Agenda
Village of Glen Ellyn
Finance Commission
Regular Meeting
Friday, February 12, 2016
7:00 AM
Glen Ellyn Civic Center, Room 301

A. **Call to Order**

B. **Public Comment (Non Agenda Items)**

C. **Approval of Minutes**

1. Finance Commission - Regular Meeting - Dec 11, 2015 7:00 AM

D. **Financial Reports**

1. Financial Update
2. Quarterly Capital Project Reporting

E. **Trustee Liaison Report**

F. **Chairman's Report**

G. **Other Business**

H. **Adjournment**

1. Motion to Adjourn

Individuals with disabilities who plan to attend the hearing and who require certain accommodations in order to allow them to observe and participate, or who have questions regarding the accessibility of the meeting or facilities, are requested to contact the Village at least 24 hours before the meeting.

Minutes
Village of Glen Ellyn
Finance Commission
Regular Meeting
Friday, December 11, 2015
7:00 AM
Glen Ellyn Civic Center, Room 301

A. Call to Order

This Regular Meeting of the Glen Ellyn Finance Commission was called to order at 7:05 AM by Commissioner Ford in Room 301 at the Civic Center at 535 Duane Street; Glen Ellyn, Illinois. Roll was taken, and it was determined that a quorum was present.

Attendee Name	Title	Status
Erik G Ford	Chairman	Present
Lisa A Cleaver	Commissioner	Present
Jose G DeLeon	Commissioner	Present
Scott R Greeno	Commissioner	Present
Matthew L Halkyard	Commissioner	Present
Yadav N Nathwani	Commissioner	Absent
Steve Rackl	Commissioner	Present
Jeremy S VanEk	Commissioner	Present
Jeffrey S Wallace	Commissioner	Present
Connor Oshea	Commissioner	Absent
Tim O'Shea	Village Trustee	Present
Mark Franz	Village Manager	Present

B. Public Comment (Non Agenda Items)

None.

C. Approval of Minutes

It was noted that Student Commissioner O'Shea was in attendance at both the October 9, 2015 and the November 13, 2015 meeting. Chairman Ford moved and Commissioner DeLeon seconded approving both sets of minutes as revised. The motion was carried unanimously.

1. Finance Commission - Regular Meeting - Oct 9, 2015 7:00 AM

RESULT:	**ACCEPTED AS AMENDED [UNANIMOUS]**
MOVER:	Erik G Ford, Chairman
SECONDER:	Jose G DeLeon, Commissioner
AYES:	Ford, Cleaver, DeLeon, Greeno, Halkyard, Rackl, VanEk, Wallace
ABSENT:	Nathwani

2. Finance Commission - Regular Meeting - Nov 13, 2015 7:00 AM

RESULT:	**ACCEPTED AS AMENDED [UNANIMOUS]**
MOVER:	Erik G Ford, Chairman
SECONDER:	Jose G DeLeon, Commissioner
AYES:	Ford, Cleaver, DeLeon, Greeno, Halkyard, Rackl, VanEk, Wallace
ABSENT:	Nathwani

D. Financial Update

Director Coyle noted that the State is behind in reimbursing municipalities for the use tax it has collected. However, legislation has passed both Legislatures in Springfield directing that undistributed local revenues be released by the State. The use taxes may be received by the end of the year, the MFT somewhat later. These receipts total $150,000. Director Coyle said that the Village will be see positive financial results for 2015 even without these funds.

Director Coyle pointed out that building permit fees have been trending down from the previous year, along with cable franchise fees. In response to questions, she said that the income received pursuant to the ambulance contract will be audited to determine whether the Village will receive any cost-sharing revenues. Overall, the key general fund revenues continue to perform well.

In response to questions, Manager Franz said that up to $1.2 million of drug forfeiture revenues are expected to be used for some aspects of the new police station.

Although the financial statements for the Village Links were not available for this meeting, Director Coyle reviewed the dashboard results, and noted that the December debt payment has been made. In response to questions, Trustee O'Shea said that the Recreation Commission is overall satisfied with the facility operations, although work is ongoing to obtain and keep consistent help, as they are limited by the Village's IMRF and health insurance coverage concerns. This issue has the greatest impact in May and October if the weather is nice and activity warrants more staff hours than available. Manager Franz said that the Board of Trustees will be considering a 5% increase in the fees for golf at its next meeting. Director Coyle said that the financial reporting system is now working well.

