

**Minutes
Board Meeting
Glen Ellyn Village Board of Trustees
Monday, January 26, 2015**

Call to Order

Village President Demos called the meeting to order at 7:04 p.m.

Roll Call

Upon roll call by Village Clerk Galvin, Village President Demos and Trustees Burket, Clark, Elliott, Ladesic, McGinley and O'Shea answered "Present".

In Attendance: Village Clerk Galvin, Village Manager Franz, Assistant Village Manager Stonitsch, Village Attorney Mathews, Finance Director Coyle, Police Chief Norton, Acting Village Links Manager Vesevick and Professional Engineer Minix.

Pledge of Allegiance

President Demos asked Trustee Ladesic to lead the Pledge of Allegiance.

Village Recognition:

1. Economic Development Coordinator Meredith Hannah received a packet of thank you notes from 4th and 5th grade students at Lincoln Elementary School in appreciation of her wonderful presentation in support of their Problem-Based Learning initiative.
2. Maintenance Worker Michael McSweeney received an email from a resident in appreciation of his knowledge and professionalism in promptly reconnecting a water valve to her home.
3. A resident called to thank Administrative Assistant Kathryn Horn and Utilities Inspector William Miller for the speedy response to his request for service.
4. Maintenance Worker Greg Garcia and Seasonal Worker Nico Novielli received a call to thank them for the excellent job and prompt response to a request to remove ice and snow from platform steps.
5. Officer Stephen Miko received a note from a participant at the Senior Citizens Police Academy, thanking him for making the program interesting and informative.
6. Hadley Junior High School sent a Certificate of Appreciation to Officer Stephen Miko for conducting three information sessions and hands-on activities to the students on Career Day.

7. Chief Norton received a thank you note from a mentee for arranging a visit to a local FBI office, which cemented her decision to pursue a career in law enforcement.
8. Sergeant Jean Harvey received a letter of appreciation from the Wheaton Police Department for her professionalism and character manifested in the successful conclusion of a trial.
9. The Wheaton Police Department sent a letter in recognition of Officers Keith Duval and Luke Elmore for their professional assistance while responding to an interagency matter.
10. The Village Board and Management Team congratulate the following employees who have celebrated an anniversary as a Village employee:

Jean Harvey	Police Department	25 Years
Christine Miller	Police Department	5 Years

Agenda Item F. - Consent Agenda:

The following items are considered routine business by the Village Board and will be approved in a single vote in the form listed below:

1. January 12, 2015 Special Meeting Minutes.
2. Total Expenditures (Payroll and Vouchers) - \$870,452.88. The vouchers have been reviewed by Trustee O'Shea and Manager Franz prior to this meeting, and are consistent with the Village's purchasing policy.
3. Ordinance No. 6298-VC, An Ordinance to Amend the Liquor Control Code Chapter 19 of Title 3, Section 12 (Restriction on Number of Licenses) of the Village Code to Increase the Number of Permitted Class A-1 Liquor Licenses to provide a Liquor License to WHYnot café located at 1212 Roosevelt Road.

President Demos removed Item 3 from the Consent Agenda.

Trustee McGinley asked Clerk Galvin to correct an error in the January 12, 2015 Minutes.

A motion was made by Trustee O'Shea and seconded by Trustee Elliott to approve Consent Agenda Items 1 and 2 including Payroll and Vouchers totaling \$870,452.88:

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

Agenda Item G. - Audit Services SY2014-CY2019: (Presented by Finance Director Coyle)

Each year, the Village and the Glenbard Wastewater Authority (GWA) are required to have an audit of their respective financial statements by an independent auditing firm. The scope of the audit is to test the

Village's financial records with the objective of issuing an opinion on those statements. An audit does not include an exhaustive test of all transactions of the Village and GWA; rather, the auditor opines that the Village's/GWA's financial statements are materially correct. An audit also includes an assessment of our internal control processes over certain financial cycles.

The Village and GWA typically solicit audit proposals on a five-year basis. The former auditors for the Village and GWA are Sikich, LLP and BKD, LLP (formerly Wolf & Company), respectively. The Village has been very pleased with the service provided by both firms. In 2013, the Village extended its contract with Sikich for two years in order to align the audit proposal cycle with GWA. The goal of this alignment was to bid both audits out jointly in order to realize both savings from a fee standpoint as well as to reduce internal costs by preparing and evaluating one proposal instead of two. It should also be noted that changes in the intergovernmental agreement for GWA now allow that the auditor for GWA may also be the auditor for the Village of Glen Ellyn or the Village of Lombard, which previously was not permitted.

In December, staff distributed request for proposals to six audit firms which have experience in performing audits of local government units. Proposals were requested for the audit of fiscal years Short Year 2014 through Calendar Year 2019. The proposal included audit services for both the Village and GWA. Also, quotes were solicited for preparation of the Department of Insurance's Annual Pension Report.

Trustee Ladesic asked Director Coyle about her prior experience in the private sector and how costs are figured for audits. Director Coyle responded typically fees are flat fee unless otherwise noted. It is standard to have a standard hourly fee.

A motion was made by Trustee Elliott and seconded by Trustee Clark to accept a proposal dated January 8, 2015 from Lauterbach and Amen, LLP, of Warrenville, Illinois, to provide professional auditing services to be completed for the Village of Glen Ellyn for the Short Fiscal Year 2014 through Calendar Fiscal Year 2019 in a not-to-exceed amount of \$220,860, subject to annual approval by the Village Board.

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

Agenda Item H. - Amendments to Budget for Fiscal Year Ending December 31, 2015: (Presented by Finance Director Coyle)

After the start of each fiscal year, the Village board has traditionally approved carrying forward encumbrances from the prior fiscal year budget to the new fiscal year budget to continue projects already in progress.

