Agenda
Village of Glen Ellyn
Special Village Board Workshop
Monday, November 15, 2021
7:00 PM
Glen Ellyn Civic Center, Room 301

Meeting Procedures Statement

Visitors are most welcome to attend all meetings of the Village Board and can find copies of the Agenda on their chairs or online at www.glenellyn.org prior to the meeting. Any individual with a disability requiring a reasonable accommodation in order to participate in a meeting should contact The Village of Glen Ellyn ADA Coordinator, 630-469-5000, at least five (5) business days in advance of the next scheduled meeting. All matters on the Agenda may be discussed, amended, and acted upon.

A. Call to Order

B. Pledge of Allegiance

C. Roll Call

D. Audience Participation

1) Glen Ellyn Youth and Family Services will provide a further update to the Village Board on their services and needs.

2) Open:

Members of the public are welcome to speak to any item not specifically listed on tonight's agenda for up to (3) three minutes. For those items which are on tonight's agenda, the public will have the opportunity to comment at the time the item is discussed. In either case, please complete the Audience Participation form and turn it in to the Village Clerk. It is requested that, if possible, one spokesman for a group be appointed to present the views of the entire group. Speakers who are recognized are requested to step to a microphone and state their name, their topic and the group, if any, they are representing prior to addressing the Village Board. Individuals wishing to address the Board shall exercise proper decorum and respect for the proceedings and the business of the Village Board, and shall refrain from abusive demeanor and language. The practice of ceding time to other speakers shall be prohibited, except in the discretion of the presiding officer of the meeting. Public officials are not obligated to respond to questions.

In lieu of participating in the live meeting, the public may also complete a public comment form, which will be read into the record during the meeting. This form can be found at www.glenellyn.org/publiccomment.

E. 2022 Draft Budget (Presented by Finance Director Coyle) (Discussion Only)

1) Finance Director Coyle will update the Board on the proposed 2022 budget.

F. Strategic Plan (Presented Village Manager Franz) (Discussion Only)

1) Village Manager Franz will provide the Board the third quarter update of the 2020-2022 Strategic Plan.

G. McKee House (Presented by Village Manager Franz) (Discussion Only)

1) Village Manager Franz will provide a brief update on efforts to preserve the McKee House.

H. Other Business

I. Adjourn

Glen Ellyn Village Board
535 Duane Street
Glen Ellyn, IL 60137

Meeting 11/15/2021 7:00 PM
Department: Finance
Department Head: Christina Coyle
Category: Budget
Prepared By: Christina Coyle

AGENDA ITEM (ID # 2021-1656)

DOC ID: 2021-1656

Finance Director Coyle will update the Board on the proposed 2022 budget.

Statement of the Issue:
The public hearing for the 2022 budget occurred on November 8, 2021. At that meeting, the Board and staff discussed bringing proposed reductions to the 2022 General Fund budget for a discussion with the Village Board at the workshop. Attached to this agenda item is a list of budget revisions for the Village Board to consider and will be used to spur discussion on Monday evening. The goal is to arrive at a consensus for the final budget that will be considered by the Village Board on December 6.

Analysis:
N/A

Budget Impact:
See attachment.

Action Requested:
Staff requests the Village Board provide feedback on the attached items and direct staff on preparing the final budget for consideration on December 6.

