Minutes
Village of Glen Ellyn Board of Trustees
Special Workshop Meeting
Thursday, April 10, 2014

Call to Order

President Demos called the meeting to order at 6:16 p.m.

Roll Call

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

Staff present: Village Manager Franz, Assistant Village Manager Stonitsch, Finance Director Wachtel, Assistant Finance Director Coyle, Planning and Development Director Hulseberg, Police Chief Norton, Deputy Police Chief Acton,

Pledge of Allegiance

President Demos asked Christina Coyle to lead the Pledge of Allegiance.

E. Finance Department (Finance Director Wachtel)

1. **Insurance Fund**
2. **Police Pension Fund**
3. **Corporate Reserve Fund**
4. **Debt Service**

Manager Franz reviewed the budget schedule. The budget is set to be approved on April 28. Trustee Ladesic asked what would happen if the budget is not approved on April 28. Finance Director Wachtel responded that the Village would not be able to write checks. President Demos commented that he thinks they can find a common ground and pass a budget – and that budget can be amended accordingly.

Director Wachtel, in reviewing the Finance Department stated that the I.T. Department used to be part of the Finance Department; but now is its own Department.

Administration and Operations include 3 full-time and 1 part-time employees.

Cashiers include 1 full-time and 8 part-time employees. The majority of the cashier's time is for billing and collection; vehicle stickers and real estate transfer fees.

Trustee Burket asked about the vehicle stickers and stated that Lombard recently eliminated their vehicle sticker. Director Wachtel responded that the vehicle sticker generates $400,000 in revenue.

Trustee Elliott inquired about insurance costs. Assistant Director Coyle responded that the Village is part of a risk pool. Retirees on the plan pay 100% of the premium and retirees are only eligible for medical.

The Police Pension Fund is 68.7% funded as of April 30, 2013.

Manager Franz stated that Corporate Reserves includes a loan to DuPage Mayors and Managers Conference for $47,000. Manager Franz added that the RFP on the Village owned property at 816 N. Main St., closed without any proposals. President Demos, with a consensus of the Board directed Manager Franz to list with commercial real estate brokers.

Trustee O'Shea asked how Corporate Reserves was funded. Manager Franz responded that historically it was set up with interest income from reserves.

Trustee McGinley asked about reserves for the short year. Manager Franz responded the reserve amount is $452,000.

A short break was taken from 7:24 p.m. to 7:44 p.m.

Village Manager and Administration:

Trustee McGinley asked Manager Franz to reduce all travel for meetings and conferences during the short budget year unless it is for critical training. Manager Franz expressed concerns regarding the amount of training required for licensing and certifications. President Demos responded the request is only for the short year. Trustee McGinley asked if something is not necessary in the short year, why is it necessary at all. Trustee Burket asked Trustee McGinley for an example. Trustee McGinley was unable to produce an example. Trustee Clark stated he was uncomfortable with the request to reduce training in the short year. President Demos requested Manager Franz obtain input from the Department Heads.

Trustee Elliott asked Manager Franz to explain the DuPage Mayors and Managers Conference. Manager Franz responded that DMMC is a legislative lobbying arm.

Trustee O'Shea commented that management should be empowered to come in under budget and give them a percentage back. President Demos responded that this can be a management nightmare; this would be difficult to manage and enforce. It is the Board's responsibility to review the budget line after line.

Trustee Elliott asked the Trustees to review their top 5 concerns from all funds.

Trustee McGinley stated having a hiring freeze for open positions.

Trustee Burket stated having a 5 year plan and having fewer employees.

President Demos added that they need to look for efficiencies.

Trustee McGinley expressed concerns with the Alliance budget and suggested reducing a percentage of the $50,000. Trustee Burket expressed concerns with a reduction since they are responsible for generating 10-12% of the sales tax in the CBD. Manager Franz responded the amount may be closer to 20%. Trustee Burket suggested comparing the spending in other downtowns.

Trustee O'Shea suggested keeping the budgeted amount as is but providing them with clear expectations. President Demos agreed with everyone's comments and expressed concern with the Alliance's administrative costs.

Trustee Elliott expressed concerns that the Chamber of Commerce, the Downtown Alliance and the Village Economic Development Coordinator are not coordinating enough. Other concerns include the inability to measure success.

Trustee O'Shea asked since the Alliance has events planned already will a reduction in budget have a negative impact.

President Demos suggested reducing their budget to $47,000 in order to send a message that administrative costs need to be reduced. President Demos added that he would consider providing additional revenue to the Economic Development Director to co-sponsor Alliance events.

Trustee McGinley commented on the History Park and what she sees as dead space. The Village needs to look at ways to generate revenue. In addition, she would like to see consolidating buildings, particularly the Links with regards to maintenance. Manager Franz responded that they are working towards consolidating maintenance.

Trustee Elliott commented on fees for engineering and consulting for capital improvements. He sees no rational and inquired about cozy relationships. His concerns include architects, engineers and consultants. Trustee Elliott would like to see different options presented.

Trustee Elliott asked if the Village should look into hiring for expediting projects and asked the Board to look into having in-house counsel.

Trustee Elliott expressed concerns with the Recreation Department and would like to see a plan for the restaurant. President Demos suggested the Village Links be presented as a separate meeting.

Trustee Clark commented that he is agreeing with what he is hearing tonight.

Trustee Ladesic mentioned future pension costs of overpaid employees and asked is that person worth what we are paying him. The Board needs to look at additional sources of revenue. Trustee Ladesic asked if we can hire someone to do a job at half the cost as someone doing it now; we need to look at ways to cut costs.

Trustee O'Shea discussed concerns with the corporate card; specifically expense reporting and if this can be outsourced. Other concerns include the Recreation Department, engineering costs and payroll.

Trustee Ladesic remarked that the Village spends a lot of money to maintain wells. President Demos responded if they did not, there would be room for a salt storage dome. Trustee Elliott responded that there are still public safety concerns. Trustee Elliott also stated that other municipalities broke agreements with the Water Commission and capped their wells. Glen Ellyn is only 1 of 3 municipalities that followed their contractual obligations and maintained the wells.

Adjournment

At 8:10 p.m. a Motion was made by Trustee Elliott and seconded by Trustee Ladesic to adjourn. Motion carried.

Respectfully submitted,

Catherine Galvin,
Village Clerk