

MINUTES OF THE SPECIAL MEETING OF THE MAYOR AND BOARD OF TRUSTEES OF THE VILLAGE OF WILLOWBROOK FOR BUDGET WORKSHOP #1 HELD ON THURSDAY, JANUARY 16, 2025, AT 5:30 P.M. AT THE COMMUNITY RESOURCE CENTER (CRC), 825 MIDWAY DRIVE, WILLOWBROOK, DUPAGE COUNTY, ILLINOIS .

1. CALL TO ORDER

The meeting was called to order at 5:30 p.m. by Mayor Frank A. Trilla.

2. ROLL CALL

Those physically present at roll call were Mayor Frank Trilla, Village Clerk Gretchen Boerwinkle, Village Trustees Mark Astrella, Sue Berglund, Umberto Davi, Michael Mistele, and Gayle Neal, Village Administrator Sean Halloran, Assistant Village Administrator Alex Arteaga, Chief Financial Officer Lora Flori, Director of Community Development Michael Krol, Director of Parks and Recreation Dustin Kleefisch, Director of Public Works Rick Valent, Chief Lauren Kaspar, and Village Engineer Orion Galey.

PRESENT VIA ZOOM: Trustee Greg Ruffolo

Absent: Deputy Chief Benjamin Kadolph, Deputy Chief Gerard Wodka, and Deputy Clerk Christine Mardegan.

A QUORUM WAS DECLARED

MOTION TO APPROVE – A MOTION TO ALLOW TRUSTEE GREGORY RUFFOLO TO ATTEND THE MEETING REMOTELY. (PASS)

Trustee Neal advised that a motion was necessary to allow Trustee Greg Ruffolo to attend the meeting remotely.

MOTION: Made by Trustee Davi and seconded by Trustee Mistele to allow Trustee Ruffolo to attend the meeting remotely.

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

MOTION DECLARED CARRIED

3. PLEDGE OF ALLEGIANCE

Mayor Trilla asked a meeting attendee to lead the group in the Pledge of Allegiance.

4. VISITORS' BUSINESS

No visitors were present.

5. BUDGET WORKSHOP #1

a. 2024/2025 General Fund Budget Update

Administrator Halloran indicated that tonight's discussion would cover the current fiscal year General Fund budget update and the five-year Capital Improvement Program (CIP).

January 16, 2025

The overall financial position of the Village remains strong, with a strong credit rating, a balanced budget and a surplus of about \$3 million. The funding balance percentage is 62%, which is 22% higher than the recommended levels. The Village's desired 40% fund balance is one of the highest in DuPage County.

Expenditures for FY 2024/2025 are higher due to various budget amendments, such as for the Stormwater Master Plan and the Water Master Plan. Additionally, there was an unexpected oil spill which required additional funds for various mitigation solutions.

Revenues in several areas have also been unexpectedly high due to the strong local economy. The surplus has been driven not only by this higher revenue stream, but also by lower operating expenses.

#### Review of General Fund Expenditures:

EXPENDITURES			
	2024-2025 Approved Budget	2024-2025 Estimate	Difference between 24-25 Budget and Estimate
Village Administrator's Office* (VAO)	\$3,059,301	\$2,955,174	-\$104,127
Community Development	\$603,111	\$622,323	\$19,212
Parks and Recreation	\$820,070	\$996,109	\$176,039
Police	\$6,741,110	\$6,850,996	\$109,886
Public Works	\$1,331,037	\$1,623,266	\$292,229
<b>TOTAL OPERATING COSTS</b>	<b>\$12,554,629</b>	<b>\$13,047,868</b>	<b>\$493,239</b>
Capital Improvement Program	\$388,920	\$1,677,272	\$1,288,352
<b>TOTAL EXPENDITURES</b>	<b>\$12,943,549</b>	<b>\$14,725,140</b>	<b>\$1,781,591</b>

#### Comments:

- **VAO** - Overall decrease in expenditures.
- **Community Development** - Contractual costs are lower than expected, the increase is due to building permit software and Comprehensive Plan development.
- **Public Works** - Largest increase in expenditures due to traffic safety improvements (Gower and Midway Drive), and unexpected stormwater issues, plus additional expenditures resulting in multiple budget amendments.
- **Parks and Recreation** - Contractual costs (Active Adults) are in line with budgeted expenditures.

- **Police** - Overtime costs are decreasing, while salaried costs are increasing
- **CIP** - Increases are due to budget amendments.