Attachments:
1. 2022 Proposed Budget Modifications

Village of Glen Ellyn
Proposed Changes to the Draft 2022 Budget

General Fund		
Item	Item Cost/(Savings)	Notes
Communications Coordinator	(8,633.33)	Hire the Communications Coordinator with an anticipated start date of February 1
Executive Assistant	(13,450.00)	Replace the Executive Assistant with an anticipated start date of March 1
HR Manager	(17,266.67)	Replace the HR Manager with an anticipated start date of March 1
Intern	(28,650.00)	Do not fill the intern position for 2022
Legal Assistant	(30,000.00)	At this time, do not fill the Legal Assistant position. This savings is offset by some additional temporary help. Evaluate filling the position or transition to a Management Analyst mid year.
Defer Officer	(25,000.00)	Target the hire of the third new officers to May 1.
PD Administrative Assistant	(20,306.50)	Target the hire of the additional part time Administrative Assistant for the police department at July 1
Police Program Coordinator	(43,070.53)	Target the hire of the Police Program Coordinator at July 1.
Maintenance Worker	59,583.33	Add a Maintenance Worker into the draft budget. This was not included in the draft. Target a hire date of March 1.
Custodian	(15,171.25)	Target the hire of the Custodian at March 1.
Zoning Code Update	(115,000.00)	Defer the zoning code update to 2023
Compensation Study	(50,000.00)	Put compensation study on hold and re-evaluate at mid year.
Community Survey	(23,000.00)	Put Community Survey on hold and re-evaluate at mid year.
CBD Bed upgrades - defer	(5,000.00)	Defer bed upgrades until completion of CBD Streetscape
Reduce replacement parts	(5,000.00)	Budget reduction
Reduce sign maintenance	(5,000.00)	Budget reduction
Reduce MUNIS conference	(1,250.00)	Budget reduction
Remove APA Conference	(1,500.00)	Budget reduction
Reduce Plumbing inspections	(5,000.00)	Budget reduction
Reduce contracted forestry	(10,000.00)	Budget reduction
Add in CPI to property tax levy for General Fund	(52,053.00)	
Total General Fund Budget Reduction	$ (414,767.94)	

Other Funds		
Item	Item Cost/(Savings)	Notes
Parking Fund/ARPA Reduction	100,000.00	Reducing the contribution from the ARPA Fund to the Parking Fund by $100,000 ($50K for 2021 and $50K for 2022)
Water & Sewer Fund	50,000.00	Add a capital item to convert the hardline phone/radio at three lift stations to cellular.
Capital Projects Fund	(30,000.00)	Remove Taylor Avenue underpass landscaping

Additions Discussed during Budget Meetings, but not included in the current Proposed Budget		
DuPage Foundation Consultant	25,000.00	Not included at this time
Environmental Commission Paint Recycling	5,000.00	Not included at this time
Additional Contribution to Alliance	10,000.00	Not included at this time
Assist Chamber with Loan Payment	50,000.00	Not included at this time

Glen Ellyn Village Board
535 Duane Street
Glen Ellyn, IL 60137

Meeting 11/15/2021 7:00 PM
Department: Administration
Department Head: mark Franz
Category: Discussion Item
Prepared By: mark Franz

AGENDA ITEM (ID # 2021-1658)

DOC ID: 2021-1658

Village Manager Franz will provide the Board the third quarter update of the 2020-2022 Strategic Plan.

Statement of the Issue:
Review the CY21 Q3 update of the 2020-22 Strategic Plan and report on progress and modifications to the initiatives and actions steps in the report.

Analysis:
Background
From October through December 2019, the Village Board, management staff, and our consultant Craig Rapp, engaged in a strategic planning process that utilized the community survey data, financial scorecard data and an in-process comprehensive plan to assess the overall environment and develop strategic objectives for the next several years. The process resulted in a strategic plan covering 2020-2022, see https://www.glenellyn.org/569/Strategic-Plan. The approved plan consists of five ***strategic priorities,*** which are those issues of greatest importance to the Village over the next three years:

1. Financial Stability
2. Development
3. Effective Governance
4. Workforce and Operations
5. Infrastructure

Associated with each priority is a set of **strategic initiatives**, **actions** (*desired outcomes)*, and **measures of success** (*key outcome indicators)*, describing expected results and how the results will be measured.

2018-2020 Strategic Plan
To provide a bit more context, below is a summary of the top 10 priorities from the previous 2018-20 Strategic Plan to show alignment over the years:

1. Construct the pedestrian underpass on Taylor Ave. by December 2018 **- Complete**
2. Complete the renovations of the Civic Center, including overseeing the Innovation DuPage build-out on-time and on-budget by May 2019 **- Complete**
3. Design and update utility and streetscape improvements in the CBD to enhance critical commercial area to allow further private investment and improve quality of life by December 2019 - **In progress, delayed due to Frida event and Covid-19**
4. Evaluate parking garage alternatives as well as economic development partnerships that would increase parking in the downtown by October 2019. The Village Board provided further

direction to proceed with plans to construct a parking garage behind the Civic Center by July 2020 - **Completed May 2021**

