Minutes
Village of Glen Ellyn
Special Workshop Meeting
Thursday, October 4, 2018
7:00 PM
Glen Ellyn Civic Center, Room 301

A. Call to Order

Attendee Name	Title	Status	Arrived
Diane McGinley	Village President	Present	
Bill Enright	Village Trustee	Present	
Gary Fasules	Village Trustee	Present	
John Kenwood	Village Trustee	Present	
Pete Ladesic	Village Trustee	Excused	
Craig R. Pryde	Village Trustee	Excused	
Mark Senak	Village Trustee	Present	
John Chereskin	Village Clerk	Present	
Mark Franz	Village Manager	Present	
Christina Coyle	Finance Director	Present	
Julius Hansen	Public Works Director	Present	
Rich Daubert	Senior Civil Engineer	Present	
John Hubsky	Utilities Superintendent	Present	
Jeff Vesevick	General Manager Village Links	Present	

B. Pledge of Allegiance

C. Roll Call

D. Audience Participation

None

E. 2019 Budget Discussion (Finance Director Coyle) (Discussion Only)

1. Library (Director Bussey)

Glen Ellyn Public Library Executive Director Dawn Bussey presented information on the Library's budget and levy request. Ms. Bussey stated they used the zero-based budgeting method to figure out the 2019 draft budget. Ms. Bussey stated their IMRF and health insurances rates will be lower in 2019 so this is a savings of approximately $40,000. Ms. Bussey stated one of the Library's management team retired, and this position will not be backfilled. Ms. Bussey stated the Library migrated from an 8-library consortium to a 97-library consortium which is an approximate $20,000 budget reduction. Ms. Bussey stated there will also be a change in their property and casualty insurance. Ms. Bussey stated they should also get approximately $32,000 from a grant sometime in 2019.

Ms. Bussey stated the Library's passport service has done exceedingly well, and they have processed 943 passports this year. Ms. Bussey stated the fee went up to $35.00 from $25.00 so they did receive extra revenue due to this as well. Ms. Bussey stated there is an increase in the Library's Repair/Replace line as they need to upgrade the phone system, have work done on the fire system alert strobes and add extra wayfinding signage after the renovation completion. Ms. Bussey stated the café will open in the future, and the Library will receive a small revenue stream from this. Ms. Bussey stated they are still actively looking for additional revenue streams.

Ms. Bussey stated the Library Board is asking to increase the levy by 0.4% which is less than the request in 2018.

Trustee Enright asked if the Library would get a percentage from the café. Ms. Bussey stated they will get a flat fee of $500 each month, and the café does have a 6-month grace period when it opens on this fee.

Trustee Senak asked how many employees the Library has. Ms. Bussey stated there are 24 full-time employees and 46 part-time employees with some additional employees at seasonal and summer times.

President McGinley thanked the Library for doing a fantastic job, and the Library's services and renovations are great.

2. Village Links/Reserve 22 Quarterly Report and Budget

Village Links/Reserve 22 General Manager Vesevick presented information on the Quarter 3 report and stated 2018 is a worst year than last year. Village Links/Reserve 22 General Manager Vesevick stated golf rounds are down 5%, and revenues are down as well. Village Links/Reserve 22 General Manager Vesevick stated Reserve 22 is doing well and is up 3.5% which is mainly due to the increase in banquets. Village Links/Reserve 22 General Manager Vesevick stated they will cover their deficits with monies in the cash reserves. Village Links/Reserve 22 General Manager Vesevick stated they have cut labor expenses wherever possible to help with the deficit. Village Links/Reserve 22 General Manager Vesevick stated the cash reserve policy is 25% with $1.671 million in the bank currently. Village Links/Reserve 22 General Manager Vesevick stated the current cash reserve is 144% of the recommended policy level, but they are headed into the winter months which are leaner on revenues. Village Links/Reserve 22 General Manager Vesevick stated the last scheduled bond payment will be in 2022.

Village Links/Reserve 22 General Manager Vesevick stated for 2019, they are happy with several items that will help with revenues: a highly-experienced Reserve 22 staff, a revamped Reserve 22 restaurant menu, a renovated dining room in Reserve 22, continued and steady growth in banquets, addition of an enhanced marketing plan with a dedicated Marketing Strategist, new websites for both the Village Links and Reserve 22 and an aggressive approach for golf-greens improvements.

Village Links/Reserve 22 General Manager Vesevick stated they hope to reopen and do a soft opening at Reserve 22 on Monday, October 8th with upcoming events the week after. Village Links/Reserve 22 General Manager Vesevick shared the 2019 Marketing Budget grid for both the Village Links and Reserve 22.

Village Manager Franz asked Village Links/Reserve 22 General Manager Vesevick to share about the satisfaction results. Village Links/Reserve 22 General Manager Vesevick stated last year, Reserve 22 was receiving ratings of 3 to 3.5 on Google, Trip Advisor and Open Table and are now getting ratings of 4+ consistently.

Trustee Enright asked about Quarter 2. Village Links/Reserve 22 General Manager Vesevick stated it was rough for revenues due to record rain.

Trustee Senak stated there had been talk of an internship at Reserve 22 with the College of DuPage (COD). Village Links/Reserve 22 General Manager Vesevick stated there have been talks about this, but no traction yet. Village Links/Reserve 22 General Manager Vesevick stated they think this possible program has strong potential.

Trustee Kenwood asked if the reserves will need to be used this year. Village Links/Reserve 22 General Manager Vesevick stated they will likely need to dip into the reserves to pay the debt service this year.