Before he continued, Administrator Halloran took a moment to introduce Mr. Orion Galey, the Village Engineer, from Christopher B. Burke Engineering, Ltd. (CBBEL). He noted that Mr. Galey and Director Valent have done a great job on various projects this year, including the Executive Drive Flood Control Project and all of the park redevelopment projects.

#### Review of General Fund Revenues:

REVENUE			
	2024-2025 Approved Budget	2024-2025 Estimate	Difference between 24-25 Budget and Estimate
TAXES	\$13,075,616	\$13,477,228	\$401,612
INTERGOVERNMENTAL	\$759,000	\$748,000	-\$11,000
LICENSES AND PERMITS	\$535,601	\$881,887	\$346,286
FINES	\$998,110	\$1,254,530	\$256,420
CHARGES FOR SERVICES	\$520,756	\$683,012	\$162,256
MISCELLANEOUS	\$397,000	\$382,014	-\$14,986
INTEREST INCOME	\$200,000	\$326,236	\$126,236
<b>TOTAL GENERAL FUND REVENUE</b>	<b>\$16,486,083</b>	<b>\$17,752,907</b>	<b>\$1,266,824</b>

- Sales Tax, Home Rule Sales Tax, Income Tax, Places of Eating Tax receivables are significantly higher than budgeted.
- Building permits are estimated to come in \$300,000 higher than budgeted, and the highest in seven years.
- Active Adult program revenue is also \$100,000 higher than budgeted.
- Video Gaming Terminal Income and Self-Storage Tax continue to trend upwards, slightly exceeding expectations.
- Red Light Fees are expected to come in \$150,000 over budget, even using conservative estimates. This amount can vary greatly.

TOTAL FUND PERFORMANCE			
	2024-2025 Approved Budget	2024-2025 Estimate	Difference between 24-25 Budget and Estimate
Surplus/Deficit	\$3,542,534	\$3,027,767	-\$514,767
Fund Balance	\$5,021,852	\$8,049,618	\$3,027,767
Fund Balance Percentage	40%	62%	22%

Overall, the fund balance percentage has increased by 22%. The surplus decreased by approximately \$500,000 primarily due to the budget amendments. The increase in the CIP expenditures will come before the Board as a budget amendment for the changes to the Borse Park Phase III expenses. If these expenses don't materialize for the 24/25 fiscal year, the surplus will go back up and the costs will be moved to the next fiscal year.

The Mayor asked if there was an advantage in a governmental budget to decreasing any surplus with extra expenditures to bring the surplus down. Chief Financial Officer Flori indicated that she was not aware of an advantage one way or the other. Administrator Halloran indicated that one advantage of having a greater surplus allowed the entity to pay for expenses pending reimbursement before the reimbursement is received.

Administrator Halloran recapped the information by saying overall the Village is in good financial condition, especially in the General Fund. He credited the department heads for holding the line on high expenditures, and that any budget amendments were for one-time expenses, the Stormwater Master Plan, Building Permitting Software, the Water Master Plan, and various other special projects.

Trustee Neal asked if the Village would be reimbursed for the expenses related to the oil spill. Administrator Halloran indicated that staff is working with IRMA for reimbursement.

b. 2025-2030 Capital Improvement Program (CIP)

Administrator Halloran broke down the categories included in the 2025/2026 CIP:

**Road and Sidewalk Infrastructure \$300,000**

Infrastructure projects involve grinding of street surface, underground utility spot repairs, minor concrete work including sidewalk and curb and gutter replacement, roadway patching, street surface placement, and landscape restoration. The roadways include:

- Waterford Resurfacing -Resurfacing of Bentwood, Meadow and Hiddenbrook in the Waterford subdivision - \$300,000

**Village Equipment \$50,000**

Annual purchases of equipment for operating activities are included in the Village Equipment line. Highlights of next fiscal year include:

- Traverse City Hydrant Replacement - Five (5) year program to replace Traverse City hydrants Village-wide - \$50,000

Director Valent explained that the purpose in replacing hydrants Village-wide is due to the current outdated equipment and the lack of parts for repair or replacement for the current equipment.

The goal is to replace all hydrants within 5 years. Approximately 40 have been done in the past 5 years, with 70 remaining. Based on escalating costs, this figure will most likely increase each year. The current \$50,000 conservative estimate is materials and labor for the installation of 7-10 hydrants.