5. Focus on key development sites in the CBD and move forward with Giesche and McChesney sites and other underutilized parcels by December 31, 2019 - **Both projects are moving forward**

6. Execute the Economic Development plan including TIF promotion, awards program, business retention, as well as market Village events, business education and promote available sites and other opportunities to grow EAV, sales tax, and diverse and dynamic commercial districts; monitor annually by December 31, 2019 - **Ongoing, EAV and Sales Tax growth continues, with some impact expected from Covid-19**

7. Embrace residential and commercial annexation opportunities:
   - Finalize the annexation of the industrial properties on the north side of Hill Avenue - **Complete**
   - Finalize the annexation of DuPage Forest Preserve between Crescent and St. Charles by March 1, 2018 - **Complete**
   - Finalize the annexation of the industrial properties on the south side of Hill Avenue by September 1, 2020 - **Complete**
   - Finalize the annexation of the development on Swift Road through the existing pre-annexation agreement - **Complete**
   - Continue to pursue annexation on Cumnor Avenue by November 2020 **- In progress, almost complete**
   - Continue to pursue annexation of areas near GWA by December 2020 - **On Hold**

8. Engage the community in a process and update the Village's Comprehensive Plan by May 2020 - **In progress, delayed by Covid-19**

9. Monitor state budget impacts and identify new revenue sources and grant opportunities to address budget shortfalls including HRST increase and food and beverage tax - **Complete**
   - No increase to W/S for 2019 or 2020.
   - New building permit fees went into effect on January 1, 2019
   - Food and Beverage Tax went into effect on March 1, 2019.
   - EMS Contact (3 years) took effect July 2019
   - Issuing 3 Series of Bonds (Series 1-Complete-2018; Series 2-Fall-2020; Series 3-2024 if necessary)

10. Generate profit to cover annual debt, execute CIP targets, build cash reserves, and meet financial goals at the Village Links/Reserve 22 by January 1, 2020 and 2021 - **Partially Complete.**
   - Operating Revenues at $3M in Golf; and $2.5M in Food & Beverage including $850K in banquet sales
   - Overall Operating Profits at 18% of Revenues, to cover debt, capital projects, and maintain adequate cash reserves. Prime cost between 75% and 85%.
   - Guest Satisfaction Rating at 4 or above, measured by online reviews, customer satisfaction rating cards, and Secret Shopper program

Attached is the Q3 2021 Quarterly Report. With the new Village Board starting in May, there have been some additional modifications and additions to the plan. As always, this plan is fluid, and different priorities arise and require the organization to adapt and modify the plan accordingly. The US Bank site, for example, has become a high priority as a Developer considers a mixed-use development on that site and the public approval process has been started. A new action step was added under Effective Governance to track new initiatives/opportunities, including some Village

Board initiated projects, that will be tracked and prioritized in the Plan. Overall, staff continues to execute the initiatives and action steps of the plan with good success to date, but there are a few projects that have been complicated by various factors and delayed due to competing priorities and staffing shortages. Village Manager Franz will review the 3rd Quarter Report and is looking for feedback from the Village Board.

Budget Impact:
N/A

Action Requested:
Discussion Only

Attachments:
1. 2020-22 Strategic Plan CY21 Q3

2020-22 Strategic Plan S

Village of Glen Elly

Green: On-Track – no issues likely to affect project scope, schedule, and or budget. Successful project completion is expected. (X indicates completion.)

Yellow: At-risk – known or potential issues are likely to affect project scope, schedule and/or budget. Successful project completion still achievable.