An encumbrance is a commitment to a future expense/expenditure. Contracts over \$20,000 are reviewed and authorized by the Village Board. Once Village Board approval is obtained, an encumbrance (or purchase order) is created in our financial system to reserve funds to pay for the project through to

completion and also to ensure that the funds are not used for other purposes. On rare occasions, encumbrances below \$20,000 are prepared and approved by appropriate levels of management.

During the life of the project, as payments are made, the remaining encumbrance amount is reduced until the project is completed and the encumbrance is closed. By their nature, many of these projects/expenses take considerable time to complete and will often cross the boundaries of our fiscal year cycle. Because we cannot know with certainty the amount of money that will be spent on each of these encumbrances prior to the end of each fiscal year (December 31), we have not attempted to include the amount of remaining encumbrances into the next fiscal year budget (which needs to be approved before December 31). Rather, we amend the budget (in this case the recently adopted Calendar Year 2015 budget which began January 1, 2015) by the amount of encumbrances remaining at the close of the prior fiscal year on December 31, 2014.

A total of \$2,917,320.60 in encumbrances and planned expenditures is proposed to be added to the Calendar Year 2015 budget via the attached budget amendment ordinance for consideration by the Village Board.

Trustee O'Shea inquired about the HVAC. If the price is higher than agreed but under \$20,000 does the item come back to the Board? Director Coyle responded that it does since although it is budgeted, it has not been approved.

A motion was made by Trustee Ladesic and seconded by Trustee Burket to approve Ordinance No. 6299, An Ordinance Amending the Budget of the Village of Glen Ellyn for the Fiscal Year Ending December 31, 2015 to Provide Funds for Prior Year Projects, Encumbrances and Capital Improvements.

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

Agenda Item I. - Crescent Boulevard Improvements - IDOT Local Agency Agreement: (Presented by Professional Engineer Minix)

The project to reconstruct Crescent Boulevard between Park Boulevard and Lake Road continues to progress toward contract bidding and construction. Final engineering plans have been submitted to the Illinois Department of Transportation (IDOT). The intergovernmental agreement between the Village and Glenbard Township High School District No. 87 has been approved by both boards and is being executed. Legal descriptions and plats have been reviewed by IDOT and are being finalized this week. Myriad IDOT land acquisition forms have been prepared and reviewed in draft form by IDOT real estate personnel. Title policies have been ordered; upon receipt, the Village Attorney will review all the land acquisition documentation for completeness before transmittal to IDOT. We remain on track for the project to appear on the March 6, 2015 IDOT bid letting and for construction this summer.

There is another key item that needs attention at this time. The project has qualified for Surface Transportation Program (STP) funding of 70% of eligible construction costs with a maximum federal

participation level of \$1,595,000 as well as an Illinois Transportation Enhancement Program (ITEP) grant of \$73,440. As part of the project implementation process, the Village needs to execute a Local Agency Agreement (LAA) with IDOT as has been done with previous federally funded roadway projects, the most recent being the 2012 Lambert Road Right-Turn Lane Project.

This agreement establishes the division of project costs that will be paid for either by federal funds or local agency dollars. Using the appropriate IDOT form (essentially similar to previous projects), staff prepared a draft of the LAA and submitted it to IDOT earlier this month; the finalized form was recently transmitted back to us and is attached to this memorandum for reference. Based on the latest engineer's estimate, the construction cost for the project is \$2,874,372. With grant dollars of \$1,668,440, the balance of contractor expenses to be handled by the local agency is \$1,205,932. The IGA with District 87 obligates the District to compensate the Village up to \$75,000 of the cost of the median irrigation system included in the project. The CY-15 budget includes an allotment of \$1,265,000 for Crescent Boulevard construction expenses.

At this time, Village Board approval is sought to authorize the Village President to sign the LAA and to affirm that sufficient monies are available to pay the local agency share of project construction costs. As requested by IDOT, a resolution has been drafted covering these items. Village Board approval is sought this month so that the approved LAA and resolution can be forwarded to IDOT in time to keep on track for the March 6 bidding date. Once the bids are received and a strategy for construction engineering oversight is finalized, project funding in more precise amounts will be formally requested. Construction of the project will last about 12 weeks, with the bulk of the work taking place in the early June to late-August summer vacation timeframe.

A motion was made by Trustee McGinley and seconded by Trustee Burket to approve Resolution No. 15-02, A Resolution Authorizing the Execution of a Local Agency Agreement Between the Village of Glen Ellyn and the Illinois Department of Transportation and Reserving Funds for the Local Share of Expenses Associated with the Crescent Boulevard Reconstruction Project.

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

Agenda Item J. - Reminders

1. A Village Board Meeting is scheduled for Monday, February 9, 2015 at 7:00PM in the Galligan Board Room of the Glen Ellyn Civic Center.
2. A Village Board Workshop is scheduled for Monday, February 16, 2015 at 7:00PM in Room 301 of the Glen Ellyn Civic Center.
3. Trustee McGinley added that the Environmental Commission will host an informational meeting on Tuesday, February 3 in the Civic Center, 535 Duane Street at 7pm to evaluate and consider a draft

ordinance requiring certain types of Glen Ellyn businesses, including grocers, convenience stores and retailers to charge their patrons a fee of not less than 5 cents per bag for single-use plastic and paper bags.

Adjournment:

At 7:28 p.m. a motion was made by Trustee McGinley and seconded by Trustee Burket to adjourn to Executive Session for the purposes of discussing pending or threatened litigation, and the purchase of real property for the use of the public body, without returning to open session thereafter.

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

Respectfully submitted,

Catherine Galvin,
Village Clerk