

MINUTES OF THE SPECIAL MEETING BUDGET WORKSHOP #3 OF THE MAYOR AND BOARD OF TRUSTEES OF THE VILLAGE OF WILLOWBROOK TO BE HELD ON THURSDAY, MARCH 17, 2022, AT 6:30 P.M. AT THE WILLOWBROOK POLICE DEPARTMENT TRAINING ROOM, 7760 QUINCY STREET, WILLOWBROOK, DUPAGE COUNTY, ILLINOIS.

DUE TO THE COVID 19 PANDEMIC, THE VILLAGE WILL BE UTILIZING A ZOOM CONFERENCE CALL FOR THIS MEETING.

1. CALL TO ORDER

The meeting was called to order at 6:30 p.m. by Mayor Frank Trilla.

2. ROLL CALL

Those physically present at roll call were Mayor Frank Trilla, Village Clerk Deborah Hahn, Village Trustees Mark Astrella, Sue Berglund, Umberto Davi, Michael Mistele, Gayle Neal, and Greg Ruffolo, Village Administrator Brian Pabst, Assistant Village Administrator Sean Halloran, Deputy Clerk Christine Mardegan, Director of Municipal Services Foreman AJ Passero, Chief Financial Officer Michael Rock, Recreational Services Coordinator Carrie Navins and Director of Community Development Michael Krol.

Present via conference call, due to the COVID-19 pandemic, were Chief Robert Schaller and Deputy Chief Lauren Kaspar.

A QUORUM WAS DECLARED

3. VISITOR'S BUSINESS

Mr. Dwayne Hong of Burr Ridge spoke to the Board regarding the sidewalk improvements on Garfield. He spoke for a short time regarding the reasons for a sidewalk in this area and asked the Board to push ahead with the approved funding and encourage the installation. The Mayor thanked Mr. Hong for his input.

Assistant Administrator Halloran indicated that staff had received a letter that the writer wanted to be included as a public comment. The letter is from Cathleen O'Hare of Burr Ridge:

*Dear Willowbrook Board of Trustees, Mayor Trilla, and Willowbrook Village Administrators,*

*Please see my comment below regarding the long overdue Burr Ridge/Garfield Street sidewalk project. I sent this to the Burr Ridge Village officials on Tuesday 3/15/22.*

*I would like this email to be included as Public Comment for tonight's Village of Willowbrook meeting. I applaud your prioritizing the sidewalk necessity and hope that with your leadership, Burr Ridge will follow.*

Dear Mayor Grasso, Administrator Walter, and Burr Ridge Village Board,

I am writing to express my intent interest in your pursuit of a solution to the Garfield Street sidewalk project. I am only recently aware that this has been kicked to the curb since 2009 and find that an inexcusable timeline of non-progress that elucidates my understanding.

What I do know is that there is now a seated Village Board that is committed to safety, not easily swayed or interested in drama. I know that the current Board represents the fine work of advocacy and resolute dismissal of Sterigenics as a corporate polluter. If you all can--and did--withstand that battle, then a sidewalk safety project seems very remediable, in my humble opinion.

I am imploring you to focus on this project as a priority now that the budget has been passed in last night's meeting.

I do not meddle in taxpayer financials nor portray my niche as anything related to fiscal spending locally or beyond. I do, however, know that my family avoids so much as walking on the area in question on Garfield, and I find it an awful to envision that my kids have grown up also calling that a "scary street." When I would walk as part of my surgical recoveries, I would have to limit my walking to insure I did not lose my balance on any part of the streets that have no sidewalk.

I do not believe there is any "2 sides" to this sidewalk ending. As Shel Silverstein found there to be poetry in *Where the Sidewalk Ends*, I find it to be an abhorrent avoidance and terrifying walk at night. I do not think there is any reason to posture an alternate to this project, especially knowing that Willowbrook is on board with sharing expense.

I look forward to hearing of a date that this sidewalk project is going to break ground, as that will signal a relief that I can walk beyond Grant Street as the broader definition of "around the block." Please readdress the sidewalk project with fidelity in 2022, as Spring renews and brings hope eternal.

The Mayor asked if there were any additional comments, to which Assistant Administrator Halloran responded there are none.

Trustee Davi felt an explanation of the delay was needed. The Mayor expounded on the fact that the project had been approved and the funds allocated by the Village of Willowbrook in 2019 but that there had been some setbacks and resistance from residents of the area where the sidewalk was to be installed. The Burr Ridge board had turned down the project and pushed it back indicating it would not fit in the budget for that fiscal

year. The Mayor indicated that when Burr Ridge is ready to go, Willowbrook would be as well.

