

Minutes

Village of Glen Ellyn Board of Trustees

Special Workshop Meeting

March 18, 2014

Call to Order

President Demos called the meeting to order at 6:05 p.m.

Roll Call

Upon Roll Call by Clerk Galvin, Trustees Burket, Elliott, Ladesic, McGinley and O'Shea answered "Present".

Staff present: Village Manager Franz, Assistant Village Manager Stonitsch, Finance Director Wachtel, Public Works Director Hansen, Police Chief Norton, Assistant Public Works Director Buckley, Professional Engineer Minx, Utilities Superintendent Greenberg and Fleet Manager Frasco.

Also Present: Tat Skirvin, Finance Committee.

Pledge of Allegiance

President Demos asked Frank Frasco to lead the Pledge of Allegiance.

Public Works Department Budget Overview (Public Works Director Hansen)

1. Operations - General Fund

The Public Works Department is responsible for a wide variety of programs that provide the basic services required by Village residents. The Department handles the design and construction of Village infrastructure in addition of numerous maintenance activities. The work performed in the Department includes the drinking water distribution system, sanitary sewage and storm water collection systems, streets, street signs and pavement markings, traffic signals, street lighting, public sidewalks. Central Business District landscaping and parking lots, parkway trees and snow removal operations. The management, purchase and maintenance of the entire village fleet of trucks and equipment is conducted by Public Works. As the lead agency, the Public Works Director also oversees the daily operation of Glenbard Wastewater Authority that is jointly owned and operated by the Villages of Glen Ellyn and Lombard.

Village assets maintained by the Public Works Department include:

- 86 miles of roadway,
- approx. 850 Village owned streetlights,
- approx. 15,500 parkway trees,
- approx. 4,000 street and traffic signs,
- Downtown benches and trash receptacles,
- 70 miles of storm sewer mains,
- 4,400 storm sewer inlets, basins and manholes,
- 1,265 fire hydrants,
- 147 miles of water mains,
- approx. 8,200 water service valves,
- 2 one million gallon ground level water reservoirs,

- 2 elevated water storage tanks,
- 2 water pressure adjusting stations,
- 2 water pumping stations,
- 2 stand-by ground water wells,
- 85 miles of sanitary sewer mains,
- 4 sanitary sewer lift stations,
- 2,000 sanitary sewer manholes.

The Village has 150 tons of salt left. The cost of salt can be reduced by purchasing when there is less demand.

Salaries have been reduced in the budget by \$90,000. Some high paying positions were eliminated. Replacement employees were hired at a lower salary. Public Works is almost fully staffed. The Department has received \$225,000 in grants from CMAC via RTA and they are perusing a grant from Com Ed.

2. Capital Projects Fund – Professional Engineer Minix

Most upcoming Capital Projects are focused on the CBD. The goal is to coordinate the efforts of the Village Board and the Capital Improvements Commission to implement. Projects being considered include: streets, landscaping, over/under pass, parking lots/structures, development and sidewalk improvements. The Capital Improvements Commission is an integral part in moving forward. There is also the continuation in forming a long-term plan regarding the Lake Ellyn flooding events.

Admin & Engineering:

Assistant Director Buckley stated they will be utilizing GIS and Cartegraph. Cartegraph will require going from server based software to website based software.

Uniforms: Assistant Director Buckley stated that Public Works pays \$250 per employee to provide all office, administrative and engineering employees to wear logo shirts. The shirts are almost always worn daily and at conferences and training. Maintenance workers are provided \$600 and rarely spend it all.

Director Hansen stated that the clothing allowance is considered for safety and risk management purposes. President Demos asked if other municipalities offer less. Director Hansen responded that employees in municipalities that have union shops make more.

Trustee McGinley commented that she cannot reconcile the overtime in the budget. Assistant Director Buckley responded that is because the Department starting using Cartegraph in August. Furthermore, there is a separate line item for snow removal overtime in Operations.

