

MINUTES OF THE SPECIAL MEETING OF THE MAYOR AND BOARD OF TRUSTEES OF THE VILLAGE OF WILLOWBROOK FOR BUDGET WORKSHOP #2 HELD ON THURSDAY, FEBRUARY 13, 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 5:31 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 Deputy Chief Gerard Wodka.

PRESENT VIA ZOOM: Trustee Greg Ruffolo

Absent: Deputy Chief Benjamin Kadolph, 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 Neal and seconded by Trustee Davi to allow Trustee Ruffolo to attend the meeting remotely.

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

MOTION DECLARED CARRIED

3. PLEDGE OF ALLEGIANCE

Mayor Trilla asked Mr. Arteaga to lead the group in the Pledge of Allegiance.

4. VISITORS' BUSINESS

No visitors were present.

5. BUDGET WORKSHOP #2

a. 2024/2025 General Fund Budget Update

Administrator Halloran noted he would provide a brief update on the 2024/2025 General Fund budget as the bulk of the information was covered in Workshop #1 and then go on to the proposed 2025/2026 budget. He will present the Village's current overall financial picture and then the

department heads will review accomplishments for the current fiscal year and then their goals for the coming year.

In fiscal year 24/25, a surplus of \$2 million is expected. Part of that surplus however is in the form of matching grants which are not provided until the project is completed. Even though the work will be completed within the next 6 months, the funds may not be available for almost two years.

The budget surplus has been strong from 2020 to 2025; the lowest being in the coming fiscal year. Overall, the Village is in a good financial position. The Opportunity Reserve Fund, established by the Board in the past couple of years, has been growing steadily. For the current fiscal year, the amount to be transferred to this fund is approximately \$1.6 million, creating a fund balance of \$10 million, projected to grow to \$14.8 million by fiscal year 28/29.

In general, financial and budgeting discipline has been strong in maintaining operating expenses. Staff continues to work to keep expenditures down, not increasing staff, nor adding any superfluous expenses. Within the budget planning process, there are two pressure points that the Administrator and staff need to keep in mind. Additionally, in presenting the budget, revenue generation is kept at a very conservative level, revenue numbers are not inflated.

Administrator Halloran then reviewed the 2024/2025 Capital Improvement Projects (CIP) and highlights of the projects:

- Executive Drive Stormwater Improvements - came in under budget by \$100,000
- Brookbank Road Stormwater Project - came in slightly under budget and made residents happy
- Midway Drive and Eleanor Street Speed Tables - unbudgeted expense, much needed, highly successful with designed results in reducing speeds
- Street Sign replacements - expected completion of installation by July 2025
- Park Grill replacements - budgeted expense, equipment on hand to be replaced at a later date
- Police Mobile Livescan - enabling police to comply with laws regarding fingerprinting and collect data as well
- Public Works replacement of 410J Combo Loader - came in under budget and has benefited the department with increased reliability

- Borse Memorial Community Park Improvement Project - Phase II - included parking lot replacement, completion of walkway path, renovation of softball practice area, installation of eight pickleball courts
- Creekside Park Improvement Project - open to the public with anticipation of a grand opening in April/May 2025. Final cost under budget
- Farmingdale Terrace Park Improvement Project - completed end of September/October 2024
- Willow Pond Fishing Pier Replacement - under budget by \$11,000
- Police Emergency Operations Center - dedicated emergency center with upgraded technology
- Public Works Kitchen Improvements - completion of a long sought after project
- Water Tower Maintenance - completed overdue maintenance tasks. Project included a cleaning, to the delight of staff and the public as well

Administrator Halloran continued his presentation with a review of the Village's property tax advantage. He noted that of three local DuPage communities with Park Departments as opposed to Park Districts, Willowbrook by far has the lowest rate property tax, with park expenses paid by the Village as opposed funded by property taxes.

In the property tax distribution between the taxing bodies, the Village's rate is .32%. The only lower is the DuPage Airport Authority at .30%. The top three, accounting for 85% of each tax dollar paid, are Gower West and Hinsdale South school districts and the Tri-State Fire Department.

b. 2025/2026 General Fund Proposed Budget Discussion

In outlining the 2025/2026 Village expenditures, Administrator Halloran identified the dollar amount increase or decrease in spending by department:

Village Administrator's Office (VAO) - a reduction of \$244,977

Community Development - a reduction of \$44,241

Parks and Recreation - will see an increase of \$120,376 with a corresponding increase in events and programs

Police - an increase of \$404,415 primarily due to an increase in personnel and police pension costs

Public Works - an increase of \$162,564 with the implementation of annual maintenance programs, such as concrete flatwork, tree replacement and maintenance.