E. Police Pension Recommendation to Village Board

This item was discussed at the November 13, 2015 Finance Commission meeting, but could not be voted on because there was not a quorum. It was presented to the Board as a consensus view. The recommendation urges that the investment return assumption employed in calculating the funded status be set at 6.5% if the fund invests in equities at the statutory allowed maximum, and 6.25% if invested under the current allocation. Chairman Ford noted that this Commission feels that the return assumption should be in the 5-5.9% range and it should continue trending down. Trustee O'Shea said that the Board is comfortable with reducing it a ¼ percent each year, and that this Commission has done a good job in keeping the pension matter in front of the Board.

The second part of the recommendation was to devote excess revenues to an additional payment to the pension fund. No action was taken by the Board on this as the year-end figures are not complete. Commissioners discussed the impact of an extra payment on the deficit in the pension fund. If the surplus is not used for this purpose, it will probably be put into reserves. Commissioners also discussed the capital expenditures on the horizon, and the impact of changes on the road project schedule.

Commissioner Halkyard moved and Commissioner Cleaver seconded approving Recommendations 1 and 2 as stated in the memorandum for Agenda Item ID #2034 contained in the meeting packet materials. The recommendations were approved unanimously.

Commissioners noted that the Pension Board recommends a return assumption of 6.75%. Additionally, the RFP for a new investment advisor has been issued, and responses are due in January. This may signal a change in investment strategy in the future.

1. Pension Recommendation to the Village Board

RESULT:	**APPROVED [UNANIMOUS]**
MOVER:	Matthew L Halkyard, Commissioner
SECONDER:	Lisa A Cleaver, Commissioner
AYES:	Ford, Cleaver, DeLeon, Greeno, Halkyard, Rackl, VanEk, Wallace
ABSENT:	Nathwani

F. Trustee Liaison Report

Trustee O'Shea reported that the Board has passed the 2016 budget. The levy was increased; however the valuation of new homes was also increased. Additional property annexations into the Village will have to take place and new homes continue to be built to keep the levy flat.

Trustee O'Shea reviewed the current status of the new police station. Originally, $12 million was budgeted, which included the building and property acquisition. The architect and design build team have reduced the size of the building by 25%, but the cost has still grown to $13.5 million for an adequate facility. The cost of the building as desired by the police department would be approximately $15.4 million, not including additional property acquisition. There will be approximately $1.2 million available from drug forfeitures, and an expected $350,000 additional capital dollars. As of this time, the estimated cost is $13.5 for the building itself. The infrastructure improvements and additional property purchase will bring the total cost of the project to approximately $14.5 with the balance coming from the drug forfeiture funds and capital dollars. The cost of future renovations of the existing Civic Center once the police department has moved out is not included.

Manager Franz noted the reluctance of the Capital Improvements Commission to commit more funds to the project than already given up through changes in scope and timing of future infrastructure projects. In questioning the cost of the building's aesthetics, Manager Franz said that although it is a building expected to last for 75 years, the most expensive exterior projects are not being used. He also noted that the police department is not getting the desired canine and shooting ranges, a basement or third exit onto Taft, nor are there plans to expand the department.

G. Chairman's Report

Chairman Ford had nothing else to report.

H. Other Business

1. Economic Development

In his economic development report, Manager Franz noted the new businesses expected, or interested, in the Central Business District. New restaurants have recently opened.

The development concept for the McChesney's property has been presented to the Architectural Review Commission. It is a $90 million project with 80,000 sf of retail and two stories of underground parking with 5 and 4 stories above. The developers are expected to request financial assistance from the Village, but the nature is unknown at this time.

The Opus project is in the environmental testing phase. The concept has changed in that the St. Petronille parking lot is no longer part of the development. The mix of rentals will be determined at a later time based on the market.

Manager Franz said that staff will be meeting with the owner of the Baker Hill shopping center, and is reviewing possible development in the nearby TIF district. The new breakfast restaurant on Park just north of Roosevelt will be started in the spring with a new contractor.

2. Police Facility Update

3. Next Meeting: January 8, 2015, 7:00 A.M.

The next meeting of the Finance Commission will be Friday, January 8 at 7:00 AM.

I. Adjournment

1. Motion to Adjourn

Commissioner Wallace moved, and several seconds were heard, to adjourn the meeting. The meeting was adjourned with unanimous consent at 7:48 AM.