Trustee O'Shea inquired about snow removal overtime. Assistant Director Buckley responded that a shift in 12 hours: 7:00 a.m. to 7:00 p.m. and 7:00 p.m. to 7:00 a.m. A normal shift is 8 hours, the extra 4 hours is overtime if it snows. Manager Franz also responded that they augment the personnel with seasonal employees. Weekend work is all overtime. One of the seasonal employees is also a seasonal for the Recreation Department. Seasonal employees are paid \$18 hour and a seasonal village employee is paid \$22.50 hourly.

Trustee Ladesic asked how this affects the Affordable Care Act. Assistant Director Buckley responded the ACA takes into consideration hours worked yearly and not weekly.

Engineering/Consulting Fees

Trustee Elliott inquired about the fees paid to engineers and consultant, which he considers very high. Engineer Minix responded that these are referenced in the budget footnotes. Trustee McGinley asked why and Finance Director Wachtel responded in order to eliminate inter fund transfers. Finance Committee Chairman Skirvin commented that he does not like interfund transfers. Trustee Elliott remarked that he wants to make sure they are reflecting the true cost of the debt – including engineering and consulting costs.

Operations

Director Hansen commented on the goal to convert street lighting to LED on Roosevelt. There are fixture issues and they may need to remove and replace due to structural issues.

Snow operations: they want to clear faster, Director Hansen stated that Public Works was never fully staffed this season.

A short break was taken from 7:39 p.m. to 7:51 p.m.

Trustee McGinley asked about monitoring the permeable pavers.

Trustee McGinley also asked about telephone costs. Assistant Director Buckley responded that crew leaders have data phones. Utilities have a different plan as they use their phones more.

Trustee McGinley commented on the \$40,000 for flowers, including Stacey's Corners. Assistant Director Buckley responded that Stacey's Corners is charged back to the Village. The Village used perennials at the Glenwood commuter lot but residents complained about the lack of color.

Assistant Director Buckley also commented on hydrant painting. They used to use seasonal employees to paint the fire hydrants but due to the materials used, they now feel it is best to use a contractor. Utilities Superintendent Greenberg remarked this is due to OSHA requirements.

Equipment Services – Fleet Manager Frasco

Manager Frasco stated that the vehicle lifts at Public Works are over 30 years old and need to be replaced.

Public Works maintains the Village's 175 vehicles and equipment. This includes all Village Department, Glen Ellyn Volunteer Fire Company and Glenbard Wastewater Authority vehicles. The Village purchases fuel in full tanker loads.

Capital – Engineer Minix

Downtown has streetscape and roadway improvements that are extremely expensive investments with big dollars at stake. Additional projects with no dollars associated with them include: fire and police stations, parking decks and a railroad over/under pass.

Trustee McGinley asked about the quote for the railroad over/under pass. Engineer Minix responded that will go before the Board in May. Trustee McGinley said that should not be included in the budget since no dollars are associated with the project.

Trustee O'Shea asked why capitals are in the budget – do they need to be. Director Hansen responded it is a place to start. Manager Franz responded that the Board has to prioritize. Plans do not happen overnight, projects need to be engineered and there is a purchasing process.

Trustee Elliott stated he would like to back off some of these projects until we know if we want to move forward. Manager Franz asked the Board for direction.

Trustee McGinley asked what the bottom line is for Capitals. Trustee Elliott inquired about the \$900,000 for the salt dome. Director Hansen responded that it now looks like \$700,000. Finance Chairman Skirvin responded that you cannot approve a budget without a plan. You need a context. What is the fund balance? President Demos commented that we need a budget that we can afford, we need to prioritize.

Assistant Manager Stonitsch added that the Fire Company needs an exhaust filtration at the Fire Stations. The cost is approximately \$125,000 and they are pursuing a \$90,000 FEMA grant to offset this purchase.

Assistant Manager Stonitsch added that the History Center needs a new roof and the estimate is \$35,000. Trustee Elliott offered suggestions to lower the Village's investment in the cost of the roof. Trustee Ladesic offered to assist in the process of pricing the new roof.

Adjournment

At 9:28 p.m. Trustee Elliott moved and Trustee Burket seconded the motion to adjourn. Motion carried.

Respectfully submitted,

Catherine Galvin,
Village Clerk