

**Minutes
Village of Glen Ellyn Board of Trustees
Regular Workshop Meeting
Monday, November 17, 2014**

Call to Order

President Demos called the meeting to order at 7:00 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 and Deputy Police Chief Acton.

Pledge of Allegiance

President Demos asked Deputy Police Chief Acton to lead the Pledge of Allegiance.

Agenda Item E. - CY2015 Budget Discussion Wrap-Up: (Finance Director Coyle)

Budget Review and Open Items final department budget, pension and insurance review, as well as a summary of General Fund revenues.

\$5,100 is included for a MUNIS Budget Module. This will eliminate the need for a second vehicle sticker mailing at \$1,900. Brinks service will be added for cash collections and cash control. They will be adding Positive Pay for fraud prevention and additional fraud control. Trustee McGinley commented she likes the Finance Department's goals and objectives and is happy to see it.

Health Insurance includes the Library and Glenbard Wastewater Authority (GWA). There is a 4% increase trending for health, 5% in liability. The Police Pension is overseen by the Police Pension Board.

The Board reached a consensus not to increase the tax levy.

Trustee O'Shea asked for Finance Committee Chairman Erik Ford's opinion on increasing pension funding. Mr. Ford responded the longer you put off addressing it the harder it gets. Roads, police, what we do in the future all hinges on our legal obligation to the pension fund. The Finance Committee wants to get to 100% by 2040. As you make decisions, all the Finance Committee can do is give you the information and data to do so.

Trustee Ladesic remarked the statement of not increasing the tax levy is powerful.

Trustee McGinley reiterated her position on moving forward with the Taylor Street Underpass and pursuing all grants and funding options. Manager Franz responded a grant was approved by the DuPage

Mayors and Manager Conference for \$1.7 million. Their membership will be voting this week. Trustee Burket asked if the Village may end up not paying anything for the underpass. Manager Franz responded that is the goal.

A short break was taken from 8:46 p.m. to 8:58 p.m.

Agenda Item F. - Space Needs Update: (Assistant Village Manager Stonitsch and Deputy Police Chief Acton

Village Manager Al Stonitsch and Deputy Police Chief Bob Acton presented an updated space needs analysis for the Police Department/Civic Center.

On January 20, 2014, an updated facility needs assessment study was presented during a Village Board workshop. The Board received additional design concepts in furtherance of the original Civic Center space needs analysis completed in July 2012. The impetus in providing the additional designs sought to exhaust all reasonable options for repurposing the Civic Center to include the most essential department programming identified in the 2012 study.

Two new options for Civic Center renovation, as well as two additional 'green site' plans were included in the presentation. After receiving eight design options, the Board concluded a new, stand-alone police facility at Panfish Park was likely the most cost effective solution to solving the police facility needs. The Village President ordered the formation of a Work Group to continue researching potential development ideas at the Panfish Park site, tour a newly built Police Station in the area, as well as the development of plans to repurpose space at the Civic Center.

In July, 2014, the Village Board reviewed the updated 10-year Capital Improvement Plan (CIP) and discussed pending major capital projects that were currently unfunded and unplanned. Staff discussed projects including the Taylor Street underpass, Stormwater System improvements CBD Parking Structure, and the Police Department and determined some preliminary funding options to address these projects. The Village Board provided some initial direction towards funding a new Police Station at Panfish Park at a cost of \$12M. They directed the work group to continue to evaluate other options including a combined Civic Center/Police Station at Panfish Park and some other options and requested an update for the CY15 Budget.

New Police & Fire Facility at Panfish

The Work Group also looked at the feasibility of constructing a public safety facility at Panfish Park, combining police and fire services. The background work for this study has been completed, and the total estimated project cost is \$20.6 million (inclusive of Civic Center renovation costs). Staff did have an opportunity to further evaluate the condition of Fire Station #2. Detailed walkthroughs were conducted and a Structural Engineer provided an assessment of the facility. The consensus was that the station is in reasonable shape and with ongoing maintenance could serve the community for decades. In addition, the property provides an opportunity for expansion in the future as parking and storage are some current

needs that have to be addressed. We believe a Space Needs Analysis of the Fire Department is something that should be budgeted in the next 2 years.

Civic Center Renovation Planning

Next, the Work Group contracted with Dewberry to work with staff in developing Civic Center renovation plans that would take into account the space vacated by the police department. The parameters of this work:

- placed an emphasis on light to medium renovation, with an effort to avoid heavy structural renovations;
- recognized that extensive improvements would be required to meet handicap accessibility requirements throughout the building;
- would include data for departmental programming collected through the 2012 Study in the current planning process;
- included staff members reviewing and updating each line item with the architect, prior to the start of developing draft plans;
- Anticipated the proposed design and construction would completely modernize each of the renovated spaces in order to sustain the delivery of Village services for the next 30 years.