CIP expenditures - an increase of \$1.49 million due primarily to Phase III of the Borse Park renovation

With no significant operating cuts, no revenue increases, no staff increases, the fiscal year 2024/2025 is still expecting a balanced budget with a \$502,000 surplus.

The two major operational pressures facing the Village are the rising personnel and insurance costs. Personnel costs will increase 6% for 25/26. Forty-nine percent of the increase is due to the actuarial recommendation for the police pension funding. Police personnel expenditures over the past 7 years have risen \$1.4 million, of which is an increase of \$771,076 in police pension costs.

The health insurance increase is also expected to be 6%. Some of the additional costs are due to the increase of serious disease and/or illness among the pool participants.

With the General Fund revenues, staff is providing a conservative estimate, particularly with the general sales taxes and home rule taxes. For 2025/2026, staff is estimating an increase of 2.5% for sales tax and home rule sales tax. For the building permit fees, staff is predicting a 47% decrease. 2024/2025 saw \$800,000 revenue collected in building permits which staff does not feel is sustainable.

An increase in the interest income will be due in part to the reallocation of the ARPA (American Rescue Plan Act of 2021) funds and G.O. (General Obligation) Bond interest income to the General Fund based on the legalities of these funds.

The top revenue generating areas continue to be, Sales Tax, Home Rule Sales Tax, Illinois Income Tax, Red Light Fines, Utility Tax and the Places of Eating Tax.

Administrator Halloran asked Chief Financial Officer Flori to review the Village's debt obligations. She began by reviewing the actuarial value of the Police Pension Fund. The fund is currently 63.74% funded. For fiscal year 2024/2025, using the statutory minimum contribution method assumes 90% funded by 2040, with a contribution amount of \$1,218,876 or 45.78% of expected payroll. The method commonly used by the Village is the recommended contribution rate, assuming 100% funded by 2040, requiring a contribution amount of \$1,887,426, or 70.89 of expected payroll. The historical rates of payroll, as of 5/1/2024,

there are 27 inactive members with expected annual benefit payments of \$2.41 million for fiscal year 2023/2024 and \$2.24 million for fiscal year 2024/2025.

The IMRF is a well-funded pension system, with a current funded ratio of 86.40%, up slightly from the prior year.

The debt update includes the Series 2015 G.O. bonds, with a final payment 12/30/2034, and a current remaining balance of \$2,945,000. For fiscal year 2025/2026, the debt service payment for year 9 of 20 is \$343,350, which includes \$323,745 from the General Fund and \$19,605 from the Water Fund.

IEPA loan's final payment is due 7/31/2036, and a current remaining balance of \$561,380. For fiscal year 2025/2026, the debt service payment for year 9 of 20 is \$54,448, which includes a principal payment of \$44,211 and interest of \$10,237.

Regarding the Business District Sales Tax Incentive with Harlem Irving, the original note was issued 5/1/2019 with a \$2.0 million maximum and a 20-year term. In fiscal year 2024/2025, \$500,000 was paid toward the principal in accordance with the First Amendment to the Agreement. The current outstanding balance on the note is \$1,119,600.

The second Business District Sales Tax Incentive with Pete's Fresh Market with a maximum on the note of \$5.0 million and a 20-year term or the expiration of the business district 7/11/2039. The amount paid to date is \$631,185.

The Series 2007 Special Service Area (SSA) bonds has a current balance of \$1,085,000, with a final payment due 1/1/2029. This is a no-commitment debt of the Village secured by property tax revenues levied on the benefitted properties.

The final payment of \$165,000 on the Series 2022B G.O. (General Obligation) Bond was made December 2024. The Series 2022A G.O. Bond, a 20-year bond with a final payment due date of 12/30/2041, has a current balance of \$8,725,000, to be repaid with available revenue sources. The debt service payment for fiscal year 2025/2026 is \$708,530, which includes a principal payment of \$370,000 and interest of \$338,530.

Mr. Arteaga continued the budget presentation with an overview of the Administrator's office accomplishments and highlights for 2024/2025:

- Implemented Business District Safety Program in collaboration with the Police Department.

