

MINUTES OF THE REGULAR MEETING OF THE PRESIDENT AND BOARD OF TRUSTEES OF THE VILLAGE OF WILLOWBROOK HELD ON MONDAY, FEBRUARY 28, 2011 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 7:00 p.m. by Village President Robert Napoli.

2. ROLL CALL

Those present at roll call were President Robert Napoli, Clerk Leroy Hansen, Trustees Dennis Baker, Umberto Davi, Terrence Kelly, Michael Mistele, and Frank Trilla.

ABSENT: Trustee Schoenbeck.

Also present were Village Administrator Timothy Halik, Village Attorney William Hennessy, Chief of Police Mark Shelton, Deputy Chief Paul Oggerino, Interim Finance Director Carrie Dittman and Intern Garrett Hummel.

A QUORUM WAS DECLARED

3. PLEDGE OF ALLEGIANCE

President Napoli asked Trustee Baker to lead everyone in saying of the Pledge of Allegiance.

4. OMNIBUS VOTE AGENDA

- a. Waive Reading of Minutes (Approve)
- b. Minutes - Regular Board Meeting - February 14, 2011 (Approve)
- c. Warrants - February 28, 2011 - \$167,356.15 (APPROVE)
- d. A Motion to Approve Application for a License to Hold a Raffle - Burr Ridge Park District - (APPROVE)

President Napoli asked the Board if there was any item to be removed from the Omnibus Vote Agenda.

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

ROLL CALL VOTE: AYES: Trustees Baker, Kelly, Mistele, Davi, and Trilla. NAYS: None. ABSENT: Schoenbeck

MOTION DECLARED CARRIED

NEW BUSINESS

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

None present.

6. DELINQUENT WATER BILLS

Administrator Halik advised the Board there are two delinquent water bills in the amount of \$130.21, and \$74.08. Staff requested and received permission to proceed as per Village policy.

7. MOTION TO APPROVE THIRD QUARTER FINANCIAL REPORT - FISCAL YEAR 2011

Interim Finance Director Dittman highlighted some items in the Third Quarter Financial Report:

- Revenues are projected to come in at about 6.7% higher than budgeted due to sales tax coming in about 5.5% above budget. In addition, the income tax receipts came in at about 1.5% above budget. The State of Illinois continues to remain about 3-4 months in arrears and is expected to continue this way for the rest of the year.
- Utility taxes are approximately 5% above budget.
- Places for Eating Tax are about 3% above budget.
- Red Light Camera Fine is projected overall to increase at 6.7% this year.
- Building Permits are up from \$103,000 budgeted to \$171,000 actual to date.
- Federal/State Grants - This exceeds the budget due to the Village of Willowbrook's receipt of a \$50,000 grant for reimbursement of the Route 83 & Plainfield Road lighting project.

Expenditure Highlights include:

Total expenditure for the General Fund is projected to come in at approximately \$71,000 below the budgeted amount of \$7.3 million. These **decreases** include:

- Decrease in expenditures due to reduction in Village Administrator consulting fees.
- Legal fees/services for Sergeant/Commander unionization.

- Police Department not hiring an additional officer.
- Public Works under budget of \$21,000 due to tree maintenance and on-site ditch improvements.

Increases in Expenditures include:

- Village 50th Anniversary expenses not budgeted (\$8,500).
- Clerical salaries are expected to be approximately \$41,000 over budget due to the one-time voluntary separation and accumulated vacation and sick leave payout.
- Town Center sales tax rebate pay of \$20,000 over budget.
- Red light camera expenditures are expected to be \$18,000 greater than budgeted.
- Public Works snow removal is expected to be \$20,000 more due to the heavy snowfalls this winter.
- Building Department for engineering plan review of building code and drainage exceeded budget by \$15,500.

The trend in the first nine months of this fiscal year appears to meet or exceed the budget with a net surplus of \$576,000.

MOTION: Made by Trustee Davi, seconded by Trustee Mistele to accept the Third Quarter Financial Report for 2011.