Trustee Davi thanked Mr. Hong for coming before them and reassured him that the Board was not opposed to the sidewalk and not to consider the issue inaction on the part of the Willowbrook Board.

#### 4. DISCUSSION BUDGET WORKSHOP #3

Village Administrator Pabst presented the outline of today's agenda:

- a. 2021-2022 General Fund Update
- b. 5 Year Capital Improvement Program Update
- c. 2022-2023 General Fund Update
- d. 2022-2023 Proposed Water Fund

Administrator Pabst continued and reminded the Board that the budget would be before a Public Hearing on April 25. He then asked Assistant Administrator Halloran to present the updated information.

##### Key Changes from Budget Workshop #2

- Building Official's salary has been removed from this year's projection
- The acquisition of the Village Hall and Park signs were included in the VAO
- Decrease of a \$100,000 for CIP related to the CRC

Assistant Administrator Halloran indicated that staff would be soliciting the Board's approval of the bids received for the Community Resource Center (CRC) and hoped construction would start in May 2022.

Administrator Pabst pointed out that the original cost projection for the CRC was \$2.1 to \$2.3 million at the low end but that a bid was received from Doyle, who did the Downers Grove Community Resource Center, of \$1.7 million, considerably lower. Again, the Board's approval would be sought once the due diligence on Doyle was completed.

Finance Director Rock continued the presentation by indicating that since Budget Workshop #1, there have been significant changes to the projections, particularly the \$60,000 increase in the Home Rule Sales Tax projection. Assistant Administrator Halloran identified the total revenue projection for the fiscal year 2021/2022 at \$3.4 million.

Administrator Pabst introduced the next topic, the Comprehensive Infrastructure Program (CIP), and praised Assistant Administrator Halloran and Director of Municipal Services Foreman Passero for their hard work in creating a meaningful timeline.

Assistant Administrator Halloran presented the projections for the CIP over the next five years indicating that they are flexible figures and could still change as time went by.

He stated that the only change in the current fiscal year is the Roger's Farm resurfacing project, increasing from \$435,000 to \$490,000. He believes this to be the high end of the estimate, but it also includes additional improvements such as curb replacement.

The only change seen in the 2022/2023 General Fund Budget is an increase to the Home Rule Sales Tax of \$60,000. Based on the figures being seen right now, Assistant Administrator Halloran feels this is a conservative number. With some of the other taxes, only a 1-1/2% increase is projected.

In the General Fund Expenditures, the only change is an increase in the Village Administrator's Office for a expense of \$13,000 which includes brochure printing for the Parks and Recreation department.

The large change in the General Fund Expenditures is primarily due to the implementation of the CIP (Capital Improvement Program). The overall increase in general expenditures without that is an increase of \$13,000.

In this fiscal year, in the General Fund expenditures, the Total Operating Costs is a deficit of \$77,000 in part due to costs we can't control, for example water main repairs. A large portion of the expenditures, \$1.7 million, is our water purchase from the DuPage County Water Commission.

Administrator Pabst added that in the current year Water Fund budget, there were no capital improvement projects taken out of it.

Trustee Neal wanted to know if the installation of the new water meters is part of the current year or future. Foreman Passero noted that they will be from the current year 2021/2022.

Assistant Administrator Halloran presented an overview of the 2022/2023 Water Fund. He indicated that 30% of the expenses related to the expenditures were contracted expenses, for example that \$1.7 million of the \$2.4 million costs were paid to the DuPage Water Commission.

The overall operating fund for the next fiscal year presents a \$150,000 deficit which includes some one-time projects and upgrades around \$35,000. While there is money in the Water Fund balance, it's starting to lose money and will continue to decline with capital improvements catching up. The last hike in water rates was in 2015.

Trustee Neal clarified that although there was an increase in the fees in 2015, there was a feeling at the time that the Village would absorb the

increases as a gift to the residents. The fees were not increased even as the DuPage Water Commission continued to raise rates.

The Mayor stated that he has been in favor of increasing rates over the years, a little bit at a time, but has never been able to pass the increase through the Board. He feels the Board needs to take a different look at operating costs versus the rate structure.

A general discussion followed regarding the pros and cons of raising the water rates, the availability of surplus funds in the Water Fund and the pending Water Rate Study from Christopher Burke Engineering.