- Implemented a Village facility-wide Beautification Plan in collaboration with Public Works.
- Established an extension to the Village's Business District Tax.
- Completed an IT Server Upgrade, better protecting the Village's electronic infrastructure from external threats.
- Established a Vacant Building Ordinance.
- Extended the Village's Refuse/Recycling agreement with Groot for an additional 6-year term while increasing Senior Discount to 15%.
- Researched and finalized the Borse Park Veteran's Memorial.
- Completed a leasing analysis for the Village's vehicle fleet, ultimately determining to continue the Village's current practice of purchasing vehicles.
- Continued Village-wide Employee Engagement Activities, bringing staff from all departments together.
- Local Administrative Adjudication continues with hearings monthly since April 2024.
 - Administrator Halloran added that in addition to the revenue from the collection of fines, it has also been an easier process to come to agreements and elicit cooperation from local business than when the issues were handled in the DuPage County courts.
- Implemented a Water Utility Customer Portal (Dropcountr), live in November 2024, to allow residents to create profiles and track their individual water usage.
- Completed Comprehensive Plan Update workshops alongside the Community Development Department.
- Continued several staff training programs that span all departments.
- Secured one IGA (Intergovernmental) partnership for shared services: Custodial Services Agreement with Indian Prairie Public Library.
- Completed the Tree City USA application for the second consecutive year. Awaiting final confirmation of the Village's Tree City status from the Arbor Day Foundation in March 2025.
- The Village's Mayors' Monarch 2024 Pledge was approved, thus recognizing our community as a signatory.
- Received the DuPage Mayors and Managers Conference (DMMC) Best Innovation Award.

He continued by outlining the VAO's 2025/2026 goals:

- Local Tax review of fees.
- Employee Handbook updates.
- Review of Boundary Agreements.
- Website redesign.
- Additional Insurance Program(s) review.
- 2025 Citizen/Community Survey.
- Pension Fund Stabilization research.
- Veteran's Memorial Brick Program.
- NIMEC (Northern Illinois Municipal Electric Cooperative) research.
- Conduct Park Traffic and Improvement Studies for all Village parks.
- Policy review on the use of Artificial Intelligence (AI) in the professional environment.
- Sidewalk policy & recommendation.
- Water Tower leasing research.
- Economic Development Program/Façade Grant.
- Assist Public Works in the creation of an update to the Water Infrastructure Master Plan.
- Assist Finance/Community Development in the Local Fee and Fine update.
- Assist Public Works in a Performance Management Program.
- Assist Police in ordinance updates: (a) Public Camping, (b) Electronic Scooters.
- Assist Public Works in a Water Meter Plan.
- Assist Public Works in creating a 5-year Water Infrastructure Plan.
- Assist Public Works in creating a 5-year Stormwater Infrastructure Plan.

In the Finance department, the 2024/2025 accomplishments and highlights included:

- For the third consecutive year, received the coveted GFOA Triple Crown Award (GFOA's Certificate of Achievement for Excellence in Financial Reporting, Popular Annual Financial Reporting Award, and the Distinguished Budget Presentation Award)
- Expanded VAO staff members roles in Village Finance and Accounting, and Payroll procedures.

- For the third consecutive year, the Village utilized our reserve fund from IRMA to withhold annual premium amount as well as the monthly deductibles.

The 2025/2026 budget and project highlights include:

- Assist with the Water Meter plan
- Oversee the update to the Village's Investment Policy.

Director Krol reviewed the 2024/2025 accomplishments and highlights in the Community Development department:

- Implementing online permitting software, LAMA, in conjunction with the Davenport Group. Expected live date end of May 2025.
- Finalize the Comprehensive Plan for Village Board approval.
- All planning services continuing to be performed in-house by staff.
- Adjudication implementation with code enforcement consultants. Citation fees come to the Village, no longer DuPage County.
- \$48,325 in citation revenue collected.
- To date: 455 permits issued with \$850,000 in permit revenue.
- 11 new single-family house permits were issued with a valuation of \$8.3 Million, in addition to multiple commercial projects.

He continued with the 2025/2026 budget highlights:

- Increase proficiency in new online permit software. Train contractors and residents on how to utilize the software for better efficiency.
- Go completely digital - Plan review, inspections, planning cases.
- Keep permit review times consistent and on track with specified metrics and goals.
- Review newer building codes for end of year update, recommended every 6-9 years, last updated in 2020.
- Reduce SafeBuilt plan review and inspection billable hours.
- 2025-2026 proposed budget decreased by \$44,241 from the 2023-2024 budget, including a 4% rate increase for all consultants, and the addition of the annual subscription for the Lama permit software.

