



Minutes
Village of Glen Ellyn
Special Workshop Meeting
Thursday, October 10, 2019
7:00 PM
Police Department Community Room

A. Call to Order

Attendee Name	Title	Status	Arrived
Diane McGinley	Village President	Present	
Bill Enright	Village Trustee	Excused	
Gary Fasules	Village Trustee	Present	
Craig R. Pryde	Village Trustee	Present	
Kelli E. Christiansen	Village Trustee	Present	
Steve Thompson	Village Trustee	Excused	
Mark Senak	Village Trustee	Present	
John Chereskin	Village Clerk	Present	
Mark Franz	Village Manager	Present	
Greg Mathews	Village Attorney	Excused	
William Holmer	Assistant Village Manager	Excused	
Christina Coyle	Finance Director	Present	
Julius Hansen	Public Works Director	Present	
Staci Springer	Director	Excused	
Phil Norton	Chief of Police	Excused	
Lori Thomas	Assistant Finance Director	Present	
Dave Buckley	Assistant Public Works Director	Present	
Rich Daubert	Professional Engineer	Present	
John Hubsky	Utilities Superintendent	Present	
Jennifer Brown	Streets/Forestry Supervisor	Present	
Frank Frasco	Equipment Services Supervisor	Present	

B. Pledge of Allegiance

C. Roll Call

D. Audience Participation

1. Open:

None

E. 2020 Budget Discussion (Finance Director Coyle) (Discussion Only)

1. General Fund A. Public Works

a. *Public Works - Administration and Engineering*

Finance Director Coyle reviewed the Public Works - Administration and Engineering piece and stated two part-time Administrative Assistants were combined into one, and this salary is now being split between the Water and Sewer Funds. Finance Director Coyle stated there is a change in the Temporary Help line as there will be no

Engineering Intern in 2020.

b. *Public Works - Streets*

Finance Director Coyle stated the Public Works - Streets piece shows an increase in Snow Overtime due to the historical trends and in Street Painting due to the scope of work. Finance Director Coyle stated the Professional Services Other line item is down substantially as there was an electrical box replacement in the Central Business District that was completed in 2019 and then is not needed in 2020. Finance Director Coyle stated the Landfill Fees line item was reduced to be more in line with historical expenses.

c. *Public Works - Forestry*

Finance Director Coyle stated for the Public Works - Forestry piece, the Temporary Help line item decreased as there was an extended seasonal position that was removed as it was difficult to fill. Finance Director Coyle stated there are additional costs in the Maintenance/Buildings and Grounds line item due to the approval of a new landscape contract approved by the Village Board and stewardship of certain areas in the Village. Finance Director Coyle stated the Tree Trimming, Tree Removal, Tree Replacement and Emerald Ash Borer cost do fluctuate year to year due to the scope of work and the area of the Village to be done. Finance Director Coyle stated Capital Outlay accounts for a mower to be replaced in 2020.

President McGinley asked if the staff has seen any extra work that needs to be done by Public Works with the Frida Kahlo exhibit coming. Assistant Public Works Director Buckley stated he met with a representative from Ball Seed which will be handling COD, and the Village will match designs with COD so there is symmetry between the two. Assistant Public Works Director Buckley stated the Village's horticulturalist will work with Ball Seed on this. President McGinley asked if up to an additional \$5,000 is needed for any unforeseen requests. Assistant Public Works Director Buckley stated there are dollars in the CBD Appearance line item that can be used for miscellaneous needs.

2. *Equipment Services Fund*

Finance Director Coyle stated charges are based on each department's needs. Finance Director Coyle stated the largest expenses in this fund are gas and oil which are projected to be flat to 2019. Finance Director Coyle stated for 2020, several vehicles are set to be replaced: 4 police patrol cars, 5 Community Development cars, 5 Public Works vehicles, 1 Public Works skid-steer and 1 Public Works wheel loader. Finance Director Coyle stated Equipment Services Supervisor Frasco does a great job evaluating if a hybrid vehicle would save the Village money or not.

3. *Water & Sewer Fund*

Finance Director Coyle stated there are no proposed increases in the water and sewer rates for 2020, but they are working on a rate study that they hope to have done at the end of 2019 or start of 2020.

Water Division Expenses

Finance Director Coyle stated the full-time Administrative Assistant's salary is partially allocated here. Finance Director Coyle stated the Temporary Help line did decrease as the temporary help needed for the water meter replacement in 2019 will be wrapped up

this year. Finance Director Coyle stated the increase in the Maintenance/Equipment line item is due to the change in the MUNIS system. Finance Director Coyle stated the increase in the Maintenance/Water Meter line item is for the new water-meter software that the Village Board approved. Finance Director Coyle stated the Maintenance/Hydrants line item is for approximately 200 fire hydrants due for painting in 2020. There was a discussion regarding hydrant painting.

Sewer Expenses

Finance Director Coyle stated the full-time Admin is partially allocated here too. Finance Director Coyle stated the payment to the Glenbard Wastewater Authority (GWA) is the largest cost in the Water and Sewer Fund, and there will be a 0.5% increase in 2020.

Trustee Senak asked if there is anything further that can be done to minimize the water leakage in the system. Utilities Superintendent Hubsy stated they continue to do leak detection in-house annually, the correlator is used to detect leaks, they do meter testing on larger meters and there is an annual water audit.

