

MINUTES OF THE REGULAR FINANCE AND ADMINISTRATION COMMITTEE MEETING OF THE VILLAGE OF WILLOWBROOK HELD ON MONDAY, MARCH, 12 2007 AT 6:30 P.M. IN THE VILLAGE HALL, 7760 QUINCY STREET, WILLOWBROOK, ILLINOIS.

1. CALL TO ORDER

The meeting was called to order Trustee Napoli at 6:30 p.m.

2. ROLL CALL

Those present at roll call were Trustee Bob Napoli, Trustee Mike Mistele, Village Administrator Phil Modaff, Director of Finance Sue Stanish and Superintendent of Parks and Recreation Walter Righton.

3. APPROVAL OF MINUTES

Minutes of the February 12, 2007 Regular Finance and Administration Committee Meeting were reviewed and approved.

4. REVIEW MONTHLY REPORTS

The Committee reviewed and highlighted the items below for the month of February.

- Total cash outlay for all Village funds for February \$665,494.
- Average daily outlay of cash for all Village funds for February \$21,468.
- Average daily expenditures for the general fund for February \$18,588.
- Average daily expenditures for the general fund Year to Date Average through February - \$17,404.

5. REVIEW OF REVENUES

- Sales tax receipts - collected through February - \$2,311,182 up 10.6% from the prior year.
- Utility tax receipts through February \$930,458. Compared with prior year down 15.4%.
- Income Tax receipts through February - \$619,137 up 9.5% compared to the prior year.
- Places of Eating Tax receipts through February - \$221,398 up 2.8% compared to the prior year.

- Fine receipts through February - \$179,354 - up 3.8% compared to the prior year.
- Building Permit receipts through February - \$360,451. Compared with the prior up 39.3%.
- Water sales receipts through February - \$1,421,859. Compared with the prior year down 9.8%.
- Hotel/Motel Tax receipts through February - \$79,730. Compared with the prior year up 10.5%.
- Number of days operating expenses - The number of days operating expenses of general fund balance as of 4/30/07 is estimated to be 123 days.

6. ARCHITECTURAL SERVICES - COMMUNITY PARK RESTROOM/CONCESSION BUILDING

- Superintendent Righton reviewed the proposal he received from Newman Architecture for architectural services for the proposed Community Park Concession/Restroom building. Newman Architecture's has proposed completing drawings and documents for an amount not to exceed \$9,058. Staff has recommended that Newman Architecture be hired for this work, stating they have been very responsive and professional in the preliminary design phase in which they provided pro bono service. The Committee concurred with the recommendation of Staff that the issue was ready to be sent to the Village Board for discussion.

7. AGREEMENT BETWEEN THE VILLAGE OF WILLOWBROOK & BURR RIDGE SOFTBALL

Superintendent Righton reviewed results of discussions between the Village of Willowbrook and Burr Ridge/Willowbrook Softball (BR-W) in negotiating an agreement by which the league would make a long-term financial commitment in return for the Village moving forward on the proposed Concession/Restroom building and use of the fields. Key points on the agreement include:

- The league will make a total contribution not to exceed \$66,000. In the event the total project costs are less than \$180,000, the expected contribution of BR-W Softball will be reduced by 37% of the total cost. If the construction bid will cause the total project costs to exceed \$180,000, the Village Board will have the opportunity to reject the construction bid and direct Staff on how to proceed.

- BR-W Softball will make annual payments of \$6,600 per year for ten years beginning April 1, 2008, assuming the project has been completed by that time.
- The Village will annually make a minimum of twenty-eight (28) time slots available each week during the spring/summer seasons, plus two tournaments on mutually agreed upon weekends. This commitment of the Village to make these fields available to BR-W Softball shall extend through the fall of the 2017 season.
- In addition to the annual payments, BR-W Softball shall pay the Village \$1,000 per year for the league's share of the building's maintenance costs. The Village may choose to waive this charge if the Village deems that the league regularly performs adequate cleaning and maintenance of the concession and storage rooms.

The Committee concurred with the recommendation of Staff that the issue was ready to be sent to the Village Board for discussion.

8. VISITORS BUSINESS

Park Commissioner Carol Lazarski was present at the meeting. Ms. Lazarski had questions regarding the Hotel/Motel Tax Committee's decision not to include "banners" in the FY 2007-08 budget. Trustee Napoli explained the Committee's decision and requested that staff provide a copy of the background information to Ms. Lazarski. Ms. Lazarski indicated that something needs to be done to improve the area around the hotels.

Administrator Modaff indicated that in the near future a comprehensive landscaping review will be performed throughout the Village. This analysis would include the area around the hotels.

9. ADJOURNMENT

The meeting was adjourned at 7:30 p.m.