Trustee Senak asked about the 2018 versus 2019 budget numbers, and Finance Director Coyle explained the increases and decreases.

Village Links/Reserve 22 General Manager Vesevick stated for the 2019 budget, much does not change unless there is a change in something operationally. Village Links/Reserve 22 General Manager Vesevick reviewed the 2018 budget projection and the 2019 draft budgets for the Village Links and Reserve 22. Village Links/Reserve 22 General Manager Vesevick stated they conservatively budget to what they think they might do in 2019 and then can outperform the budget. Village Links/Reserve 22 General Manager Vesevick stated the 2018 projection on the Service Charge is incorrect and should read $134,000.

Village Links/Reserve 22 General Manager Vesevick stated there are budget increases in Equipment/Capital Outlay and Non-Pensionable Salaries. Village Links/Reserve 22 General Manager Vesevick stated Handicap Fees are also increased. Village Links/Reserve 22 General Manager Vesevick stated labor numbers will go out, but they may cut some hourly employees. Village Links/Reserve 22 General Manager Vesevick stated they need to ensure they have the right number of IMRF full-time employees and part-time employees for the year around the cycle.

Village Links/Reserve 22 General Manager Vesevick stated the department heads are already looking to see where expenses could be cut in 2019 in case the revenue is not there.

Trustee Senak asked about stormwater management improvements. Village Links/Reserve 22 General Manager Vesevick stated there is nothing else that needs to be done now for stormwater management as they have put in PVC piping which should last indefinitely. Village Links/Reserve 22 General Manager Vesevick stated they will look into beautifying Panfish Park in the future.

3. Water & Sewer Fund

Finance Director Coyle presented information on the budgets of the Water and Sewer Funds and stated the staff is not currently recommending an increase in the 2019 rates. Finance Director Coyle stated there could be a deficit for Capital Projects in two years; however, they are not recommending a rate increase now as the staff would like to do a rate analysis in 2019.

Finance Director Coyle stated there is a change in the Sewer Repair Reimbursement Fee which the Village Board asked that $1.50 of this $3.00 fee go toward the Capital Program. Finance Director Coyle stated this $1.50 fee will add approximately $140,000 to the Capital Program. Finance Director Coyle reminded the Village Board that if they still want to do this, they will need to do an official ordinance to change this.

Trustee Enright asked about water usage. Finance Director Coyle stated water usage is decreasing about 2% a year due to water conservation items in homes.

Finance Director Coyle stated the Water Fund Capital Program is forecast to go into deficit at the end of 2019. There was a discussion of possible use of the wells in the Village.

Finance Director Coyle stated for expenses in the Water Fund, there is an increase in GIS Hours. Finance Director Coyle stated there is also an increase in Non-Pensionable Salaries as this is a temporary increase to help with the new water meter technology. Finance Director Coyle stated there is a decrease in Water Purchased, and they have budgeted to have a rate analysis done in 2019.

Utilities Superintendent Hubsky stated half of the water meter MIU's are budgeted to be replaced in 2018 and the other half in 2019.

Finance Director Coyle stated in the Sewer Fund, there is a decrease in the GWA Payment and increases due to the increase in GIS Hours as well as the rate study to be done.

4. Refuse Fund

Finance Director Coyle presented information on the Solid Waste Fund and stated there is no major changes in this fund. Finance Director Coyle stated the CPI increase for revenue and rates is currently in the contract. Finance Director Coyle stated the Village will need to bid-out brush service pick-up in 2019. Finance Director Coyle stated the deficit in the 2018 numbers is due to order many more toters than usual.

5. Parking Fund

Finance Director Coyle presented information on the Parking Fund and stated there is an increase in Commuter Parking Rates. Finance Director Coyle stated the $3.0 million transfer in is showing the bond proceeds going into the Parking Fund so the Village can start the construction of the parking garage.

Trustee Fasules stated parking enforcement needs to be discussed at a Workshop, and President McGinley agreed with this.

6. Corporate Reserve

Finance Director Coyle presented information on the Corporate Reserve and stated not much is budgeted for 2019. Finance Director Coyle stated in 2018, the Comprehensive Plan was budgeted in this fund. Finance Director Coyle stated the Village sold the property at 525 N. Main Street and may have to purchase this back.

7. Insurance

Finance Director Coyle presented information on the Insurance Fund and stated the legal expenses from the litigation on 825 N. Main Street have been shifted into the Insurance Fund. Finance Director Coyle stated the deductible was increased this past year to help keep policy costs lower. Finance Director Coyle stated the pool the Village is in is switching brokers as of November 1st.

RESULT:	**DISCUSSION ONLY**

F. Other Items

Trustee Senak stated the draft of the Comprehensive Plan is available and encouraged the Village Board to review this and submit their comments by October 10th.

G. Motion to adjourn to Executive Session for discussion concerning collective negotiating matters or deliberations on salary schedules for one or more classes of employees pursuant to 5 ILCS 120/2 (C)(2) and discussion regarding the purchase or lease of real property pursuant to 5 ILCS 120/2 (C)(5) without returning to open session thereafter.

RESULT:	**APPROVED [UNANIMOUS]**
MOVER:	John Kenwood, Village Trustee
SECONDER:	Bill Enright, Village Trustee
AYES:	McGinley, Enright, Fasules, Kenwood, Senak
EXCUSED:	Ladesic, Pryde

Respectfully submitted Debbie Solomon, Recording Secretary

Reviewed and approved John A. Chereskin, Village Clerk