



Minutes
Village of Glen Ellyn
Glen Ellyn Village Board
Special Workshop Meeting
Monday, October 29, 2020
7:00 PM

Glen Ellyn Civic Center, Galligan Board Room

A. Call to Order

B. Pledge of Allegiance

C. Roll Call

Upon roll call by Village Clerk Chereskin, President McGinley and Trustees Christiansen, Enright, Fasules, Pryde, Senak and Thompson answered "present".

Also in attendance were Village Manager Franz, Finance Director Coyle, Public Works Director Hansen, Assistant Public Works Director Buckley, Streets/Forestry Superintendent Brown, Equipment Services Supervisor Frasco, Utilities Superintendent Hubskey and Professional Engineer Daubert

D. Audience Participation

None.

E. 2021 Budget (Presented by Finance Director Coyle) (Discussion Only)

1. Equipment Services Fund
Water & Sewer Fund
General Fund (Public Works)
Parking Fund
Motor Fuel Tax Fund
Capital Update
Facilities Maintenance Reserve Fund
Other

Finance Director Coyle provided a recap of the previous budget meetings stating the Village Board has previously reviewed and discussed the budget overview, General Fund, TIF Funds, Village Links/Reserve 22 Fund, Fire Services Fund, Insurance Fund and Pension Fund.

Finance Director Coyle provided an overview of the Equipment Services Fund.

Trustee Senak stated Public Works has done a nice job reducing the carbon footprint of the Village by purchasing hybrid and electric vehicles. Trustee Senak asked for staff to speak of the progress and what else can be done to reduce the Village's carbon footprint. Equipment Services Supervisor Frasco stated the Village has been purchasing hybrid vehicles since 2007 and is always looking for alternative fuel sources. Equipment Services Supervisor Frasco stated there are three hybrid vehicles on order for the Community Development Department and well as one hybrid patrol car. Equipment Services Supervisor Frasco also stated there are additional hybrid vehicles in the budget

for 2021. Equipment Services Supervisor Frasco stated if the Village started to move towards having more electric vehicles, there would have to be better infrastructure and charging ports for the vehicles.

Trustee Thompson asked if any vehicle purchase in 2020 has been deferred to 2021. Equipment Services Supervisor Frasco stated the Village has ordered everything planned for the 2020 budget.

Trustee Senak asked why the replacement account does not include GWA or the Fire Company. Equipment Services Supervisor Frasco stated GWA purchases their own vehicles which Public Works maintains as GWA is its own entity. Equipment Services Supervisor Frasco stated the Fire Company is also their own entity so they purchase their own vehicles and Public Works maintains their vehicles as well.

Finance Director Coyle stated the Fire Services Fund covers replacement of their vehicles.

Trustee Senak asked if the Village Code or Illinois Municipal Code sets the amount of reserves in Village funds.

Finance Director Coyle stated the Illinois Municipal Code does not set a dollar amount required in a reserve fund, but the Village Board sets that policy. Finance Director Coyle stated the Illinois Municipal Code states what the fund money can be used for.

Trustee Senak asked what the rationale is for having \$1.6 million in the insurance fund.

Finance Director Coyle stated the reserves are used to meet premiums, insurance, wellness, workers compensation, claims, litigation costs and other related costs.

Trustee Senak asked if there is a potential to have a larger deductible to help manage insurance costs moving forward. Finance Director Coyle stated she can look into this.

Finance Director Coyle provided an overview of the Water & Sewer Fund.

Trustee Thompson asked if all water meters have been replaced.

Finance Director Coyle stated they have all been replaced and the Village is in the process of installing collectors.

Trustee Thompson asked how long will the meters last.

Utilities Superintendent Hubskey stated the life of the body meter to be 10 years. Utilities Superintendent Hubskey stated Public Works is constantly testing meters to see if they are working correctly and if they need to be replaced. Utilities Superintendent Hubskey stated when a body meter goes bad, our new meter technology can be placed in the new body. Utilities Superintendent Hubskey stated staff is working on getting all collectors in place to have all residents on the same read date.

Trustee Senak asked why we have budgeted for meter reader positions.

