

Minutes

Village of Glen Ellyn Board of Trustees

Special Workshop Meeting

Monday, November 6, 2014

Call to Order

President Demos called the meeting to order at 7:05 p.m.

Roll Call

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

Staff present: Village Manager Franz, Assistant Village Manager Stonitsch, Village Attorney Mathews, Finance Director Coyle, Planning & Development Director Hulseberg, Police Chief Norton, Assistant Public Works Director Buckley, Professional Engineer Minix, Facilities Maintenance Facilities Supervisor Kolze and I.T. Director Binkerd.

Also Present: Director, Glen Ellyn Public Library: Dawn Bussey, President, Glen Ellyn Public Library Board: John Mulherin, Library Trustee Maryl Wesolowski and Finance Commission Chairman Erik Ford.

Pledge of Allegiance

President Demos asked John Mulherin to lead the Pledge of Allegiance.

CY2015 Budget Discussion:

Library (Executive Director Dawn Bussey)

Director Bussey provided an engaging summary of Glen Ellyn Public Library events. The Library has digital book and music. They provide Freegal: 6 hours of commercial free music. The library hosts Story Time, has a 3-D Printer and a 40" Samsung with interactive learning activities.

The Library works with the Glen Ellyn Park District on the Boo Bash and Polar Express and also partner with District 41, the Community Resource Center and other community events. They host an open mike night at Shannon's Irish Pub.

Library Trustee Mulherin stated how instrumental the Village was in saving the Library during the April 2013 flood event. The electrical system was saved due to the Village's efforts. Trustee Mulherin remarked that he is proud of our community and what we have to offer.

Planning and Development (Director of Planning & Development Hulseberg)

Due to the transition from a fiscal year to a calendar year budget and in order to remain consistent with previous budget narratives, this narrative looks at projects completed between September 1, 2013 and August 31, 2014. Between this time period, the Village saw a slight decrease in the number of building permits issued compared to the 2013 calendar year – from 1,535 to 1,377. However, building permit value increased from the 2013 calendar year by approximately 22% - from \$42.22 million to \$53.94 million. Thirty single-family new construction building permits were also issued during 2013/2014. Though permits for single-family alterations slightly decreased, value more than doubled from \$6.99 million to \$17.48 million. Two new commercial construction projects were also completed in 2013/2014. As always, the Department continued to address a number of other necessary special projects in addition to coordinating the review of various building activities in 2013/2014. The following are just some of the Department's highlights between September 1, 2013 and August 31, 2014

From September 1, 2013 to August, 31 2014, more than 4,145 customers visited the Planning and Development Department counter. This number does not include other interactions such as inspections, meetings, telephone calls, and letters in response to other questions and requests. A total of 3,970 building, elevator, site and other inspections were conducted, and a total of 1,377 permits of all types were issued in 2013/2014. In addition, the Department coordinated the review of 57 petitions or requests, predominantly related to zoning and/or development projects that were ultimately acted on by the Village Board.

Additionally there were 150 FOIA requests with 6400 pages of documents.

Goals for next year include vendor cart regulations. Updated Building Codes, updating MUNIS for permit applications and status and updating the Zoning Code which has not been done since 1990.

Trustee McGinley asked about updating MUNIS. Director Hulseberg responded it is more cost effective to update MUNIS than to change the entire system. Finance Director Coyle added that MUNIS is upgrading and even acquired a software company to aid with the upgrades.

Trustee Elliott inquired about \$17,000 to scan documents. Director Hulseberg responded there are boxes of documents in the attic at the Civic Center. Planning & Development generates a lot of paper. This project began 7 years ago and it includes scanning microfiche from the 1920's. Trustee McGinley asked if all permits and plans could be submitted electronically in the future. Director Hulseberg responded that would require code amendments and that they would need to specify how these forms and plans would need to be submitted.

Trustee O'Shea asked why health insurance costs were lower in this budget. Director Hulseberg responded it was due to fewer employees using it.

Trustee O'Shea asked if the long term records archiving was necessary; if they were good to have or nice to have. Director Hulseberg responded it is helpful to know the number of variances a property has had and it is valuable to the Village, as a historical resource.

A short break was taken from 8:14 p.m. to 8:23 p.m.

Capital

The Capital Projects Fund is used primarily for the design, construction, and significant maintenance of streets, storm sewers and sidewalks within the Village. Funding is primarily obtained through taxes on the use of natural gas, electricity and telecommunications services. A real estate transfer tax was added in December of 2000 in connection with a 20 year street and storm sewer improvement plan. Beginning in FY09/10, the use of a portion of the Village property tax has been allocated to continue our investment in public infrastructure assets and to provide a stable revenue source into the future.

Other revenues include a stormwater "fee in lieu" which is collected on developments that add impervious surface area and are unable to provide adequate on-site detention of storm-water runoff. These impact fees are to be used to fund storm sewer system improvements in the Village. The Capital Projects Fund also generates some additional revenues through the periodic sale of unneeded Village-owned land / rights of way and applies these funds toward future Village property purchases, where desirable.

Calendar Year 2015 Budget Summary The Capital Projects Fund budget includes a full complement of projects and initiatives which continue our strong emphasis on reinvestment in the maintenance of the public infrastructure. Most of these programs also have a significant impact our Water and Sanitary Sewer Fund as we generally address many of these infrastructure components in concert, to optimize efficiency and minimize cost.

President Demos asked that the Taylor Street proposed underpass move forward ASAP, he has been concerned about emergency response issues for years. The GEVFC equipment needs to be free flowing without the use of spotter. President Demos requested that they apply for any available grants.

Professional Engineer Minix stated they need to be forward thinking and add an engineer to design and oversee projects; this is a high priority, especially with the Crescent reconstruction and the Lake Ellyn upgrades and modifications.

Engineer Minix remarked that some money has been set aside, at the recommendation of the Village Manager for a sidewalk at Route 53, near Marston and Sheehan due to the annexation agreements. The land bridge at Nicoll, near Route 53 is progressing and the CELL project is moving along.

Trustee Elliott commented that the cost of street lighting went up dramatically. Engineer Minix responded there is a problem with the fixtures. The available options are to fix or upgrade to LED.

Trustee McGinley stated that \$50,000 budgeted for the proposed Taylor Street underpass is not enough. Manager Franz responded if more is needed, they will come back to the Board. Engineer Minix responded that this is enough to continue engineering this project and that the railroad will control the project. Manager Franz responded they need to identify the funding. President Demos stated this needs to be a high priority and they need to explore all grant funding.

Assistant Manager Stonitsch discussed the lack of heating in the Civic Center vestibule last winter and potential for damage if not repaired. Trustee O'Shea asked if this was a need or a want. Facilities Maintenance Supervisor Kolze responded there is concern the sprinkler may freeze and break.

Regarding electronic Village signage, Trustee McGinley requested good, better and best examples, with photos be presented to the Board for approval.

The budget has \$2,500 budgeted for window replacement. Work on the parking lot and some interior painting at the Civic Center is also budgeted.

Fire Department 1 has a leaky roof, needs some tuck pointing and some window replacement. Fire Station 2 has doors that are rusted and corroded. The roof needs replacement and some minor tuck pointing.

The Reno Public Works facility needs a gate at Taft.

President Demos asked about facilities maintenance consolidation. Facilities Maintenance Supervisor Kolze responded that are making progress at the Village Links

Adjournment

At 9:44 p.m. a motion was made by Trustee Elliott and seconded by Trustee Burket to adjourn. Motion carried.

Respectfully submitted,

Catherine Galvin,
Village Clerk