which included a new bond fund and a new project fund.

Director Stanish presented an overview of the Capital Projects Fund which includes the \$250,000 for architectural fees that was identified earlier in the budget presentation.

8:05 p.m. - Board took a ten minute break

The workshop reconvened at 8:15 p.m.

Administrator Modaff indicated there were seven (7) issues that need the Board's direction to the Staff.

- Public Works Facility
- 75th Street Extension Project
- Police/Village Hall Space Needs
- Red-Light Enforcement
- Architectural Overlay District
- GIS Consortium
- Entry Signage

Public Works Facility

Administrator Modaff indicated that the Board had given approval for Williams Architects to complete a full architectural design for a new Public Works facility to be constructed on Village-owned property at an estimated cost of \$1.8 - \$2.2 million. The funding and expense for a new facility have been presented with the budget but not included in the proposed budget. The proposed financing plan had been shared with each of the committees as summarized below:

- Split cost 50/50 between General Fund and Water Fund
- \$500,000 down payment from the Water Fund from the remainder of the DWC rebate
- Borrow \$1.5 million for 20 years at a 5% interest rate

The consensus of the Board was supportive of the financing plan and to include construction of the Public Works Facility into the budget.

75th Street Extension Project

Director Halik informed the Board that the project included an approximately 1,200 foot stretch of 36 foot wide improved roadway, sidewalk, sewer, main, streetlights and would connect Willowbrook Centre Parkway with 75th Street. He advised that there will be a bid letting on June 14, 2008 by IDOT. The current overall project cost is estimated at \$2.5 million. There is an agreement with The Plastic Group for a contribution of \$125,000 and Tameling Industries would eventually be responsible for a portion of the cost. The early removal of surcharge dirt saved the Village approximately \$190,000. The Village portion for the 75th Street Extension project remains at \$500,000-\$600,000. The Staff recommended combining this debt service with the new Public Works Facility for a total debt amount of \$2 million.

The consensus of the Board was to include the cost of the 75th Street Extension Project into the budget and along with the Public Works Facility for approximately \$2 million in debt service.

Police/Village Hall Space Needs

Administrator Modaff noted that after Public Works moves out of the existing facility, the intention was to look at the existing facility as a possible solution to the Village space needs by either building up or building out, or building a campus at the Willowbrook Centre Parkway location. The proposed budget includes \$250,000 to assist in making a decision: first with an analysis of the existing building to see how it can be expanded and then report back to Board to see if it is a viable solution. If it is, the Board can continue to spend the money on drawing up plans for the existing building. If it is not a viable solution, then the Board would have to look at the Willowbrook Centre Parkway parcel and decide if we want to design a building there.

Trustee Baker commented that the gentleman from Williams Architects noted that it might not be cost effective to put a second story on the existing building.

Trustee Mistele suggested that the anticipated appraisal work can be done for \$50,000 for the different schemes involving closing in, changing the garage or adding a second story. He suggested budgeting the \$250,000 and plan on spending \$50,000 for the first phase. The second phase would include detailed design specifications.

The consensus of the Board was to include the \$250,000 in the budget for architectural services to assist in determining whether to design a new facility or design a renovation of the existing facility.

Red Light Enforcement

Chief Konstanty advised that at the direction of the Public Safety Committee requests for proposals were sent to five companies that specialized in red light enforcement and two proposals were received. The proposals were reviewed and Staff recommended awarding the contract to the Laser Craft Company. Chief Konstanty summarized several options for the Board to consider:

- Do not adopt the red-light enforcement program and try to reduce accident frequency through more traditional policing methods.

- Conduct more research over the next fiscal year to better gauge the potential impact of the program on traffic safety, the associated expenses and revenues and the legal risk.
- Award a contract and proceed with the installation of the technology and adopt the necessary local processes and procedures to adjudicate the associated citations.

Trustee Schoenbeck suggested the Staff monitor the legal risk of the red-light enforcement program. Administrator Modaff responded that although the legal risk has diminished as a result of a recent federal court decision involving the City of Chicago, it is not absent, but it is a much better position than a year ago.

The consensus of the Board was to include appropriate funds in the budget to move forward with the Red-Light Enforcement Program.

Architectural Overlay District

Planner Hage noted that the Board requested Staff to investigate the potential for an Architectural Overlay District (AOD) within the Village. The AOD would impose design standards on commercial properties. The standards imposed would assist in the improvement of the character of residential and shopping districts, upgrade the quality and aesthetics of the buildings, and encourage more attractive developments. AOD provides authorized zoning functions but does not replace the typical zoning function particularly dictating land use within the Village. Before adopting an AOD, several factors need to be considered:

- Architectural design standards would need to be established.
- The expertise and time necessary to complete such a task would require outside assistance.
- The residential and business community would have to participate in the process of developing the AOD.

Planner Hage suggested to the Board that an Ad Hoc Committee be formed to establish the goals of an AOD or that a Board Workshop be held.

Trustee Napoli recommended that after conferring with Village President Pretzer and if the Board was in agreement, to look into establishing an Ad Hoc Committee and proceed from that point.

GIS Consortium

Administrator Modaff informed the Board that a GIS is a computer based system tying in of spatial data with record data. The Staff recommended the Board approve looking into forming a consortium within this next fiscal year. There were no funds reflected for GIS in the FY 2008-2009 budget.

Trustee Mistele inquired if the Fire District has been approached with regard to this system. He noted that software based on GIS is available to not only assist Police Departments but Fire Districts as well and they might be interested in a joint effort with the Village.

Trustee Schoenbeck noted that the Fire District already uses this type of system so a lot of the information is available.

The consensus of the Board was to proceed per the recommendation of the Village Administrator.

Entry Signage

Director Halik advised that the Village currently maintains entry signs at both the southern and northern end of Route 83 in addition to a number of points of entry into the Village. The estimated cost of new entry signs can be \$5,000 and \$40,000 each. The Board viewed a variety of different signage. The Staff recommended assigning this project to the Municipal Services Committee and once the Committee completes its work, the results would be presented to the entire Board for implementation beginning in FY2010.

The consensus of the Board was to approve the Staff's recommendation.

Administrator Modaff provided a brief overview of the Reference Material included in the Board's packets with regard to the Economic Development Plan, Revenue Enhancements and a General Fund 15-Year Outlook.

4. EXECUTIVE SESSION

President Pro Tem Napoli asked for a motion to adjourn into Executive Session

MOTION: Made by Trustee Schoenbeck, seconded by Trustee Brown, to adjourn into Executive Session to discuss Personnel at the hour of 9:28 p.m.

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

MOTION DECLARED CARRIED

SEE APPROPRIATE EXECUTIVE SESSION MINUTES

PRESENTED, READ and APPROVED,

_____, 2008

Village President

Minutes transcribed by Mary Partyka.