Red: Critical – significant unresolved issues impacts project scope, schedule &/or budget. Successful project completion unlikely w/o changes or resources

Strategic Priority	Initiative	Actions	Measure of Success	Target Date	Department(s)
Financial Sustainability	**a) Maintain financial stability and create a financial decision making framework**	Develop strategy for revenue diversity & growth and cost control measures to meet the challenges of the new economy as the COVID-19 impact becomes more clear.	Maintain AAA Bond Rating; completed a Zero-based Budget process; monitor state revenues and pension consolidation	Q4 2021 - X	Finance
		Increase Board awareness of financial policies and procedures through regular communication; review financial policies with Finance Commission & Village Board	Completed Scorecard in 2020, Five Year Forecast and Update Financial Policies (Pension, Debt, Other)	Q3 2021-X	Finance
		Present recommended budget document with integrated strategic priorities	Develop recommendations for budget changes based on shifting needs and demands (Police Staffing and EMS)	Q4 2021-X	Finance
		Develop fee review schedule-EMS Fees/W&S Fees/Development Fees	Staff to recommend how to utilize ARPA Funds; EMS Fee Update, W&S Rates and Refuse Rates Discussion in 2022	Q3 2021-X Q2 2022	Finance
		Determine how to achieve other revenue growth (new or enhanced, rate increases, grant funding)	Complete Bridge Budget, midpoint review in CY22 to assess variables and needs	Q3 2022	Finance
	b) Maintain Village Links/R22 as self-sustaining	Review monthly and annual financial statement and goals with Recreation Commission and quarterly with Finance Commission and Village Board	In compliance with Fund Balance, did not need line of credit from Village, reviewing fees for 2022	Ongoing	Finance/Rec.
		Present 5-Year Forecast to Recreation Commission and Village Board for Village Links/Reserve 22	Continue to monitor short term and long term trends and maximize profits; updating the master plan for facility	Q4 2021-X	Finance/Rec.
	c) Maintain capital funding viability	Continue to prioritize capital projects through annual CIP	Approved Annual CIP annually	Q4 2021-X	Finance
	d) Evaluate long-range financial outlook	Present 5-Year Forecast to Finance Commission and Village Board as part of Budget process	Completed min-version of 5-year Forecast focusing on	Q3 2021-X	Finance
		Presentation and education of financial scorecard every 5 years to assess financial health with our peer communities	Complete Financial Scorecard	Q1 2025	Finance
Development	**a) Implement Economic Development strategy focused on overall commercial vitality, EAV growth and sales tax growth.**	Update Comprehensive Plan to assist in guiding future development, revise codes and regulations that inhibit commercial development and identify catalyst sites in the downtown and Roosevelt Rd. corridor	Alignment with Comprehensive Plan	Q2 2022	CD/ED
		Promote and manage TIF Districts by evaluating major commercial projects and ROI assessments	EAV increase community-wide, downtown and TIF Districts by 5% by end of 2022. (Focus: McChesney Project and US Bank, and Hotel)	Ongoing	CD/ED
		Evaluate financial impact and compliance with downtown plan goals for all major CBD commercial developments	Alignment with 2009 Downtown Plan; added 240 Residential Units; new parking garage (200 new spaces); two key components of Plan.	Q1 2023	CD/ED
		Evaluate Affordable/Workforce Housing needs and determine if new goals are necessary to meet state standards.	Update metrics and determine goals through use of an Attainable Housing Task	Q2 2022	CD/ED
		Complete Civic Center Parking Garage and improve Main St. Parking Lot	Increase # of parking spaces in downtown by 200 spaces-Complete CC Parkign Garage; Main St. coming online	Q2 2021-X Q2 2022	CD/ED
		Partner with the Chamber and the Alliance on opportunities to assist CBD businesses and all businesses to recover from COVID-19 and begin to focus on enhancing business climate in CBD by extending hours, increasing pedestrian traffic and customers through special events and activities	Maintain 10-15 events in and around the downtown; instead increased # of events to 20-25	Q4 2021-X	CD/ED
	b) Successful growth, development, annexation & business retention	Consider annexation opportunities to increase the tax base, control future development, share costs of infrastructure, and provide and protect high quality of life for neighborhoods.	Add commercial sq./ft. and strategic residential sq./ft. through annexation: * Finalize the annexation of the industrial properties on the south side of Hill Ave by October 1, 2020 - Complete *Finalize annexation on Cumnor/Acorn by August 2020.-Complete * Finalize pre-annexation for SW corner of Butterfield and 53 by October 2021 and enforce pre-annexation agreements with residential properties north of Butterfield that expire in 2023.- in process *Continue to pursue annexation of areas near GWA by December 2022.	Ongoing	CD/ED
		In partnership with our local business-oriented agencies, continue proactive efforts to recruit new businesses and retain current business by creating favorable, welcoming climate for all businesses	Add and/or improve new commercial sq. ft. and/or new businesses with expanding Award programs, Covid Awards, and utilization of TIF	Ongoing	CD/ED
		Implement an online building permit system to provide customer flexibility and improved service to all customers	Upgrade ERP and create new online system in place by end of 2022	Q4 2022	CD/ED

