Minutes
Special Workshop Meeting
Glen Ellyn Village Board of Trustees
Monday, September 19, 2016

Call to Order

President Demos called the meeting to order at 6:32 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: Village Clerk Galvin, Recording Secretary Solomon, Village Manager Franz, Assistant Village Manager Stonitsch, Village Attorney Mathews, Finance Director Coyle, Public Works Director Hansen, Planning and Development Director Hulseberg, Police Chief Norton, Village Links General Manager Vesevick, Village Links Golf Course Superintendent Pekarek, Senior Engineer Daubert, and Administrative Intern Mendoza

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

At 6:33 p.m., a motion was made by Trustee Clark and seconded by Trustee Ladesic to adjourn to Executive Session for the purpose of discussing pending litigation, returning to open session thereafter.

Upon roll call, Trustees Clark, Elliott, Kenwood, Ladesic and Senak voted "aye."

At 7:30 p.m., President Demos called the meeting back to order.

Audience Participation
None

Agenda Item F. – Five Year Forecast and Background: (Finance Director Coyle)

Finance Director Christina Coyle presented information regarding the Five Year Forecast and stated this forecast is developed annually as a tool for the budget process. She stated the Five Year Forecast is divided into four main areas: the General Fund, the Water and Sewer Fund, the Capital Projects Fund and Long Term Liabilities.

Finance Director Coyle stated that in the General Fund, revenues are forecast to grow at approximately 3% per year while expenditures grow at 4%, which would decrease the General Fund's balance by $3.7 million over the next 5 years. She referenced the Composition of General Fund Revenues page in the packet and stated these pie charts project a greater reliance on property taxes and income taxes if user fees remain flat. She stated a possible property tax freeze over five years would forego around $411,000 of revenue in the General Fund that would need to be made up from other revenue sources or through reductions in service. She stated 2010 was the first time this Five Year Forecast was completed with actual results, and this showed that Sales, Home Rule Sales and Income Tax have far outperformed expectations, there were lower salary increases than anticipated, there were lower healthcare costs increases than anticipated and annual balanced budgets and good fiscal management have allowed cash reserves to increase. She stated the Village received an AAA bond rating recently due to the Village's strong reserve balances.

Finance Director Coyle stated in the Water and Sewer fund, usage decreases have been greater than 2% in some years over the past five years, and the Village will need to monitor usage closely to ensure the rates are appropriate. She stated there is volatility in the Water and Sewer Fund due to timing of capital projects throughout the lifetime of the forecast, and the current forecast shows that rate increases will be needed to keep pace with the capital program. She stated water meter replacement has been slotted for 2020-2022. She stated the Village will revisit the capital plan in preparation for the 2017 budget, and this rate forecast will be updated again in the fall to prepare for rate discussions. She stated a rate study may be warranted in future years to examine options for setting rates and to determine if chances should be made from the current model. Trustee Elliott stated the Board should definitely discuss water purchases during the upcoming budget discussions.

Finance Director Coyle stated expenditures vary year-to-year dependent upon the types of projects that are undertaken in the Capital Projects Fund forecast. She stated a property tax freeze over five years would forego around $565,000 of revenue that would need to be made up from other revenue sources or through reductions to the Village's capital plan. She stated several projects remain unscheduled and unfunded, and there will need to be future planning to address how to fund these needs. She stated grant funds will be sought to address some of these funding needs, and Trustee Kenwood asked to see the proposed grant funds so the Board can see the Village's actual estimated costs. She stated the Board will need to provide direction of the increase to the 2016 property tax levy and on the unscheduled/unfunded projects and how to proceed forward.

Finance Director Coyle stated for the Long Term Liabilities, there was an issuance of General Government Bonds for the police-station project in 2015, and there is a gradual debt repayment over the five year forecast. She stated the Village Links bonds would retire in 2023 and 2033, and the police station project bonds would retire in 2035. She stated the increase in Police Pension is due to a duty disability, increases to the mortality ages and decreases in the investment rate return assumption in 2014-2016 (and projected for 2017 and 2018). She stated the Board will need to revisit the actuarial assumptions for the Police Pension this fall in preparation for the tax levy discussion. She stated the Village will need to be mindful of the negative impact that increasing pension contributions will have on the General Fund as well as the impact freezing property taxes will have on its ability to pay off debt and meet capital needs in the future.