The on-going review of the Work Group begins to answer the theoretical question, “What would/could happen to the Civic Center once the police relocate to a new facility?” While the plans and costing are preliminary, they begin to provide clarity to the potential that exists for the Civic Center in its current condition. There is no doubt the planning that is underway would effectively utilize the available square footage within the building footprint on the first and second floor.

Providing the majority of customer interaction activity, i.e. Planning and Development as well as Cashier, adjacent to the lobby in the Civic Center are service delivery improvements. Shifting Senior Services from a church basement to the Civic Center where meeting rooms, the gym and Clayton Room can all be better utilized is a customer service improvement. Consolidating the Finance Department into one area is an operational improvement. Finally, relocating facilities to the first floor and the Law Department near administration are also operational improvements. In essence, we are maximizing the use of space in the Civic Center in a way that supports future needs for the next 20-25 years.

It is also worth pointing out that the relocation of the Village Attorney and the Facilities staff to other areas effectively removes village staff from the third floor. The third floor has the potential to become a destination to market to a broad range of organizations; rooms may be designed with amenities and configurations to appeal to different age groups and users. There are no current plans to renovate or relocate the Galligan Board Room, or any other component of the third floor or that matter.

The decisions surrounding a new police facility and a corresponding renovation of Civic Center spaces require tremendous forethought and a significant commitment to expend resources. It is intended that the information provided through this document and architectural attachments helps further facilitate Village Board discussion and consideration. Based upon the follow up data contained herein staff is seeking policy direction from the Board on the following:

1. New Police Department & Funding: If the Board desires to move forward with the new Police Station construction at Panfish Park, staff is seeking direction on the total project funding and proposed bond financing that would be acceptable to the Board. With this direction, staff would then come back to the Board with more the alternative construction delivery methods for the Board's consideration.

2. Civic Center Phased Remodeling and Funding:

- A. Does the Village Board wish to move forward with a phased remodeling of the Civic Center, as proposed?

- B. If so, is the Board comfortable in authorizing the expenditure of Facilities Reserve funds in CY '15 for Phase I relocation/remodeling of the Finance Department with an approximate cost of \$465K?

Assistant Manager Stonitsch stated the appraisal for the Civic Center is \$750,000 mostly due to how the building would need to be reconfigured. It is estimated a new Police Station at Panfish would cost \$13.3 million. Trustee O'Shea asked about adding the Civic Center down the road. Trustee Elliott asked about combining Fire and Police. Deputy Chief Acton responded in Oak Brook, Fire and Police are combined. There are different shifts and utilizing the combined space is not difficult per Chief Bodony.

Trustee Burket asked about inefficiencies with Finance on 2 different floors. Director Coyle responded that payroll and accounting need offices with locks; there is some room upstairs. Inefficiencies have to do with managing a Department on 2 floors. One floor there is flexibility to help each other. Right now there is no ability to cross train. Downstairs is especially strapped for space. Manager Franz responded a cost savings is the ability for a supervisor to always be close in order to handle a dispute. The goal is for all customer service to be located on the first floor.

Trustee McGinley stated the costs provided are out of control. Trustee Clark responded the costs provided are estimates. President Demos asked if Finance could be relocated for \$150,000.

Trustee Elliott asked how differently would you build the Police Station knowing you might add a Fire Department in 10 years. Brian Meade, Design Director, Dewberry responded you plan for the future with some shared space such as training, lobby (shared on one end) and fitness area. There is not enough square footage not to change the layout of the lake.

President Demos stated he is not sure if combining the Fire Station and Police Department will result in a lot of efficiency. He suggested moving forward with plans for the new Police Department and making Capital improvements at the Fire Station.

President Demos asked to define an amount for the Police Department and pursue plans to see what they can get for it. The amount suggested is \$12 million to include land acquisition and demolition. Trustee McGinley suggested moving the Historical Society and store and the Chamber of Commerce out of Stacy's Corners, relocating them to the Civic Center and selling that property.

Deputy Chief Acton responded the original \$13.4 million amount came from the entire space needs study. They need a Detective Center, I.T., and training; especially in deadly force decisions. That is why they added the range. They already cut the extra space and got it down to a respectful facility. They are requesting the square footage needed for the next 3-4 decades. This plan considers things they did not think of such as the HVAC system and sound proofing. This is an honest and credible attempt to provide the community with the highest level of service the community deserves.

President Demos responded the cost needs to come down to \$12 million from \$13.4. We can move forward at \$12 million.

Manager Franz asked if they should schedule design firms with options. President Demos responded yes and asked what can be done with \$150,000 to relocate the Finance Department.

Adjournment

At 10:05 p.m. a motion was made by Trustee Elliott and seconded by Trustee Burket to adjourn. Motion carried.

Respectfully submitted,

Catherine Galvin,
Village Clerk