		Review and modify building codes, sustainability goals and architecture review guidelines to create more flexibility and protection for residents and businesses	Bbuilding Code update by Q2 2022; ARC scheduled for 2022	Q2 2022	CD/ED	
		Consider including additional green space and public art (COD Partnership) to enhance the CBD as part of the overall streetscape improvement project	Created a partenrship with COD and DuPage Foundation and will incorporate into final streetscape plans	Ongoing	CD/ED	
	c) Access and improve commercial district infrastructure to support business retention and growth by investing in streetscape improvements, wayfinding signage, and other beautification efforts.	Complete the Streetscape Improvement Project (See Infrastructure Section)	Complete all phases over a four year scheduled to be determined by the Village Board. Phase I scheduled for Spring 2022	Q4 2022	PW	
		Identify other beautification projects to impove the quality of life for residents and visitors of the CBD and Roosevelt Rd cooridor and drive new business investment.	Constuct Phase II of the wayfinding plan; develop a plan for beautification efforts for east Roosevelt Rd. from 53 to Lombard border and improve Panfish Park.	Q4 2022	PW	
		Develop an Public Arts initiative by finding partners and private investors.	Completed an IGA with COD; new murals in Main St. Plaza.	Q3-2021-X	CD/ED	
	d) Effective stewardship of incentives to support business recruitment and retention	Coordinate award programs and assessment of value to business community annually	Policy compliance that leverages ROI	Q4 2021	CD/ED	
		Grow business relationships with economic development partners, including but not limited to, Alliance of Downtown Glen Ellyn, Glen Ellyn Chamber of Commerce, Choose DuPage, College of DuPage, Glen Ellyn Public Library, DuPage Convention and Visitors Bureau, Innovation DuPage, and Business Development Center, and Library	Monthly Meetings with ED partners (12/year)	Q4 2021	CD/ED	
		Continue business retention visits with existing businesses	Conduct 24 visits annually (2/month)	Q4 2021	CD/ED	
Effective Governance	**a) Robust citizen participation and inclusivity**	Develop recruitment strategy for future Village Commissioners through the newsletter and e-news and promote diversity, inclusiveness, and public engagement.	Modified Board and Commission process to promote more turnover and diversity. Updating AO by Q4 2021	Q1 2022	Admin	
		Continue to evaluate and increase opportunities for partnership with intergovernmental entities	Track involvement with various agencies. COVID: all agencies including County Health Dept/Libary/Park District. Arts Initiative with COD, Lombard Hill ave water project, DEI Initaitve with Intergovernmental Group, Panfish Park improvements, and Polar Plaza with Park District; continue to work with Forest Preserve on the McKee House, and collaborated with the County on Cares Act Funding and on East branch Trail Project and possibly Roosevelt Rd beautification efforts	Ongoing	Admin	
		Improve organization's understanding of resident needs and expectations by completing the Citizen Survey and track progress from previous surveys	Complete survey and compare results by 2022	Q4 2022	Admin	
		Create board effectiveness index	Village board Governance discussion in early 2022. Create a work group of Elected Officials to further evaluate	Q4 2021	Admin	
		Village Board initiatives/opportunities includie the CRC, ARC evaluation, Attainable Housing Task Force, McKee House, Hotel Project, Public Art campaign, Civic Center parking garage and Plaza, train station project, lead-water pipe project, mental health assessment, Metra IGA, ARPA Funding require resources to research and guide decision making.	Village Board can reprioritze at any time, but staff is looking for direction on top prioirties	Q1 2022		
	b) Effective Village Board and Board/Commission process and meetings	Procure legislative management system to integrate agenda development and web streaming of Village meetings	Implementation and launch of new system-Complete	Q3 2020-X	Admin	
		Re-establish the Communtiy Relations Commission	Appointing Chair and board members and modify the Ordinance by Q3 2021	Q3 2021-X	Admin	X
		Email weekly e-news and continue to publish quarterly newsletters	Increase distribution list and open rates	Ongoing	Admin	
	c) A well-informed and engaged community	Update New Resident information	Complete new web-based new resident packet	Q4 2022	Admin	
		Implementation of service request system to expedite registering, processing and tracking of residential service requests	Launch of service request system: See/Click/Fix	Q3 2021-X	Admin	
		Communicate updates to 2020-22 Strategic Plan quarterly, develop new Strategic Plan and incorporate goals into the annual budget process	Incorporate into annual budget	Q4 2021-X	Admin	
		Identify and expand diversity, equity, and inclusion opportunities for our diverse population. Community Relations Commission to be established and lead those efforts.	Complete community conversations with a facilitator and incorporate action steps; establish CRC to guide process.	Q4 2021-X	Admin	
Workforce & Operations	**a) Competent, high-quality workforce and adequate staffing to meet service demands**	Conduct periodic department assessment and staffing studies. Completing reivew of Police Department, EMS services, and amking reocmmendations to the VB. Also creating a more robust HR Division, reviewing Community Development and Finance Departments due to high turnover	Complete HR and Police Department Assessment and Staffing Study and EMS review by Q3 2021 Public Works, IT, and CD wll be evaluated in 2022.	Q3 2021-X	Admin	
		Review pay & classifications for all positions and review overall compensation plan annually as part of the budget process	All positions' compensation reviewed every three years	Q3 2022	Admin	
		Provide leadership/management training and opportunities for supervisors, including those outside of traditional job responsibilities	Created a Second in Command Internal Work Group to meet and train quarterly.	Q3 2021-X	Admin	