President McGinley thanked the Public Works Department for all the projects that were done in 2019 and stated they are doing a great job.

Trustee Senak asked about possible new federal guidelines for the replacement of lead pipes. Utilities Superintendent Hubsy stated if a resident replaces their main to house service line then the Village is required by law to replace any lead pipes going from the main to the shut-off at the same time. There was a discussion regarding lead pipes and the costs for replacements.

4. Parking Fund

Finance Director Coyle stated there will be no change in commuter rates for 2020 as these rates were increased in 2019. Finance Director Coyle stated the Parking Garage is a part of this fund, and the \$16 million transfer from the Capital Projects Fund bond proceeds will fund the Parking Garage.

President McGinley stated she just heard about possible taxes on parking fees. Village Manager Franz stated the Village just got confirmation that this does not affect governments or municipalities. Finance Director Coyle stated this is the Parking Excise Tax which will go into effect on January 1, 2020. Village Manager Franz stated there were 2 parking kiosks installed at the Duane-Lorraine lot a few months ago; however, there were issues with the software, and the kiosks should go live October 22, 2019.

Trustee Senak asked if the Parking Fund would break even if the Parking Garage was excluded to which Finance Director Coyle stated it would break even.

5. Solid Waste Fund

Finance Director Coyle stated the contractual rate will increase effective August 2020. Finance Director Coyle stated the Toter Replacement line item was increased as these costs have increased. Finance Director Coyle stated the costs in this fund seem consistent with the 5-Year Forecast that was done in July.

There was a discussion regarding Schock's Park and compliance to the new process and

curbside composting.

6. General Fund

- a. *Finance - Finance Director Coyle stated they are going to transition two 20-hour billing specialists to into one 30-hour billing specialist. Finance Director Coyle stated they will remove services due to interest earnings credit. Finance Director Coyle stated for Professional Services, the OPEB actuarial valuation is only required every other year so this is not needed in 2020. Finance Director Coyle stated in 2020, the cost for the staff accountant is being moved from the Capital Fund to the General Fund with a revenue transfer that will cover a portion of the position. There was a discussion regarding Motor Fuel Tax.*
- b. *Finance Director Coyle stated this is basically an in-and-out fund, and this fund includes known debt service for 2018 bonds. Finance Director Coyle stated this fund also includes estimated debt service for bonds to be issued in 2020 so the fund will include soon to be 4 debt issuances.*

7. Insurance Fund

Finance Director Coyle stated the Insurance Fund includes all insurances for the Village, including the Glen Ellyn Public Library and the GWA. Finance Director Coyle stated Health Insurance does include a 2% increase, effective July 1, 2020. Finance Director Coyle stated the Risk Management line item was decreased due to the end of the 825 N. Main Street lawsuit costs. Finance Director Coyle stated there is a 3% estimated increase in property/liability/Worker's Compensation insurance. Finance Director Coyle stated liability is charged based on the number of vehicles each department has, the risk codes and the amount of expenses for each department. There were discussions regarding the Village employees' eligibility for health insurance, MICA, IRMA and minimum wage versus a living wage.

Trustee Senak asked about Workman's Comp and a possible Accidental Death and Disability coverage for the Fire Department. There was a discussion regarding this. Village Clerk Chereskin stated when a volunteer Firefighter has been injured, he feels the policy has done right by the Fire Department.

8. Police Pension Fund

Finance Director Coyle stated the Village approves the Pension Fund budget as an administrative function. Finance Director Coyle stated the Village's contribution will remain the same at \$1.959 million, and revenues are budgeted for a 6.5% return. Finance Director Coyle stated service pensions increase due to statutory 3% increase as well as a factor for new pensioners. Finance Director Coyle stated expenses are based off the historical expenses as they do not change much. There were discussions regarding possible new legislation and the Village possibly doing a separate levy for this.

9. 2020 Budget - Miscellaneous

Trustee Pryde asked for a recap of how the 2020 Draft Budget came together. Finance Director Coyle stated there in an appendix in the Draft Budget with the budget schedules. Finance Director Coyle stated the staff starts internally on the budget process in July with department requests due in August. Finance Director Coyle explained the budget process.

Trustee Senak asked if the Village would still be in the red if the levy was not raised. Finance Director Coyle stated the Village would be in the red, but it would be higher. Trustee Senak asked about the Financial Scorecard and if this would be out before the Village Board approves the budget. Finance Director Coyle stated it should be ready in November and might be available before the final vote on the 2020 Budget. There was a discussion regarding revenues and bond revenues, the Tax Cap and past years' levies.

Village Manager Franz relayed the rest of the Budget process schedule and stated the October 17, 2019 meeting will be cancelled. Village Manager Franz stated they will wrap up budget discussions at the October 21, 2019 Workshop.

F. Other Business

There was a discussion regarding the recreational cannabis issue.

G. Adjournment

1. Motion to Adjourn

RESULT:	APPROVED [4 TO 0]
MOVER:	Gary Fasules, Village Trustee
SECONDER:	Kelli E. Christiansen, Village Trustee
AYES:	Fasules, Pryde, Christiansen, Senak
EXCUSED:	Enright, Thompson
PRESENT:	McGinley

Respectfully Submitted, Debbie Solomon Recording Secretary

Reviewed and Approved, John A. Chereskin Village Clerk