Administrator Pabst concluded that once the Water Rate Study was available, the staff would get back to the Board with more meaningful information regarding water rate increases.

Assistant Administrator Halloran continued with the 5-year Water Fund projections and provided the information in the following table:

<b>REVENUES</b>					
	<b>2022-2023 Projection</b>	<b>2023-2024 Projection</b>	<b>2024-2025 Projection</b>	<b>2025-2026 Projection</b>	<b>2026-2027 Projection</b>
TAXES	<b>\$3,238,768</b>	<b>\$3,335,931</b>	<b>\$3,436,009</b>	<b>\$3,539,089</b>	<b>\$3,645,262</b>
<b>TOTAL WATER FUND REVENUES</b>	<b>\$3,238,768</b>	<b>\$3,335,931</b>	<b>\$3,436,009</b>	<b>\$3,539,089</b>	<b>\$3,645,262</b>
<b>EXPENDITURES</b>					
	<b>2022-2023 Projection</b>	<b>2023-2024 Projection</b>	<b>2024-2025 Projection</b>	<b>2025-2026 Projection</b>	<b>2026-2027 Projection</b>
Personnel	\$647,892	\$673,808	\$700,760	\$728,791	\$757,942
Contractual	\$2,436,860	\$2,450,597	\$2,499,609	\$2,549,602	\$2,600,594
Commodities	\$107,600	\$111,904	\$116,380	\$121,035	\$125,877
Capital Maint / Debt Service	\$196,659	\$200,592	\$204,604	\$208,696	\$212,870
Capital Improvement Program	\$650,000	\$0	\$570,000	\$444,000	\$1,858,000
<b>TOTAL OPERATING</b>	<b>\$3,389,011</b>	<b>\$3,436,901</b>	<b>\$3,521,354</b>	<b>\$3,608,124</b>	<b>\$3,697,283</b>
<b>TOTAL EXPENDITURES</b>	<b>\$4,039,011</b>	<b>\$3,436,901</b>	<b>\$4,091,354</b>	<b>\$4,052,124</b>	<b>\$5,555,283</b>
<b>Deficit/Surplus</b>	-\$800,243	-\$100,970	-\$655,345	-\$513,034	-\$1,910,021
<b>Fund Balance</b>	\$1,662,172	\$1,561,202	\$905,857	\$392,822	-\$1,517,198

Assistant Administrator Halloran advised the Board that the Water Rate Study had been received within the past 2 weeks and that staff is still digging into the study. There are still questions, not only on the recommendations, but also the content of the study and what it addresses.

Regarding the Business District Fund, the projected balance is \$3.2 million. There are expenditures related to the Fund, the bulk of which goes back to the agreements the Village has with Pete's Fresh Market, Marshall's and The Dollar Store.

Discussion followed regarding accounting practices past and present and how data can be presented in different lights, particularly in view of

the deficit in the Water Fund projections. With an auditing-based accounting system, the goal is to locate and correct errors, with a financing-based system, the goal becomes to create revenue and project spending. The consensus of the discussion was to consider water rate increases and to come up with a concrete plan and advise the citizenry so they might plan as well. Staff will review the Water Rate Study and formulate such a plan.

Trustee Mistele also strongly suggested looking at the reserve funds, not only to cover operating expenses, but also to plan for future infrastructure maintenance requirements. This type of fiscal planning also supports the Village's AAA bond rating and demonstrates the financial strength of Willowbrook.

The Mayor pointed out that delaying project, or delaying borrowing, has a real cost, particularly in discussing long term bonds. Right now, interest is around 4%, which allows a Village to borrow at around 2%. But waiting a year or so, and the rate could be 6% or 7%.

Assistant Administrator Halloran asked for any additional questions or comments.

Assistant Administrator Halloran concluded by stating the final budget will be presented to the Board, along with a public hearing, on Monday, April 25. This being the final Workshop, any changes or comments would need to be directed to Assistant Administrator Halloran.

##### 5. ADJOURNMENT

MOTION: Made by Trustee Davi and seconded by Trustee Neal to adjourn the Special Meeting at the hour of 7:36 p.m.

ROLL CALL VOTE: AYES: Trustees Astrella, Berglund, Davi, Mistele, Neal and Ruffolo. NAYS: None. ABSENT: None.

MOTION DECLARED CARRIED

PRESENTED, READ, and APPROVED.

\_\_\_\_\_, 2022.

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Frank A. Trilla, Mayor

Minutes transcribed by Deputy Clerk Christine Mardegan.