Director Kleefisch reviewed the 2024/2025 accomplishments and highlights in the Parks and Recreation department:

- Grand Opening of Midway Park in May 2024
- Increased registrations to 4,767 for FY 24/25 (115.9% increase from FY 23/24). Current run rate for programs is at 65.2% which

is above our goal of 60% and higher than the National average of 50%

- Developed new special events such as Willowbrook Pumpkin Hunt, Elsa's Cookie Creations, Igloo Building, Winter Break Family Bingo, SEASPAR's Wiffleball Classic, and Wiffleball League (Youth and Adult)
- Managed the transition to Southeast Area Special Parks and Recreation (SEASPAR). Participation as a sitting Board member
- Oversaw the construction projects for Farmingdale Terrace Park and assisted the new Village Engineer with Creekside Park and Borse Community Park Phase II
- Increased resident participation rate by 94% for Active Adult program from 1,039 registrations in FY 23/24 to 2016 registrations in FY 24/25 (through Jan 2025)
- Awarded three separate grants for the Borse Memorial Community Park Redevelopment Project Phase III: Green Infrastructure Grant Opportunity (GIGO) \$574,000, Open Space Land Acquisition Development (OSLAD) \$600,000 (second grant award), Water Quality Improvement from DuPage County \$99,000 for a total of \$1,273,000

He also provided some of highlights to the current fiscal year, 2024/2025, budget:

- Department is projected to generate \$400,000 in revenue as of (Jan 30, 2025).
- Awarded three separate grants for the Borse Memorial Community Park Redevelopment Project Phase III for a total of \$1,273,000

The goals in the Parks and Recreation department for the 2025/2026 fiscal year include:

- Execute Phase III of the Borse Park Redevelopment Project.
- Provide 250+ unique program offerings for the year and achieve a 60% run rate
- Achieve 4,800 registrations for the FY 25/26.
- Implement pickleball leagues and lessons for Spring/Summer 2026.
- Create business plan model and analysis for potential rental revenue.
- Implement Winter Wonderland.
- Park Leasing and Pricing Analysis.
- Three-Year Rental Income Analysis
- Implement Village-wide Santa Trips.

- Three-year Community Event plan.
- Implement new park inspections and documentation utilizing LAMA software to score higher on IRMA assessment.
- Develop community programming/event opportunities with SEASPAR.
- Research opportunities to create efficiencies within department operations.

Director Kleefisch continued with the 2025/2026 budget highlights:

- Generate \$500,000 in revenue.
- Continued growth in Active Adults programming and other recreational programming.
- Continued development of community and special events for the residents.

Chief Kaspar reviewed the 2024/2025 accomplishments in the Police department:

- Established a standardized procedure for records destruction and expungements in accordance with state statute.
- Completed a full evidence audit, standardized evidence procedures, and completed an evidence destruction in accordance with state statute.
- Collaborated with Parks and Recreation to complete numerous children's and senior programs such as Cops & Bobbers, Pages with the Police, and Senior Safety Seminars.
- Developed a Citizen's Police Academy to take place in April/May of 2025.
- Partnered with the College of DuPage Homeland Security and Training Institute to complete all state mandated training. Willowbrook is one of the few agencies in the state who are up to date on all state mandated training. Kudos to Deputy Chiefs Kadolph and Wodka.
- Successfully completed year 3 annual web-based CALEA online assessment (October 2024) thanks to DC Kadolph. The results produced no deficiencies and very few change recommendations.

The 2024/2025 budget highlights included:

- Developed and designed the Village's first Emergency Operations Center in the Police Department.
- Purchased and implemented the iTouch Mobile booking tablet.

- Acquired \$77,124 in reimbursement grant funding for the purchase of squad car and body worn cameras through the Illinois Law Enforcement Training and Standards Board.
- Acquired a third disbursement of \$79,250 for a total of \$351,250 in grant funding for the Organized Retail Crime grant over fiscal years 23/24 and 24/25.
- Acquired the Illinois Department of Transportation's Selective Traffic Enforcement Program (STEP) grant (\$22,080) in summer of 2024.
- Acquired additional grant funding for ISP FOID Revocation Enforcement, Tobacco Enforcement Program, IRMA Safety Grant, Dobbs Scholarship, and the Bullet Proof Vest Grant.

She continued with the 2025/2026 department goals:

- Complete 4-year Job Analysis Profile review.
- Complete update of last 13 of 119 antiquated Police Department General Orders in preparation for CALEA reaccreditation.
- Prepare for and complete year 4 CALEA reaccreditation assessment in October 2025.
- Cross train civilian personnel as Crime Scene Investigators.
- Review and recommend potential ordinances on public camping, prostitution/solicitation, e-bicycles, and administrative tow fees.
- Implement traffic enforcement program to traffic liaison officers, training, and truck enforcement.
- Reestablish Bicycle Patrol Unit including the training of and implementation of Crisis Intervention Team Program.
- Implementation of DuPage County Peer Support program through IMAT.
- Explore options to increase recruitment of high school and college aged individuals into public safety career paths.
- Implement neighborhood roll calls.
- Organize Public Safety Open House with Tri-State.
- Explore Child Safety Seat Installation Program
- Deployment of new bike officers.