		Review organization-wide training needs and formalize a list of certifications and/or specialized skills of all current positions; develop a plan to maintain all requirements for each	Develop a comprehensive training calendar	Q4 2022	Admin
		Create succession plans in all departments and continually review staffing allocation and needs	Track key positions and prepare plans to fill positions as necessary	Ongoing	Admin
	b) Evaluate Technology Needs of the Organization; Redefine Organizational Philosophy Toward the use of Technology	Redefine the role of the IT to focus on identifying "best practices" and innovative methods of service delivery and operational effectiveness through the use of technology: Munis Pace program for Community Development.	Develop an 5-Year IT Plan and implementation schedule	Q2 2022	Admin
		Develop a plan for additional e-services in all departments to streamline process and improve customer satisfaction.	Develop schedule and implement:Building permit and business registration;Payroll/HR processes;Accounts Payable; Police Services;Public Works Services;Special Events/Raffle	Various	Admin
		Conduct annual IT employee satisfaction survey	Complete survey annually	Q2 2022	Admin
	c) Examine Additional Shared Service Opportunities	Continue to evaluate and increase opportunities for partnership with intergovernmental entities and government consortiums and shared services.	In addition to DuComm, GIS, MICA, Health Insurance, Grants, HR Services with Library, Maintenance of Parks with Park District; COD opportunities	Ongoing	Admin
Infrastructure	**a) Develop the Capital Improvement Plan (CIP)**	Execute the Capital Improvement Plan (CIP) including IT improvements, facility improvements, and equipment replacement annually.	Quarterly review with internal committee and review by Finance commission	Ongoing	PWAdmin
		Develop and continuously monitor and enhance funding options as necessary to execute plan.	Budget compliance	Q4 2021-X	PW/Admin
		Prepare for construction of the new Train Station funding primarily by grants and TIF funds	Complete Phase I and preare for Phase II and evaluate potential purchase of property thorugh IGA with Metra.	Q3 2022	PW/Admin
		Complete Civic Center Parking Garage	Project completion on budget and on time	Q4 2021-X	PW/Admin
		Assess all Village facilities and develop a comprehensive facility plan and maintenance/ replacement schedule.	Complete Facility Study	Q4 2022	PW/Admin
	b) Transit oriented downtown	Complete the downtown streetscape project including utilities, streets, sidewalks to improve pedestrian accessibility and parking and consider enhancing outdoor dining and special event space to spur future private investment.	Finalizing bid documents and evaluating starting time options. Phase I to start in Spring 2022	Q2 2022	PW/Admin
		Evaluate parking opportunities as economic development partnerships that would increase parking in the downtown	Consider major commercial projects in CBD inlucding US Bank site.	Ongoing	PW/Admin
	c) Safe & reliable roads & utilities	Continue to improve streets on a 20-22 year cycle by conducting regular street assessments and executing on approved CIP priorities.	Complete projects on time and on budget	Q4 2021-X	PW/Admin
		Complete a water/sewer rate assessment to ensure a sustainable financial structure	Complete W/S Study	Q4 2022	PW/Admin
		Complete 5-Year CIP for GWA and execute the plan.	Quarterly review with GWA Tech Committee and EOC	Q4 2021-X	PW/Admin

