

**Minutes
Special Workshop Meeting
Glen Ellyn Village Board of Trustees
Monday, June 20, 2016**

Call to Order

President Demos called the meeting to order at 6:06 p.m.

Roll Call

Upon roll call by Recording Secretary Solomon, President Demos and Trustees Clark, Elliott, Kenwood, Ladesic and Senak answered "Present." Trustee O'Shea was excused.

In Attendance: Recording Secretary Solomon, Village Manager Franz, Assistant Village Manager Stonitsch, Village Attorney Mathews, Public Works Director Hansen, Director of Planning and Development Hulseberg, Police Chief Norton, Records Supervisor Taves and Professional Engineer Minix.

Pledge of Allegiance

President Demos asked Recording Secretary Solomon to lead the Pledge of Allegiance.

Agenda Item E. – Taylor Avenue Pedestrian Underpass Project Update: (Professional Engineer Minix) (Discussion Only)

Professional Engineer Bob Minix presented information on the proposed project for the Taylor Avenue Pedestrian Underpass.

Engineer Minix introduced Mike Magnuson, project manager with Alfred Benesch and Company. Mr. Magnuson presented an in-depth update on the project. Mr. Magnuson stated an 8-foot wide concrete multi-use path with two-foot shoulders is proposed to be constructed on the east side of Taylor between Walnut and Willis. He stated a 12-foot diameter steel casing pipe will be bored and jacked into place as the principal tunnel element which will allow almost 10 feet of clearance from the sidewalk to the lighting above. He stated due to this work, a small temporary easement will be added due to the grading and construction.

Mr. Magnuson stated they anticipate road to be closed approximately two weeks during this construction. He stated they would start construction around 7:00 p.m. on a Friday night after most of the commuter trains had finished running. He stated the beginning part of this construction could be disruptive and noisy, but then they should be done sometime on Saturday with the boring part. He stated they are working on the pre-final plan and approval process and are anticipating starting construction in Spring 2017. Trustee Kenwood asked if this approval process could be accelerated to which Mr. Magnuson stated this is the way the approval process works when you are working with federal funding.

Trustee Ladesic asked if construction would be done by July 4th, 2017 to which Mr. Magnuson stated they hope to start in March or April 2017 and should be done before then.

Trustee Elliott asked if the project could be started on a Saturday morning instead so the residents would not be disturbed as much to which Mr. Magnuson stated they could look into this. Manager

Franz stated due to the Union Pacific train schedule, the construction may need to start on a Friday night instead.

Agenda Item F. – Police Department Records Management System Replacement: (Chief Norton and Records Supervisor Taves) (Discussion Only)

Chief Phil Norton presented information on replacing the current Records Management System (RMS) system which is reaching end-of-life.

Records Supervisor Patti Taves gave an overview of the project which have been underway for a few years already. She stated they are asking the Village to invest in a new RMS where the cost will be spread over seven years. She stated 26 out of 32 agencies currently use the system that is going away, and different members from the public-safety community have been working since 2013 to develop a shared-information system which will allow the Village to be a part of a bigger network of agencies and help with efficiency, accuracy and capability. Chief Norton explained how this new RMS would connect the Village with other agencies in the county.

Manager Franz stated he has been on the Emergency Telephone System Board (ETSB) for the past year, and the County and ETSB has completed a very thorough process on finding a new system. He stated this new system seems to be the best model and value long-term, and he does recommend it.

Trustee Elliott asked how sharing information between agencies works now to which Chief Norton gave a brief explanation. Trustee Elliott stated with sharing more information comes a lack of control and asked if this would be a concern. Chief Norton stated there is more sharing, but they would be able to lock information down if needed. Records Supervisor Taves stated the new RMS system would have audit trails which the current RMS system does not.

Trustee Elliott asked how many other municipalities have signed the letter of intent to which Records Supervisor Taves stated about 69% of the agencies have returned the survey which shows their intent to present this new system to their village boards.