Chief Kaspar concluded with the Police department 2025/2026 budget highlights:

- Expected reduction in overtime expenses due to 12-hour shift continuation and achieving full staffing.

- Expected increase in personnel costs with 12-hours shifts and as the department achieves full staffing.
- Explore additional grant options for equipment purchases and recruitment/retention.
- Update administrative job tasks and organizational chart to identify potential improvements or deficits.
- Expected increases in accreditation costs due to 4-year on-site assessment and reaccreditation process

Director Valent reviewed the 2024/2025 accomplishments and budget highlights in the Public Works department:

- Completed the Executive Drive Flood Control Project.
- New John Deere backhoe loader was put into service.
- Revised the Snow Operations Manual and implemented anti-icing/de-icing liquids into operations.
- Assisted in the completion of Midway and Farmingdale Parks and Midway, Eleanor, and Borse permeable paver parking lots.
- Introduced a Stormwater Master Plan and Water Model and Master Plan for CIP planning.
- Began installation of the redesigned Village street name signage. Expected completion by July 2025.
- Completed exterior cleaning and interior inspection of the three water storage structures.
- Transitioned ArcGIS mapping to the GIS Consortium and Municipal GIS Partners.
- Completed the Adams Street LED Lighting Project.
- Assisted the VAO in implementing a beautification plan at the Municipal Campus.
- Executive Drive Flood Control Project completed under budget and nearly four weeks early.
- Reduced salt, overtime, and contractual expenses with the implementation of anti-icing/de-icing liquids.
- Stormwater maintenance increased due to aging infrastructure.
- Consulting engineering fees increased due to the number of traffic and pedestrian related requests.

He continued with the 2025/2026 Public Works goals:

- Complete Creekside and Borse Parks projects including new pedestrian bridges being installed.

- Coordinate repairs to the pour-in-play surfaces at Waterford and Willow Pond Parks.
- Finalize the Stormwater Master Plan and Water Model and Master Plan and begin developing CIP planning.
- Complete the installation of redesigned Village street name signage.
- Replace aging drinking fountains at Ridgemoor, Farmingdale, and Waterford Parks.
- Design and construct street resurfacing improvements for Bentwood, Meadow, and Hiddenbrook in the Waterford community.
- Develop a pavement management and multi-year road program following the finalization of the stormwater and water master plans.
- Complete comprehensive traffic studies around Farmingdale, Prairie Trail, Waterford and Willow Pond parks.
- Introduce a modified emergency response for brush pick up.
- Present a water meter replacement program.
- Landscape maintenance of Municipal Complex beautification.
- Continued reduction in snow and ice operations.
- Increase in stormwater infrastructure maintenance.
- Continuing with year three of the four-year concrete flatwork program. With the largest scope of the multi-year program, the budget has been increased proportionally.
- Enhanced training and professional development for employees.
- Increase in community and park tree maintenance.

Administrator Halloran indicated that was the conclusion of the staff presentations. In late December 2025, early January 2025, Administrator Halloran asked the Board to provide him with specific budget requests, requirements or areas of particular interest on which to focus. Trustee Neal made the following points to address:

[Transcriber note: Audio was unavailable for the following section and was added based on the agenda, the PowerPoint presentation, and attendee notes.]

- Increase to the Meritorious Service Award from \$100 to \$250
- Update to the various Titles within the Village of Willowbrook Code of Ordinance
- Rental property registration

- Soundwall for the west side of Route 83

Staff took the suggestions under advisement and requested additional specifics and direction on the changes to the Village Code of Ordinances.

[Transcriber note: Audio once again available.]

Regarding the soundwall, some discussion was had on the feasibility not only regarding construction, but also project funding, cooperation between the various communities and government agencies involved, and utilities in the right-of-way. The Mayor felt it was not a project that should be done piecemeal, if unable to complete the entire project from Plainfield Road to I55.

With the list of suggestions, the Mayor suggested it might be better to work on the items one by one, rather than tackling the list all at once.

With the discussion concluded, the Mayor entertained a motion for adjournment.

6. ADJOURNMENT

MOTION: Made by Trustee Davi and seconded by Trustee Berglund to adjourn the Special Meeting at the hour of 7:03 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.

February 24, 2024.

Frank A. Trilla, Mayor

Minutes transcribed by Administrative Assistant Jody Wegrzynski.