



Minutes
Village of Glen Ellyn
Finance Commission
Regular Meeting
Friday, July 13, 2018
7:00 AM
Glen Ellyn Civic Center, Room 301

A. Call to Order

Attendee Name	Title	Status
Lisa A Cleaver	Commissioner	Present
Jose G DeLeon	Commissioner	Absent
Scott R Greeno	Commissioner	Present
Jeremy S VanEk	Commissioner	Absent
Christopher D. Oakes	Commissioner	Present
Lea Dan	Commissioner	Present
Michael Campagna	Commissioner	Present
Matthew L Halkyard	Chairman	Present
Brenton J. Peck	Commissioner	Present

Chairman Halkyard called the meeting to order at 7:00 AM

Also Present: Village Manager Franz, Finance Director Coyle, Assistant Finance Director Thomas, Utilities Superintendent John Hubsy, and Recording Secretary Haslett.

B. Public Comment (Non Agenda Items)

None.

C. Approval of Minutes

1. Finance Commission - Regular Meeting - Jun 8, 2018 7:00 AM

RESULT:	ACCEPTED [UNANIMOUS]
MOVER:	Christopher D. Oakes, Commissioner
SECONDER:	Michael Campagna, Commissioner
AYES:	Cleaver, Greeno, Oakes, Dan, Campagna, Halkyard, Peck
ABSENT:	DeLeon, VanEk

D. Financial Reports

1. General Fund Update May 2018

Finance Director Coyle stated the Village received the first distribution of property taxes in May, whereas in past years the first distribution was not remitted until June. The early distribution was because some taxpayers opted to pre-pay their tax bill in

December due to the changes in the federal tax laws. Sales and home rule sales taxes were below budget, and home rule sales taxes increased from the prior year. Building review contractual services are trending higher than budget but building permit revenues are up.

Commissioner Campagna inquired about the impact of the closure of the Fresh Market. Finance Director Coyle responded the Fresh Market did not hit their revenue targets so the Village actually paid out less than anticipated for this economic incentive agreement. Village Manager Franz noted the Village is working with the shopping center's owner to occupy this space.

RESULT:	DISCUSSION ONLY
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2. Village Links/Reserve 22 - Manager's Report and Financial Statements- May 2018

Finance Director Coyle indicated May was not a good month for golf, given the 6 inches that fell, which was one of the highest rainfalls experienced in the last 15 years. Commissioner Campagna asked about the status of the dining room upgrade. Finance Director Coyle responded the contract has been finalized and Village Manager Franz added construction is set for September.

Finance Director Coyle indicated year-to-date restaurant sales were up almost 2% and banquet sales were up 24%. Reserve 22 experienced higher staffing costs because all full-time positions are now filled, as opposed to last year when vacancies occurred.

RESULT:	DISCUSSION ONLY
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E. Motion to approve a recommendation to the Village Board to approve the attached Fund Balance and Net Position Reserve Policy

Finance Director Coyle noted the Finance Commission reviewed all the Village's reserve policies except for the Village Links. Staff has not found a provider for insuring the greens. One insurance company offered to insure the greens if they could provide coverage for the entire Village Links and Reserve 22 facility, which staff is now checking into.

Finance Director Coyle noted Village Links General Manager Vesevick recommended to the Recreation Commission a reserve policy of three (3) months of operating expenses plus annual debt service costs for a total of \$1.8 million. However, the Recreation Commission opted to recommend to the Village Board that only three (3) months of operating expenses be held in reserves for a total of \$1.16 million, which is close to the current cash level. Finance Director Coyle said she is looking for a recommendation from the Finance Commission to the Village Board regarding the Village Links reserve policy.

After further discussions, the Commission concurred to make a motion to recommend that the Village Links reserve policy include three months of operating expenses to be held in reserves as recommended by the Recreation Commission. Commissioner Campagna motioned and Commissioner Oakes seconded the motion.

RESULT:	APPROVED [UNANIMOUS]
MOVER:	Michael Campagna, Commissioner
SECONDER:	Christopher D. Oakes, Commissioner
AYES:	Cleaver, Greeno, Oakes, Dan, Campagna, Halkyard, Peck
ABSENT:	DeLeon, VanEk

F. Water Meter Upgrade

Utilities Superintendent John Hubsy, noted the water meters were changed out between 1999 and 2001. All meters are currently read once a month and the meters typically last about 20 years. About 300 meters were recently tested and the accuracy of readings remains high.

Utilities Superintendent Hubsy proposed to keep the current meters but replace the 7,000 touchpads with new outside radio meter interface units (MIU) for a total cost of \$595,000. If the Village opted to upgrade the meter register heads instead; then the cost would be \$665,000 more. The proposed MIUs can still be utilized during future meter change-outs. In-house staff can install the new MIUs saving approximately \$600,000. The Village will realize savings by eliminating meter reader positions and actual meter reader equipment maintenance costs will be eliminated. Staff time for performing final readings and other readings will no longer be necessary with the new MIU's.

Commissioner Dan inquired about the life expectancy of the new MIUs. Utilities Superintendent Hubsy replied the MIU battery has an expected life of 10 years. Finance Director Coyle noted the new MIU's will also allow Utilities Superintendent Hubsy to manage the water system as a whole which the current system does not allow. Chairman Halkyard asked if there will be a surcharge to pay for this. Finance Director Coyle replied the current budget includes funding for this project. Discussion ensued regarding the new MIUs.

Commissioner Oakes motioned to recommend that the Village proceed with staff's recommendation to replace the touchpads with outside meter interface units and Commissioner Halkyard seconded the motion.

RESULT:	APPROVED [UNANIMOUS]
MOVER:	Christopher D. Oakes, Commissioner
SECONDER:	Matthew L. Halkyard, Chairman
AYES:	Cleaver, Greeno, Oakes, Dan, Campagna, Halkyard, Peck
ABSENT:	DeLeon, VanEk

G. Trustee Liaison Report

None.

H. Chairman's Report

Chairman Halkyard highlighted the priority of revenue generation of Village Links/Reserve 22. Chairman Halkyard noted the Village of Schiller Park recently passed a gas tax and a portion of the tax went back to the retailers to help them implement the new tax, with the remaining balance is earmarked for capital improvements and the police pension.

I. Other Business

1. Economic Development Update

Village Manager Franz briefed the Commission on the current economic development projects.

2. Food and Beverage Update

Village Manager Franz said the Village Board will discuss the food and beverage tax as a funding mechanism for the planned capital improvements at the July 16, 2018 meeting. Finance Director Coyle noted the food and beverage tax can be implemented with several different options including: taxing only places for eating, taxing for immediate consumption, and taxing packaged liquor at retail.

3. Next Meeting: Friday, August 10, 7:00AM, Room 301

J. Adjournment

1. Motion to Adjourn

RESULT:	APPROVED [UNANIMOUS]
MOVER:	Lisa A. Cleaver, Commissioner
SECONDER:	Christopher D. Oakes, Commissioner
AYES:	Cleaver, Greeno, Oakes, Dan, Campagna, Halkyard, Peck
ABSENT:	DeLeon, VanEk