#### **Village Facilities \$4,355,431**

This category accounts for major repairs and replacement of Village property. Highlights of next fiscal year include:

- Borse Community Park Improvement Project Phase III - This is the final phase for Borse Community Park. It will include an upgrade of all three baseball fiends, new pavilion, new pedestrian bridge, new playground, new splash pad, resurfacing all remaining pathways, and installation of a Veteran's Memorial - \$3,034,144.
- Creekside Park Improvement Project Phase II - Upgrade and installation of three (3) bridges. - \$844,047.
- Waterford Park Pour-in-Place Surface - Replacement of designated pour-in-place play surface areas at Waterford Park- \$18,652
- Willow Pond Pour-in-Place Surface - Replacement of designated pour-in-place play surface areas at Willow Pond Park - \$13,588

Mayor Trilla questioned whether it would be more practical to use another surface as he noted that the wear to the existing surface is primarily under the swings, an area of heavy use. Director Kleefisch explained that there are mitigation procedures that can be used to better ensure a 20-25-year life span of the play surface.

- Police Vehicle Purchase - Replacement of three (3) Ford Police Interceptors... - \$210,000

Chief Kaspar indicated that the three vehicles being replaced are almost five years old and were due to be replaced during the COVID pandemic. One of the vehicles has already had an engine and transmission replaced. The goal is to replace all three vehicles, using the vehicle with the replaced engine and transmission to replace the current 2015 community service vehicle being used. Replacing these vehicles will also allow

the department to get back on track with a cyclical vehicle replacement program.

- Public Works Vehicle Purchase - Replacement of two Public Works trucks. The specific purchase will include one (1) F250 4x4 SuperCab Pickup with a plow, and one (1) F350 4x4 SuperCab service body with no plow - \$175,000

Director Valent identified the first vehicle to be replaced as a 2015 Ford F350 with 85,000 miles. Although not used for plowing operations, it is used throughout the year for daily, heavy use for general service work.

The second vehicle to be replaced is a 2016 Ford F250 plow vehicle with 63,000 miles. This vehicle has been equipped with the new street anti-icing system. Although this vehicle has been limited in use to anti-icing and watering operations, there have been issues with repairs.

Trustee Davi asked for a more specific breakdown of the seemingly high cost of the vehicles. Director Valent explained these trucks are heavy-duty, include options for plowing equipment, cab exterior lighting, and are of the SuperCab configuration. The second vehicle, a F350 model, includes increased suspension, greater towing and load capacity, an alternator with a higher output capacity, and other augmented features.

Trustee Neal asked about the disposition of the used vehicles, whether they would be sold to offset the cost. Director Valent indicated that both vehicles would be maintained, but moved to a lighter duty role, replacing older vehicles now serving that function.

- Park Drinking Fountains - Replacement of all drinking fountains at all parks - \$24,000

In addition to the new drinking fountains being installed as part of the Borse Park Phase III project, older fountains at Ridgemoor, Waterford, and Creekside will also be replaced.

- CL17 Replacement - Replacement of a CL17 Chlorine Analyzer, which is an instrument in water treatment to measure chlorine levels in water. This analyzer is designed for continuous monitoring and is crucial for ensuring water quality and regulatory compliance. - \$21,000

All three of the current chlorine monitors will be replaced to maintain EPA standards. The Village's models are 20 years old and are reaching a point where replacement parts and maintenance are unavailable.

- Sample Station Replacement - Replacement of a Sample Station, used to collect water samples for testing and monitoring purposes. - \$15,000

The remaining three of the current eight sampling stations are in poor condition with rust and corrosion which can impede the sampling results. The existing galvanized units will be replaced with stainless steel.

Administrator Halloran concluded the presentation by indicating that in the five-year CIP, the projects in the upcoming year are the most ambitious; Borse Community Park Improvement Project Phase III, Creekside Park Improvement Project Phase II, Stormwater Master Plan, and Waterford Resurfacing. Staff would also like to ask the Board to consider water meter replacement within the current 5-year plan and will provide additional information to the Board at a future meeting.

Trustee Neal inquired about the lifespan of the repairs to Waterford. Engineer Galey indicated that it should last a minimum of 13 years, and it could be as much as 15-18 years.

Trustee Davi asked what is included in the Village Facilities section of the CIP for the 2025/2206 budget. Administrator Halloran indicated that it includes both the Borse and Creekside Improvement Projects.

#### 6. ADJOURNMENT

MOTION: Made by Trustee Mistele and seconded by Trustee Davi to adjourn the Special Meeting at the hour of 6:16 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.

January 27, 2025.

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Frank A. Trilla, Mayor

Minutes transcribed by Administrative Assistant Jody Wegrzynski.