Submitted by Karen Blake, Recording Secretary
Reviewed by Finance Director Coyle

RESULT:	**APPROVED [UNANIMOUS]**
MOVER:	Jeffrey S Wallace, Commissioner
SECONDER:	Erik G Ford, Chairman
AYES:	Ford, Cleaver, DeLeon, Greeno, Halkyard, Rackl, VanEk, Wallace
ABSENT:	Nathwani
ABSENT:	Nathwani

Finance Commission
535 Duane St.
Glen Ellyn, IL 60137

Meeting: 02/12/16 07:00 AM
Department: Finance
Department Head: Christina Coyle
Category: Report
Prepared By: Caroline Conlon

SCHEDULED

AGENDA ITEM (ID # 2102) DOC ID: 2102

Quarterly Capital Project Reporting

The quarterly capital projects financial report as of December 31, 2015 to be discussed. Also included this month is Professional Engineer Bob Minix's latest monthly construction report (attached). This report provides the narrative behind the numbers.

ATTACHMENTS:

- Engineering Division Project Activity Report 12-03-2015 (PDF)

December 3, 2015

ENGINEERING DIVISION PROJECT ACTIVITY REPORT

CONSTRUCTION PROJECTS

2015 Construction Projects:

ELM-GENEVA CONNECTORS-COTTAGE IMPROVEMENTS** – Contractor: **A Lamp
(Project No. 14004; Value of Contract = $2,510,000 including 3% contingency)
Project closeout will occur after the work sites are examined next spring and any needed repairs and warranty work are completed.

SCADA SYSTEM UPGRADE** – Vendor: **Automatic Systems Company
(Value of Contract = $132,000 including 3% contingency)
Field installations and other on-site integration activities and switchovers are nearing completion.

CRESCENT BOULEVARD RECONSTRUCTION** – Contractor: **Martam Construction
(Project No. 13002; Value of IDOT Contract = $3,153,000; Local Share = $1,480,000)
Staining of the median wall was completed in November. Most of the landscape materials will be installed in the spring of 2016.

GLENWOOD-ARBOR-RIDGEWOOD IMPROVEMENT** – Contractor: **Swallow Construction
(Project No. 14005; Value of Contract = $3,245,000 including 3% contingency)
Landscaping work was completed earlier this week. The contractor is working on various punch list items. Project expenses are still anticipated to be near or to slightly exceed current funding levels; near-final quantities are being established by the construction team.

Projects in Detailed Design / Bidding Phase:

CROSSWALK IMPROVEMENTS AT IDOT INTERSECTIONS** – Engineer: **James J. Benes
(Project No. 14007)
The January 2016 letting is targeted for re-bidding the work. The engineer has submitted updated contract documents in accordance with the bidding timetable.

LAKE ELLYN DRAINAGE AREA STUDIES** – Engineer: **RHMG and ERA
(Project No. 14001)
RHMG continues to wrap-up design of the project. The Park District is interested in adding a dredging component to the project while the lake is drained and this work may be included as an alternate. The environmental report associated with the use of CDBG dollars has been issued by the DuPage County CDC. The CDC is considering the Village's request for additional project funding.

Construction Projects in Closeout Phase:

2014 STREET RESURFACING** – Contractor: **Schroeder Asphalt Services
(Project No. 14003; Value of Contract = $995,000)
Project construction is now complete with remedial work performed in the Lincoln / Chidester area.

CHIDESTER–ELM–LENOX–LINDEN IMPROVEMENTS** – Contractor: **R. W. Dunteman
(Project No. 13003; Value of Contract = $3,526,000)
Punch list items are completed. The engineer has finalized quantities and all legitimate force account items. The engineering team will continue to review the situation with hair line cracks in some driveway approaches and sidewalks.

NICOLL WAY LAND BRIDGE REPAIRS** – Contractor: **R. W. Dunteman Company
(Project No. 15007; Value of Contract = $130,000)
Final project costs have been determined and close-out of the project is expected this year.

2013 STREET IMPROVEMENTS** – Contractor: **R. W. Dunteman
(Project No. 13005; Value of Contract = $2,170,000)
Agreement on final contract quantities and costs have been reached between the contractor and engineer. Engineering expenses for the project are being reviewed by staff.

DUANE-GLENWOOD METRA PARKING LOT** – Contractor: **Hoppy's Landscaping
(Project No. 13007; Value of Contract = $575,000)
Project close-out is imminent for the construction contract and final Metra reimbursement.

RIGHT TURN LANE ON LAMBERT AT ROOSEVELT** – Contractor: **Alliance Contractors
(Project No. 00506; Value of IDOT Contract = $428,700; Federal Share = $286,000; Village Share = $143,000)
Awaiting contract paperwork closeout by IDOT.