There was a discussion regarding the tax levy, the Village's overall financial health and the possibility of the State of Illinois freezing property taxes. Village Manager Franz stated pension costs and capital needs will be the two biggest issues of discussion in the upcoming budget conversations.

Agenda Item G. – Indoor and Outdoor Live Entertainment at the Village Links/Reserve 22: (Planning and Development Director Hulseberg)

Village Links/Reserve 22 General Manager Jeff Vesevick presented information regarding a review of the Village Links/Reserve 22 special use permit for indoor and outdoor live entertainment. General Manager Vesevick stated in May 2015, the Board approved Zoning Code Text Amendments, a Zoning Variation and a Special Use Permit to allow live entertainment in the CR District for a trial period of four months. He stated in August 2015, the Board approved a Special Use Permit to allow live entertainment at the Village Links for a 1-year trial period. He stated in the two trial periods of this pilot program, they have only received one complaint which came late in the evening. He stated they have had meetings with the residents in the surrounding neighborhoods, and the comments have been very positive. He stated they would like some restrictions and conditions possibly lifted.

Trustee Elliott stated there is a balancing act between the Village Links/Reserve 22 and its neighbors, and he does not see any neighbors with issues and would be inclined to go along with the changes. Trustee Ladesic stated he would like to end time to 9:00 p.m. on school nights, and he does not think the annual community meeting might be necessary. Trustee Elliott and President Demos stated they like this meeting to remain, and General Manager Vesevick stated this meeting does enhance the relationship with the residents.

Trustee Kenwood asked about the cost of the live entertainment to which General Manager Vesevick stated it is approximately $200-$350 to hire bands for the outside in the summer, and in the winter, it is approximately $500 to hire bands for the inside. Trustee Senak asked if they would continue to track the revenues.

President Demos stated it seems the test was successful. President Demos stated the end time should remain at 8:00 p.m. and the community meeting should keep going for now, and the Board could revisit this meeting if needed in the future.

Agenda Item H. – Park Boulevard/Main Street Projects Engineering Updates: (Senior Engineer Rich Daubert)

Senior Engineer Rich Daubert presented information regarding the Park Boulevard/Main Street Projects additional Phase I engineering expenses and Phase II engineering services. President Demos stated it was a thorough and well-written piece on this topic and did not feel further explanation was needed. The Board agreed with this as well, and there were no questions on this from the Board or the public.

Agenda Item I. – Special Events Policy and Commercial Filming Permits: (Assistant Manager Al Stonitsch and Administrative Intern Brendon Mendoza)

Administrative Intern Brendon Mendoza presented information regarding the Special Events Policy update and Commercial Filming Permits. He stated from time to time, the Board reviews and considers potential updates to the Village's Special Event Permit policies. He referenced the permit fees in other municipalities and stated the current permit fee is $35.00. There was a discussion regarding this fee, "grandfathered" events, permit fees for sister jurisdictions and a possible deposit fee.

President Demos stated he was comfortable at $50.00 for the fee, and the Trustees agreed on this. President Demos stated the Board could revisit "grandfathered" events before the event occurs to see about any possible chargebacks. The Board agreed that sister organizations should be charged a permit fee. The Board also agreed on a deposit fee with a provision that staff could waive this deposit depending on the possible risk of the event.

Administrative Intern Mendoza asked if the Village should adopt a separate Film Permit policy and application fee as the staff recommends a $100.00 fee for this as well as no more than 10 days at any one home in a calendar year. Trustee Senak stated this fee should be more reflective to the burden it will place on the Village, and President Demos agreed with this. President Demos stated the fee should be $150.00 with no more than five events or ten calendar days per year per location in the Village. President Demos stated Public Works and administration can come up with additional fees for street closure requests.

There was a five-minute break from 8:48 p.m.to 8:53 p.m.

Agenda Item J. - Environmental Commission Update: (Assistant Manager Al Stonitsch and Administrative Intern Brendon Mendoza)

1. DuPage County Cool DuPage Initiative

   Assistant Manager Al Stonitsch presented information on the DuPage County Cool DuPage Initiative and stated the Environmental Commission reviewed this initiative and recommends the Village join this. Environmental Commission Chairman Adam Kreuzer stated there is information available on the web about Cool DuPage and stated DuPage County Environmental Specialist Joy Hinz was very helpful in providing information. Chairman Kreuzer stated the Village was contacted in April 2015 by DuPage County to consider joining the Cool DuPage Initiative, which is a plan to set goals of reducing greenhouse gases from 2007 levels by 10 percent by the year 2020 and by 20 percent by the year 2030.