Trustee Senak asked how this system would do long-term to which Records Supervisor Taves stated the current RMS has lasted about 12 years, and each newer system is more robust and lasts longer than the current systems.

Trustee Kenwood asked who would have the licensing to which Manager Franz stated the county would sign the licensing agreement and then pass this on to the villages. Manager Franz stated this is why the county is looking for a letter of intent to see which agencies would be participating.

There was a discussion around the proposed RMS. Trustees Elliott, Kenwood and Ladesic do support this RMS due to the sharing information with other agencies, but are concerned with the cost. Trustee Ladesic asked if the cost could possibly come down to which Chief Norton stated Intergraph will apply a discount, and the cost could come down some depending on how many agencies participate.

The Board's consensus is to move forward with the Letter of Intent.

G. Proposed Amendment of the Ordinance Defining the Process for the Sale of Municipal Property: (Planning and Development Director Hulseberg) (Discussion Only)

Planning and Development Director Staci Hulseberg presented information regarding the amendment of the Ordinance defining the process for the sale of municipal property. Director Hulseberg explained the four options for this proposed amendment:

1. Disposition of Property Without Bids – at the beginning of the development review/entitlement process, the Village Board votes on the petitioner's request for a contingent sales contract. The vote requirement is $\frac{3}{4}$ of the Corporate Authorities vote which would be 6 of 7 members of the Village Board.
2. Disposition of Property With Bids – at the beginning of the development review/entitlement process, the Village publishes notice of a public auction of the municipally-owned property, stating the size, use, zoning and terms of sale. The Village Board may then accept any contract proposal determined to be in the best interest of the Village by a $\frac{2}{3}$ vote, or 5 of 7 votes.
3. TIF Act Conveyance - – at the beginning of the development review/entitlement process, the Village publishes a request for alternate proposals/bids for the TIF redevelopment project. The Village Board may accept any proposal or price determined to achieve the objectives of the redevelopment plan. The Village Board may then enter a redevelopment agreement for the selected proposal which then would be approved by Village Board approval of an ordinance by a simple majority, or 4 of 7 votes.
4. Amend Existing Ordinance No. 6302 – The Village Board amends existing Ordinance No. 6302 to require a simple majority, or 4 of 7 votes, to convey municipal property for redevelopment purposes.

Manager Franz stated he prefers the 3rd or 4th option as these would provide the most flexibility to the Village, and President Demos agreed with this.

There was a discussion regarding the different options, and the Board members preferred Option #4; however, they had differing opinions on how many votes should be needed for approval, whether it should be 4 of 7 or 5 of 7. Trustee Elliott suggested putting the Ordinance Amendment on the agenda for a future Village Board Meeting with Option #4 with 4 of 7 votes, and the Board could pass this amendment with either 4 of 7 or 5 of 7, depending on the consensus at that time. President Demos stated he also wanted to hear Trustee O'Shea's feedback on this proposed amendment.

H. Proposed Update to Village Personnel Manual (Assistant Village Manager Stonitsch) (Discussion Only)

Assistant Village Manager Al Stonitsch presented information regarding the proposed Village Personnel Manual update which was prepared by himself, Attorney Mathews and interim HR Consultant Rod Molek, who is a retired Assistant Superintendent with School District 87. Assistant Village Manager Stonitsch stated it is a good practice to evaluate and update personnel manuals from time to time, and the last update was done in January 2013.

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Assistant Village Manager Stonitsch went through the highlighted changes in each chapter of the personnel manual, including the proposed appendices which would provide the employees with a benefit reference guide.

Trustee Elliott stated he is reading through the proposed changes and would like some specific language changes. Assistant Manager Stonitsch stated these changes could be emailed to him.

There was a short discussion on some pieces the Board would like to talk about to which President Demos stated the Board could talk about this at an upcoming workshop.

I. Other Items

None

J. Adjournment

At 7:27 p.m., a motion was made by Trustee Elliott and seconded by Trustee Kenwood to adjourn. Motion carried.

Respectfully submitted,

Debbie Solomon
Recording Secretary