

Minutes
Village of Glen Ellyn Board of Trustees
Regular Workshop Meeting
Monday April 21, 2014

Call to Order

President Demos called the meeting to order at 7:08 p.m.

Roll Call

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

Staff present: Village Manager Franz, Assistant Village Manager Stonitsch, Finance Director Wachtel, Deputy Police Chief Holmer, Assistant Finance Director Coyle, Assistant Public Works Director Buckley, GEVFC Chief Bodony, Village Planner Stegall, Economic Development Coordinator Hannah and Village Attorney Mathews.

Pledge of Allegiance

President Demos asked Michelle Stegall to lead the Pledge of Allegiance.

Discussion Items

1. Grant Program Updates - Village Manager Franz and Economic Development Coordinator Hannah

Staff has been reviewing and editing the current grants programs and would like the Board to consider the following changes:

- Grant to Awards
- Downtown Retail/Restaurant Interior Improvement Grant Award Program
- Proposed Fire Alarm Award Program for Existing Downtown Businesses
Retail Façade Award Program

Staff is requesting the Board consider the proposed updates above. Should the Board be supportive of the updates, staff will bring the programs to a Village Board Meeting for final approval.

Trustee O'Shea inquired about the proposed changes. Coordinator Hannah responded the TIF changed from 1 district to 2. The grant is changing to an award.

Attorney Mathews explained the change from grant to award is due to the fact that any public money (Village money) utilized in public/private partnerships in building improvements and/or business developments which includes any work done by contractors or laborers may trigger the requirement to comply with the Illinois Prevailing Wage Act, 820 ILCS 1301.01, et seq. The Act requires contractors and subcontractors to pay laborers, workers and mechanics performing services on public works projects no less than the 'prevailing rate of wages' (hourly cash wages plus fringe benefits) in a county where the work is performed.

The sliding scale used to determine the award was presented.

Investment Award:

\$1,500 - 9,999	\$1,000
\$10,000 - 19,999	\$5,000
\$20,000 - 29,999	\$10,000
\$30,000 +	\$15,000

President Demos commented that he likes the scale since it may encourage someone to spend more in order to receive more. Trustee McGinley suggested the first step be \$2,000 instead of \$1,000. The Board agreed.

Trustee McGinley commented that the Village appears to be investing in the same buildings every few years without landlord responsibility. Trustee Burket asked why the Village is paying for legally required improvements such as those in the ADA.

Trustee McGinley asked if the buildings are inspected. Manager Franz responded there is an annual fire inspection. Many buildings are grandfathered.

Trustee Elliott suggested the wording read: enhancement rather than improvement for the duration of the life of the building.

Trustee O'Shea asked about inspections after the work is done. Coordinator Hannah responded that once the work is done, then the award application is submitted.

Manager Franz clarified that interior grants are for the CBD only while façade and interior grants are for the CBD, Stacy's Corners and Roosevelt Road.

Trustee O'Shea clarified that these are changes that stay with the building. Trustee Elliott asked how many requests are received annually. Manager Franz responded that 7-12 requests are received annually.

Proposed Fire Alarm Award Program: Manager Franz commented that Fire Chief Bodony is vocal about alarming the old buildings in the CBD to protect the downtown. Trustee O'Shea asked about the cost. It was pointed out that some businesses are in the same building such as the Flour Barrel and Renaissance Art Studio. Chief Bodony responded that the building owners will have to be involved in this process. President Demos suggested the cost may vary from \$3,000 - \$5,000. Manager Franz suggested this be tabled for award inclusion at this time.

Coordinator Hannah asked about specific items for the Board to consideration such as tuck pointing. President Demos responded some items are considered normal building maintenance and are the responsibility of the building owner. Trustee Elliott added that it needs to be an enhancement.

Trustee McGinley suggested removing the awning requirement. The awnings are maintenance. Trustee Burket agreed. Trustee O'Shea asked if exterior materials be included. Coordinator Hannah commented on the Architectural Review Commission's requirements. Trustee McGinley responded that ARC was overstepping its bounds; and that the same awnings are replaced every few years.

With regards to the TIF and 10% requirement for affordable housing, Trustee O'Shea asked if the OPUS and Next Generation projects are included. Attorney Mathews will check.

2. Community Wayfinding Study Update - Planning and Development Director Hulseberg

In 2013, the Village entered into a \$25,000 contract with The Lakota Group and Western Remac for completion of a community wayfinding study. The study was recommended in Glen Ellyn's 2009 Downtown Strategic Plan and expanded to include the entire community. The purpose of the study is to strengthen the economic vitality of the Village by better directing residents, visitors, shoppers and others to the community's shopping districts, parking facilities and abundant community assets and to provide a more unified image of the Village.