Finance Director Coyle stated there were previously five meter reader positions, and now there are only two. Finance Director Coyle stated once the collectors are installed, the function of the meter reader position will go away.

Finance Director Coyle provided an overview of the Public Works General Fund

Trustee Thompson asked why some salaries are split between different funds.

Finance Director Coyle stated a portion of some salaries are paid through different funds as several employees work in different areas. Finance Director Coyle stated the percentages between funds add up to 100% of the salary.

Trustee Senak asked if Cartegraph records hours of staff time worked with specific tasks and if it can take account of how much OT was worked and for what tasks.

Assistant Public Works Director stated Cartegraph can be used to track that information.

Trustee Senak asked if there was a way to look at what tasks took the most OT to potentially reduce the amount of OT spent on that tasks.

Utilities Superintendent Hubskey stated the Village of Glen Ellyn works a lot less OT than other municipalities. Utilities Superintendent Hubskey stated OT is based on tasks that staff can't predict.

Assistant Public Works Director Buckley stated a lot of extra responsibility ends with the Street Division which is why they have a lot of OT scheduled.

Finance Director Coyle provided an overview of the Parking Fund.

Trustee Senak asked what projects would be funded by the parking reserves fund.

Finance Director Coyle stated the Village is saving money each year so if a major replacement of parking lots (or other areas) are needed, there is money saved in the fund.

Trustee Senak asked why there is so much money in reserves.

Professional Engineer Daubert stated the reserves also serve as a place holder for the Civic Center Parking Garage as well as for the public portion of the Apex parking garage. Professional Engineer Daubert also stated staff is doing research to see what the exact costs are for those projects and how it will impact reserves.

Finance Director Coyle provided an overview of the Motor Fuel Tax Fund.

Trustee Thompson thanked Public Works for all their work on updating and maintaining trees around the Village.

Trustee Senak asked if the Village still plans to receive the Rebuild Illinois Grant money due to COVID-19.

Finance Director Coyle stated we have already received the 2020 portion and there are no concerns for future funding.

Trustee Senak asked why there is \$1.5 million in reserves in the Motor Fuel Tax Fund.

Finance Director Coyle stated state statute indicates these funds can only be spent on a MFT project. Finance Director Coyle stated the accumulated balance is used for capital projects and it is best to use these funds for one major project, if possible.

Trustee Senak and Trustee Thompson asked staff for more information regarding the possibility of a local fuel tax.

Finance Director Coyle and Professional Engineer Daubert provided an update on the Capital Fund.

Professional Engineer Daubert asked the Village Board if they would be in support of adding an additional engineer to the Public Works staff to assist with additional projects.

Trustee Enright stated he would be in favor of the additional staff.

Trustee Christiansen stated she would like to see the cost of additional staff but noted she is behind Professional Engineer Daubert and the Public Works Staff.

Trustee Pryde stated he is in favor of an additional staff.

Trustee Fasules stated he is in favor of an additional staff.

Trustee Senak stated he is unsure on why we continue to add staff. Trustee Senak stated when staff is added there is also an increase on pension costs. Trustee Senak stated now is not the right time to add additional staff due to COVID-19.

Trustee Thompson stated he is in favor of adding additional staff.

Finance Director Coyle provided an update on the Facilities Maintenance Reserve Fund.

Trustee Senak asked why the Civic Center HVAC did not happen during the construction that occurred last year. Finance Director Coyle stated the AC has not been included in other projects and staff is currently working on fixing issues with the AC on a daily basis.

Trustee Christiansen asked if it was possible to spread the costs of projects more evenly through the future years.

Finance Director Coyle stated staff can look into this. Finance Director Coyle also noted all larger projects will be put out to bid and will need to be approved by the Village Board.

RESULT:	DISCUSSION ONLY
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F. Other Items

G. Adjournment

MOVER:	Bill Enright, Village Trustee
SECONDER:	Kelli Christiansen, Village Trustee
AYES:	Enright, Fasules, Pryde, Christiansen, Thompson, Senak
PRESENT:	McGinley

RESULT:
APPROVED [6 TO 0]

Respectfully Submitted, Lindsey Kaminsky Executive Assistant

Reviewed and Approved, Village Manager Franz