   Trustee Ladesic asked how the Village staff would deal with this initiative, what goals would be measured and how this initiative would benefit the residents. Trustee Ladesic started he was against this initiative as it comes from the Sierra Club. Chairman Kreuzer stated the people of the Village are responsible to addressing climate change, and this starts at the ground level as every person has a stake in these issues. Chairman Kreuzer stated there is no official commitment to Cool DuPage, and this would put no financial burden on the Village.

   DuPage County Environmental Specialist Joy Hinz stated Cool DuPage is strictly a voluntary program for residents and businesses, and this initiative in not intended to bind the Village into anything.

   Trustee Kenwood asked about how much time the staff would spend on this to which Assistant Village Manager Stonitsch stated he did not get time specifics from other municipalities, but the municipalities did say the time was very reasonable.

   President Demos asked if the Village could withdraw from Cool DuPage after joining it to which Ms. Hinz stated she was not sure of the official process, but it might be just an email would do.

   Trustee Kenwood asked how the baseline levels were set to which Ms. Hinz stated they have the 2007 baseline information and are comparing the current levels to these 2007 levels.

   At 9:15 p.m. President Demos turned over the meeting to President Pro Tem Senak, and President Demos exited the meeting.

   President Pro Tem Senak stated he did some research on this topic and found that this is one of the top 10 pieces that residents look at when moving to a new community. He stated he supports this initiative.

   Ms. Hinz stated the Sierra Club originally approached DuPage County about doing a program, but the county decided to do its own program that the county would then oversee.

There was a discussion on the pros and cons of this initiative. Trustee Kenwood asked Assistant Village Manager Stonitsch to find out what the staff time would take for this. Trustee Clark stated he does agree with Trustee Ladesic on some of the concerns.

2. Proposed Lambert Lake Stewardship Program

   Environmental Commissioner Andrew Van Gorp presented information on a proposed one –year pilot program that would mimic the Forest Preserve programs where volunteers would sign up to become trained in restoration techniques by the Environmental Commission and be given responsibility to oversee a parcel of greenspace as a certified steward. Mr. Van Gorp stated he would hold work days and oversee volunteers on these days and then do an analysis at the end of the pilot year to see how this program did.

   Trustee Ladesic stated maybe this project should hold for a bit as the Village is possibly putting a salt-storage dome somewhere by Lambert Lake and suggested maybe Panfish Park would be a better location for this stewardship program. Village Links Golf Course Superintendent Chris Pekarek stated the cost for this stewardship program would be minimal and could be a very positive program for either Lambert Lake or Panfish Park.

   Trustee Kenwood stated there are many easy improvements that could be done. Trustee Elliott stated this would be a great volunteerism initiative and suggested possibly starting on other areas around Lambert Lake where the salt-storage dome has not been proposed to go. President Pro Tem Senak and Trustee Clark agreed they were in favor of this program for areas not proposed for the salt-storage dome.

Trustee Elliott exited the meeting at 9:56 p.m.

3. Environmental Commission 2017 Funding Request

   Assistant Village Manager Stonitsch stated the Environmental Commission has developed a line-item budget request that is tied to various initiatives that it would like to implement in 2017. Assistant Village Manager Stonitsch stated in order to do these initiatives, the Commission would like to repurpose the 2016 budget funding through the elimination of the Recycling Extravaganza and the Rain-Barrel Cost Sharing Program.

   Environmental Commissioner Mike Malone presented information on the Glen Ellyn Fund initiative which would provide private funds to support new and enhanced programs and projects in the Village through a partnership with the DuPage Foundation to secure significant major gifts. There was a discussion about this initiative, and the Board was favorable on this. President Pro Tem Senak stated this initiative should possibly be a separate line item in the Village's budget.

Agenda Item K. – Other Items

None

J. Adjournment

At 10:12 p.m., a motion was made by Trustee Kenwood and seconded by Trustee Clark to adjourn. Motion carried.

Respectfully submitted,

Debbie Solomon
Recording Secretary