Five potential signage designs were initially prepared by the consultant team. The designs were presented to staff and narrowed down to three possible designs that were shared with the public by way of an online survey. The survey asked respondents to select their preferred design scheme and was well received with 389 people responding. A large majority of the respondents expressed a preference for Sign Design A, which was the most traditional of the three. The consultant team subsequently built out this sign family and presented it to the ARC at their September 11 meeting and to the Village Board in October of 2013.

We understand that there was mixed feedback from Village Board members on which design to proceed with and that the project was subsequently put on hold. At this time, we are requesting Village Board direction on which design to move forward with for the next phase of the study. If the Village Board decides to place the project on hold, we would need to know the length of the delay so we could determine if it would be appropriate to release the consultant from the contract. At this time, Phases I and II (Tasks 1-15) in the attached contract have been completed with \$16,721 of the \$25,000 contract being paid out. Only Phase III (Tasks 16-20) remains.

Staff recommends that the Village move forward with the study at this time as we believe it is an important project needed to support the economic development efforts of the Village. Some of the benefits of the project include directing motorists and bicyclists on Roosevelt Road and at Historic Stacy's Corners to the downtown, better directing potential customers to the shops on the side streets in the downtown, better directing customers to available downtown parking, directing bicyclists on the Great Western Trail and Prairie Path to the Village's shopping districts and developing a unified signage plan and more consistent image of the community. Such signage programs are common in other communities and with the plan budgeted for and three-fourths complete we believe it makes sense to finalize the project at this time. Upon completion of the plan, funding for the implementation of the project would still need to be discussed and approved by the Village Board and it is expected that the signage would be purchased in over time.

The Board has also expressed interest in moving forward with the installation of a replacement message sign in the downtown that would incorporate an electronic variable message board. If the wayfinding project is put on hold, direction is still requested regarding which design the Board would like to proceed with so that this sign can be designed to match the rest of the signage when the study is finalized in the future.

Trustee O'Shea suggested holding off on the CBD due to streetscape. Trustee O'Shea also commented that Roosevelt Road is looking shabby. Trustee McGinley suggested allowing a \$25,000 contract but not to include installation at this time. Trustee Burket agreed with Trustee O'Shea regarding Roosevelt Road and added that they need to get rid of the perception that the CBD has no parking; signage would help.

The Board reached a consensus on the Community Wayfinding. President Demos added that it encourages the historical aspect.

3. New Agreement between the Glen Ellyn Volunteer Fire Company and the Village of Glen Ellyn - Village Manager Franz

The Agreement with the GEVFC will replace the 1990 agreement which was not extremely detailed, but served both parties well for over 20 years. The GEVFC Board reviewed a draft of this new agreement and approved this agreement in concept. However, we have made a few key modifications. Key provisions of this agreement are as follows:

- All firefighters are volunteers of the GEVFC and not employees of the Village of Glen Ellyn.
- The Fire Chief is a member of the GEVFC and the Chief of the Village Fire Company.
- The Fire Chief is appointed by the President of the Village of Glen Ellyn, with the advice and consent of two-thirds (2/3) majority vote of the members of the Company at a regular April meeting, or at such other meeting if the fire chief resigns or is replaced prior to the expiration of his term. In addition, the chief of the fire company shall be an executive officer of the village, appointed by the village administrator, and subject to the approval of the village board.
- All fire equipment and apparatus is reserved for exclusive use by the GEVFC as long as the GEVFC continues to operate as the Glen Ellyn Volunteer Fire Company. If the GEVFC ceases to operate, all apparatus and equipment becomes the property of the Village and all assets will continue to be dedicated towards providing fire services to the community.
- The Village provides substantial funding to the GEVFC in terms of in-kind services and monetarily through the Village Services Bill fee that was approved in 2013 and through other Village funding sources.
- In order to receive these funds, the GEVFC must submit an annual budget and capital plan four months prior to the end of the Village fiscal year. The Fire Company will shift its fiscal year to a calendar year by 2015.

We would like to approve this agreement prior to the funds being distributed to the GEVFC which is set to take place May 1. We intend to make any other changes the Village Board deems necessary and then have this on the agenda for April 28. We look forward to discussing this item with the Village Board at the 4/21 Village Board Workshop.

Trustee Elliott asked out the selection process for the Chief. President Demos responded that the system provides good checks and balances. Chief Bodony added that at some point the Chief may not reside in Glen Ellyn and the system allows for that.

Manager Franz pointed out that the apparatus is always titled to the Village for insurance purposes.

Adjournment

At 8:32 p.m. a motion was made by Trustee McGinley and seconded by Trustee Burket to adjourn to Executive Session for the purpose of discussing the appointment, employment, compensation, discipline, performance or dismissal of specific employees and adjourning thereafter without returning to open session.

Upon roll call, Trustees Burket, Elliott, McGinley and O'Shea voted "Aye." Motion carried.

Respectfully submitted,

Catherine Galvin,
Village Clerk