Glen Ellyn Village Board
535 Duane Street
Glen Ellyn, IL 60137

Meeting 11/15/2021 7:00 PM
Department: Administration
Department Head: mark Franz
Category: Discussion Item
Prepared By: mark Franz

AGENDA ITEM (ID # 2021-1659)

DOC ID: 2021-1659

Village Manager Franz will provide a brief update on efforts to preserve the McKee House.

Statement of the Issue:

Analysis:
The Village Board recently approved an amendment to the Agreement with the Forest Preserve District which allows the Village more time to find a way to preserve the McKee House. Over the last year, the Midwest Soarring Foundation has approached the Village and Historical Society expressing interest in utilizing the building for a Native American Cultural Center. This concept has many different stakeholder groups excited about the seemingly perfect fit with the goal of subleasing this facility for cultural, historical, and environmental purposes. Staff has pursued this interest with much assistance from two Trustees and have been meeting regularly with stakeholder groups to determine the best way to establish a fundraising campaign to raise $4M to renovate the McKee for this purpose. The following are steps that have been taken to date:

- Finalized Agreements with Forest Preserve; Soarring Foundation has been approved as a potential sub-lease
- Create marketing materials to utilize for fundraising efforts
- Approached the DuPage Foundation to request assistance with the fundraising process and coordination
    - Quiet Phase has begun as stakeholders are beginning to approach potential donors
    - Glen Ellyn Fund (DuPage Foundation) has been approached to help lead the effort and they have stated support for this project
- The Historical Society is supportive of this effort and is helping coordinate different aspects of the plan.
- COD has been approached and has expressed interest in utilizing the facility for Native American Studies courses.
- Village staff is in the process of tarping the building to prevent further deterioration. In addition, some preliminary assessments are being made to determine how best to renovate the structure.
- Other stakeholder groups have been approached (Trustee Thompson may have a further update on this.)

Although some progress has been made, the window is short to show meaningful improvements to the facility and convince the Forest Preserve to extend the timeframe.   Although the timeline is not really feasible, if progress is made through fundraising and design plans, staff is hopeful that the Forest Preserve stands ready to extend that deadline. In short, come October 2022, three things could happen:

A. Fundraising efforts are going well, concept plans have been developed, and a lease agreement has been drafted; the Village would negotiate an extension of the agreement and set a realistic timetable.
B. If no progress is made, the Village has two options:
    1. Forfeit the $100 liquidated damages and move out of all facilities.
    2. Demo the McKee House structures and continue to utilize the storage facilities through the end of the 50-year agreement.

Background

The Village of Glen Ellyn and County Forest Preserve District (District) approved an agreement in 2017 with respect to the Forest Preserve property on St. Charles Road including the former Fleet facility and storage buildings as well as the McKee House structures. The Village saved approximately $1M on the cost to purchase land and build a salt storage facility by utilizing this existing facility for that purpose. Since that time, the storage facility has worked out well from a winter operations standpoint and has benefit the organization by providing additional storage for other items such as vehicles and the Park District ice rink that was used for Polar Plaza.