RIFORD ROAD RECONSTRUCTION** – Contractor: **R. W. Dunteman
(Project No. 00505; Value of IDOT Contract = $2,452,000; Federal Share = $1,175,000; County Share = $191,000; Village Share = $1,086,000)
Additional close-out actions will be ready for Board consideration in the near future.

ENGINEERING PROJECTS

TAYLOR AVENUE PEDESTRIAN UNDERPASS** – Engineer: **Alfred Benesch
(Project No. 15009)
The engineer is continuing with Phase I studies, including soil borings and coordination with various agencies. A proposal for Phase II engineering services has been received and is being reviewed by Village staff.

CENTRAL BUSINESS DISTRICT OVER/UNDERPASS FEASIBILITY** – Engineer: **HDR
(Project No. 14006)
A follow-up Board workshop session was held on November 16. A pedestrian overpass at the train station garnered support from the Board; Phase I engineering will be started in 2016. The next step for the vehicular over/underpass project will be submitting application(s) for funding.

PARK BOULEVARD REHABILITATION** – Engineer: **Engineering Enterprises
(Project No. 13001)
Wrap-up of Phase I engineering will take place in 2016.

***VARIOUS PROJECTS** – Engineer: Pending*
A Request for Proposal for engineering design services has been developed for six upcoming initiatives including:

- Roosevelt Road / Route 53 Water Main Lining
- Roosevelt Road Water Main Replacement (Nicoll to Route 53)
- Memory Court and Surrey Drive Lift Station
- CBD Utility Improvements
- Water Distribution Chlorine Feed System Improvements

The RFP also includes surveying services for the Kenilworth / Alley Reconstruction Project. The RFP is being reviewed internally and will be distributed to interested consultants in December.

MISCELLANEOUS ROADWAY AND UTILITY PROJECTS AND MAINTENANCE ACTIVITIES SUMMARY CONTINUED ON NEXT PAGE

PROCUREMENT OF GOODS AND SERVICES

Public Works seeks the best vendor prices for various annual municipal and utility maintenance and operations activities. This effort includes local bidding of projects or joint purchasing initiatives, including the Municipal Partnering Initiative (MPI), a consortium of DuPage County communities. The current status of projects is provided in the following table:

Project	Estimated Glen Ellyn Cost	Status
Asphalt Roadway Crack Sealing	$45,000 (Year 1 award) $40,000 (Year 2 award)	Initial Board award on 6/23/14 to Denler; year two award was approved by the Village Board on September 28. Work began in mid-October, concentrating on streets south of Roosevelt Road; about 50% of the contract was accomplished in 2015.
Asphalt Roadway Skip Patching and Resurfacing	$70,000 (award)	Board award 7/28/14 to Hardin Paving, the low bidder from MPI process; $30,000 in work done in 2014; $40,000 to be applied at other locations; Highland Ave. near Forest-Glen School was repaved in November.
2015 Parking Lot and Prairie Path Paving Project	$122,700 (award)	Board award 9/28/15 to Schroeder Asphalt Services based on bids received in September 2015 for the as-bid scope of work. Work will be performed in 2016.
Concrete Sidewalk And Roadway Repairs	$155,000 (award)	The 2015 sidewalk and concrete street repair project was bid locally – Mondi Construction is focusing on sidewalk removal and replacement at locations throughout the Village; about $75,000 in work was accomplished in 2015, with the balance to be performed in 2016.
Hydrant Painting	$18,450 (Year 1 award) $30,750 (Year 2) $32,472 (Year 3)	Board award 7/14/14 to DMD Consultants via the MPI process; Board authorization for years two and three of the contract and funding approval for Year 2 were received in June. Work in 2015 involved approximately 800 hydrants.
Pavement Markings	$75,000 (2014 award) $77,500 (2015 award)	2014 contract (awarded 6/9/14) and 2015 contract (awarded 3/9/15) to Superior Road Striping via Suburban Purchasing Cooperative. The contractor continues to perform various striping tasks as requested by staff, with another assignment completed in November 2015.
2015 Sewer Lining (Project No. 15001)	2015: $425,000 (award)	The Hoerr contract work is underway with lining performed in the Elm-Cottage-Geneva Connectors project corridor and other locations on the north side of the Village; work in the GAR project area can now proceed.
Asphalt Rejuvenators	$47,500 (bid)	Project is on hold pending submittal and review of coring tests and analyses.
Spoil Hauling and Delivery of Aggregates	$50,200 (2015 award) $51,000 (2016 award) $52,200 (2017 award)	The Board awarded the overall contract and funded the 2015 work in late May. Marcott Enterprises is the contractor.

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