PREVIOUS ROLL CALL VOTE: AYES: Trustees Baker, Kelly, Mistele, Davi, and Trilla. NAYS: None; ABSENT: Schoenbeck.

COMMITTEE REPORTS

8. A RESOLUTION AUTHORIZING THE VILLAGE PRESIDENT AND VILLAGE CLERK TO ACCEPT A PROPOSAL TO PROVIDE HUMAN RESOURCE CONSULTING SERVICES - JOB DESCRIPTION UPDATE AND PERFORMANCE APPRAISAL TOOL PROJECTS, SIKICH LLP

Administrator Halik advised that Sikich LLP was previously hired to conduct an analysis of the Human Resource (HR) function for the Village. They have completed an assessment of our current personnel processes focusing on compliance to applicable employment laws.

The remaining HR projects to be completed includes the revision of our current job descriptions and reworking the annual non-union employee performance evaluation tool.

Sikich has provided a proposal for these projects. To revise and update job descriptions for all employees, the cost would be

\$6,375. The cost to rework the performance annual evaluation tool for non-union employees would cost \$4,650. This project deals with revising an extremely old evaluation tool.

Funds that are remaining from the estimated costs of an interim Village Administrator are available to pay for these projects. Then they would not have to be budgeted for in the next budget year.

Trustee Mistele inquired if we could interface the Union criteria for job descriptions with the non-union positions.

Chief Shelton advised the police departments were incorporated to following through with CALEA standards.

MOTION: Made by Trustee Baker, seconded by Trustee Davi to adopt Resolution 11-R-08.

PREVIOUS ROLL CALL VOTE: AYES: Trustees Baker, Kelly, Mistele, Davi, and Trilla. NAYS: None; ABSENT: Schoenbeck.

9. COMMITTEE REPORTS

Trustee Baker had no report.

Trustee Kelly had no report.

Trustee Mistele asked President Napoli to speak about the Recognition Award by the American Public Works Association and the work being done on the new Public Work's garage.

Administrator Halik advised that the Village received a letter stating that the Village of Willowbrook's Public Works facility was nominated for and won the "Structure of the Year" award in the category of new structures under \$5 million for the Chicago Metropolitan area. An award ceremony will be held on March 24, 2011 at the Medinah Banquet Hall in Addison. More information on the luncheon will be provided as it is received. Please let Tim Halik know if anyone is interested in attending.

President Napoli and Administrator Halik commended Trustee Mistele for providing a guiding hand during the building process of this new facility. His expertise and knowledge in the area of architecture was invaluable.

Trustee Davi had no report.

10. ATTORNEY'S REPORT

Attorney Hennessy advised that the subject of the ongoing Ethics Violation complaint did submit to a deposition last Thursday. Attorney Hennessy is awaiting a signed transcript of the proceedings.

11. CLERK'S REPORT

Clerk Hansen advised that the time has passed for the submission for write-in candidates. The ballot is set with Trustees Baker, Davi and Trilla along with Ms. Sue Berglund running unopposed.

13. ADMINISTRATOR'S REPORT

Administrator Halik acknowledged the efforts of Garrett Hummel for all his work on the Transparency Audit by the Illinois Policy Institute. Just last week, we were advised that the Village of Willowbrook vastly improved our rating being the highest municipality with improvements. The Board also congratulated and recognized Garrett for all his hard work.

14. PRESIDENT'S REPORT

No report.

15. EXECUTIVE SESSION

No Executive Session was held.

16. ADJOURNMENT

MOTION: Made by Trustee Mistele, seconded by Trustee Baker to adjourn the meeting at the hour of 7:23 p.m.

PREVIOUS ROLL CALL VOTE: AYES: Trustees Baker, Kelly, Mistele, Davi, and Trilla. NAYS: None; ABSENT: Schoenbeck.

MOTION DECLARED CARRIED

PRESENTED, READ and APPROVED,

_____, 2011

Village President

Minutes transcribed by Debbie Hahn.