The Village Board and staff remain hopeful that a group would materialize to raise funds, restore, and find an acceptable use to sub-lease the McKee House. Over the last year, another group has shown considerable interest and a group of stakeholders have begun a "quiet phase" of fundraising. While we are not prepared to make any announcements at this time, we do anticipate publicizing this conceptual plan by the end of the year. Below is a timeline summary of events related to the McKee House:

- 1936 - Built by the Works Progress Admin. (WPA) & the Civilian Conservation Corps
- 1936-1944 - Home to the Forest Preserve's Superintendent, Robert McKee (1936-1994); Constructed in Classic Revival Style - the original structure remains and also has a small screen porch addition to the south
- 2002- Present day - Vacant since 2002
- 2006-2013 - The Forest Preserve went through several efforts to attempt to find a feasible reuse for the building.
- 2013- Forest Preserve Board hires Altus Works Inc. to conduct a reuse feasibility study
- 2016 - Forest Preserve Board discusses demolition of property
- 2016 - McKee Preservation Group collects nearly 1,000 signatures on a petition to save the house
- 2017 - Agreement between Village of Glen Ellyn & the Forest Preserve District - Glen Ellyn leases the McKee House
- 2018 - Property is annexed into Village of Glen Ellyn per the agreement
- 2019 - If the $400,000 is not raised by October 1, 2019 the McKee house set to be demolished at the Village's expense

- 2020 (2/18) - Forest Preserve and Village officials discuss the American Legion/Makers Space proposal with petitioners; Forest Preserve indicates their proposal does not meet the public use standard.
- 2020 (March) - Forest Preserve opines that American Legion is not a public use and therefore not allowed to least.

- 2020 (June 22) - Village Board approves Resolution requesting the Forest Preserve allow American Legion to lease building. The Forest Preserve has not put the Resolution on their agenda to date.
- 2020 (September 11) - Village received a letter dated September 11, 2020 providing official notice that the Village is in default of the agreement and requested to cure this default in 30 days per the agreement.

- 2020 (November) – Village and Forest Preserve agree to an amendment of the agreement, but find a discrepancy in the different versions approved by the respective boards

- 2021 (October) – Village Board considers amendment with Forest Preserve language and if approved, will seek support from the Forest Preserve for this new use.

On May 1, 2017, the Village executed an agreement with the Forest Preserve District to lease property within the Churchill Woods Forest Preserve. The agreement was prompted by the Village's need for a salt storage facility and the Forest Preserve viewing this facility as surplus. When this opportunity emerged, the Village was in the process of considering several options for a salt storage location ranging in cost from $600,000 to $1.2 million. The Village was able to negotiate a lease for the fleet facility for $1 per year for the next 50 years, provided that the lease also included the McKee House property, just west of the fleet facility.
Since the approval of the lease between the Forest Preserve District and the Village, the McKee House Preservation Group (McKee Group), a 501c3 organization, was established to take the lead in raising funds and organizing efforts to restore the McKee House structures. Concurrently, the Village established an Oversight Committee (consisting of two Trustees, staff, and a representative of the Forest Preserve) to serve as review group to ensure the organization met the goals and intent of the agreement. The McKee Group requested an amendment to the agreement in 2018 to assist with fundraising efforts and the Village and Forest Preserve agreed. It was near that time that the Forest Preserve property was annexed into the Village. In 2019, Public Works led efforts to renovate the maintenance facility and relocated salt and other equipment into the newly leased buildings. To date, the Village has spent the following:
· 2019 - $88,054.51 in Facilities Maintenance Reserve; $129,741 in Capital Projects = Total of $217,795 to renovate and store salt in the main building
· 5-year plan estimates $40,000 annual to meet maintenance needs
Unfortunately, the McKee Group fell short of their goals and basically disbanded in 2019. However, the lease agreement between the Village and the Forest Preserve outlines certain timeframes that

must be met to avoid the demolition of the McKee House structures. Specifically, the group was required to raise $400,000 by October, 2019 and the structures must be fully restored and occupied by October 1, 2022.

Budget Impact:
Primarily private funding; $100K in escrow with Forest Preserve or demolition of the property

Action Requested:
Discussion only, looking for feedback and begin an public awareness campaign

Attachments: