

**Minutes  
Special Workshop Meeting  
Glen Ellyn Village Board of Trustees  
Monday, October 17, 2016**

**Call to Order**

President Demos called the meeting to order at 6:05 p.m.

**Roll Call**

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

**In Attendance:** Recording Secretary Solomon, Village Manager Franz, Assistant Village Manager Stonitsch, Finance Director Coyle, Planning and Development Director Hulseberg, Public Works Director Hansen, Accounts Manager Thomas, Village Links/Reserve 22 General Manager Vesevick, Village Links/Reserve 22 Director of Food and Beverage Concepcion, Assistant Public Works Director Buckley, Professional Engineer Minix, Senior Civil Engineer Daubert, Streets and Forestry Superintendent Brown, Equipment Services Superintendent Frasco, Utilities Superintendent Greenberg, Crew Leader Hubsy, Facilities Manager Baltudis, Fire Company Chief Clark and Fire Administrator Chereskin.

**Pledge of Allegiance**

President Demos asked Glen Ellyn Volunteer Fire Company Chief Chris Clark to lead the Pledge of Allegiance.

**Audience Participation**

None

**Agenda Item E. – Planning and Development**

Planning and Development Director Hulseberg presented information on the 2017 budget and stated some of the budget changes were just line item changes that were switched around due to where the usage was. Planning and Development Director Hulseberg stated there were changes in staffing as they added an entry-level planner position so there are increases in Employee Education, Health Insurance and Travel. She stated the Village is under contract with Northern Illinois University (NIU) for two intern positions, and one of these positions will be eliminated in 2018. She stated 90% of the costs are pass-through in this department.

Trustee O'Shea asked about the increase in Health Insurance costs and Pensionable Salaries line items to which Planning and Development Director Hulseberg explained the staffing changes in the department. Planning and Development Director Hulseberg stated their department is using a temporary Permit Clerk from an agency which is under Professional Services, and this clerk will be finished in November. Planning and Development Director Hulseberg stated one intern's salary is shown in the Professional Services – Planning account as this intern has a scholarship, and the Village pays the intern's salary to NIU. President Demos asked if there is value in keeping another intern to which Planning and Development Director Hulseberg stated this intern could be transitioned into another department next year. President Demos stated Village Attorney Mathews should review this contract.

Trustee Kenwood asked how self-service is working to which Planning and Development Director Hulseberg stated they are still working on expanding MUNIS, and there will be an upgrade to MUNIS on November 11, 2016. Planning and Development Director Hulseberg stated the self-service system will allow residents to apply for certain things online instead of over-the-counter at the Village offices, and residents will also be able to view the approval process.

Trustee Senak asked about last year's economic activity to which Planning and Development Director Hulseberg stated it was higher than expected, and going forward, the department has budgeted for what projects they think will be happening in the Village. Finance Director Coyle stated Building Permits were budgeted for \$615,000 in 2016, and they think they will reach \$550,000 in permits so for 2017, Building Permits are budgeted at \$601,000.

#### **Agenda Item F. – Village Links/Reserve 22**

Finance Director Coyle presented information on the Five-Year Forecast for the Village Links/Reserve 22 and stated this forecast helps them to understand the long-term financial trends in revenues and expenses. Finance Director Coyle referred to the Golf Five Year Forecast and stated expenses are growing at a slightly higher rate than revenues, and there is a fairly level performance here. She stated Golf revenues are anticipated to grow between 1 to 2% a year, and there will be a rate increase slotted for 2021. She stated golf carts are budgeted to be purchased in 2017, and a rate increase is included for carts. Trustee O'Shea stated there was a rate increase this year, and Village Links/Reserve 22 General Manager Jeff Vesevick stated there was an increase in greens fees.

Finance Director Coyle referred to the Reserve 22 Five Year Forecast and stated there is a 2% growth in revenues with more growth potential in banquets. She stated payroll is approximately 45% of the revenues, and the prime cost percentage is 75 to 76%. Trustee Senak asked about prime cost, and there was a discussion regarding this. Trustee O'Shea stated the real growth capacity for Reserve 22 is in banquets and off-season. Village Links/Reserve 22 Director of Food and Beverage Michael Concepcion stated they are improving every month in the number of banquets being added. Trustee Ladesic stated he is concerned about the tight kitchen space and the under-use of the banquet patio. General Manager Vesevick stated they do have a company drawing up designs for a possible cover on the banquet-patio area; however, he is hesitant to take on much more debt at this time.

Finance Director Coyle stated Reserve 22's revenues have outperformed the likely projections forecasted in 2012 when the expansion was approved, and Reserve 22's Five Year Forecast performance is anticipated to yield better results than the original 2012 projections. She stated for the Debt Service maintains a constant level over the forecast, and the capital expenses do vary from year to year. She stated that currently, it is anticipated to use cash reserves to fund capital needs, and some capital purchases can be deferred if the funds are not available. She stated cash reserves are set at a percentage of operating expenses, and in 2017, that policy is 30% up to a maximum of 35% in 2022. She stated based upon the current policy, cash reserves dip below the policy level in 2018.

There were discussions regarding ways to increase revenues, maximizing the patio space, concerns around the space needed and possible changes needed for the space. Trustee Ladesic asked about the banquet pipeline to which General Manager Vesevick stated Assistant Food & Beverage Manager, Banquet Coordinator Aimee Detterbeck took this over September 1<sup>st</sup>, and she is doing a good job with it. General Manager Vesevick stated banquets are growing at a rate of 25%.

President Demos stated he would like to see the breakdown of revenues for the restaurant sales, banquet sales and retail sales, and Trustee Senak stated he would like to see the sales by square foot if possible.

General Manager Vesevick stated Golf revenues are slightly increased for 2017, and there will be possible increases for golf-cart fees and food. General Manager Vesevick stated they will trade in 87 golf cart and purchase an additional 10 golf carts as well as an additional beverage cart. He stated the Mechanical Maintenance category will increase in 2017 due to aging equipment. He stated there are changes on the Administration budget as the new Department of Labor overtime rules could possibly affect three managers' salaries. Manager Vesevick stated some current employees have elected to get health insurance now so these healthcare costs were transferred into the correct departments where these employees are working.

Trustee Senak asked about Golf revenue increases to which General Manager Vesevick stated golf is becoming less popular globally, but the Village Links is trying to be innovative and is continuing to build leagues. General Manager Vesevick stated they are striving to be as profitable as possible. There was a discussion regarding tracking times of golf play. Trustee O'Shea stated they should look at the marketing dollars and how they are marketing the golf course and definitely have a good marketing plan for 2017. Trustee Ladesic asked about credit card fees to which General Manager Vesevick stated they are working with the vendor that the Village already uses to switch to a lower-cost option; however, there are issues with the point-of-sale and process that they are working through.

#### **Agenda Item G. – Public Works**

##### **Admin & Engineering**

Public Works Director Julius Hansen and Assistant Public Works Director Dave Buckley presented information on the different Public Works budgets. Assistant Public Works Director Buckley stated there are changes in the Public Works – Admin & Engineering budget as they are shifting money in Salaries-Pensionable to Salaries-Non Pensionable due to Professional Engineer Minix's retirement. As Public Works will be keeping Professional Engineer Minix on in a part-time role. Assistant Public Works Director Buckley stated there is a reduction in Overtime also. Assistant Public Works Director Buckley stated there will be increases in Employee Education, Travel and Telecommunications while there will be a decrease in Equipment/Capital Outlay. Assistant Public Works Director Buckley stated there will be an increase in Equipment Fund – Replacement due to adding a vehicle for an additional engineer. Assistant Public Works Director Buckley stated they did remove \$10,000 in Professional Services.

##### **Streets**

Streets and Forestry Superintendent Jennifer Brown stated in the Streets budget, there are changes in Temporary Help as hourly wages needed to be increased. Streets and Forestry Superintendent Jennifer Brown stated there are also changes in Maintenance-Traffic Signals, CBD Appearance, Leased Equipment and Equipment/Capital Outlay. She stated they need a new sign-repair roller and cutter as this has reached its end of useful life, and their current one does not cut signs well anymore. There were discussions regarding possible monument-sign locations and the possible replacement of the CBD Christmas tree. President Demos stated they should wait on the Christmas tree replacement at this time.

### **Forestry**

Streets and Forestry Superintendent Jennifer Brown stated in the Forestry budget, there are changes in Tree Trimming, Tree Removal, the Emerald Ash Borer Program, Safety Supplies and Equipment/Capital Outlay. Streets and Forestry Superintendent Jennifer Brown stated there were also items removed in Tree Removal, Tree Replacement and Equipment/Capital Outlay. There was a discussion regarding tree replacement and stump removal, and Village Manager Franz stated there is a two-year waiting list for tree replacement. President Demos asked about stump removal to which Streets and Forestry Superintendent Jennifer Brown stated they are about a year behind on this. President Demos asked if a new contractor is needed to which Public Works Director Hansen stated they would probably need to spend more to get a new contractor for this. Streets and Forestry Superintendent Jennifer Brown stated they will hold the current contractor more accountable and see how this goes.

### **Equipment Services**

Equipment Services Superintendent Frank Frasco stated in the Equipment Services budget, there are changes in Telecommunications, Safety Supplies and Gas and Oil. Equipment Services Superintendent Frasco stated there are also changes in the Vehicle Replacement Fund as they do want to replace some police patrol cars as well as some Public Works vehicles. There was a discussion regarding wear and tear on the Village's vehicles, and Equipment Services Superintendent Frasco stated for police patrol cars, they can be idle about 70% of the time, and one hour of idle time equals 25 miles of wear and tear on these vehicles. Equipment Services Superintendent Frasco stated in the Gas and Oil category, the Village does do a joint purchase of gas and diesel fuel through a country contract. He stated he does look at every vehicle, regardless of mileage and time used to ensure the Village is replacing vehicles that really need to be replaced, and due to this, the Village has received more money at auction as these vehicles have been taken care of well.

### **Water Division**

Utilities Superintendent Bob Greenberg stated in the Water Division budget, there are changes in Maintenance – Buildings and Grounds, Maintenance – Hydrants, Maintenance – Other, Telecommunications, Lake Michigan Water and Equipment/Capital Outlay. There were discussions regarding water costs and possibly doing blended water.

Crew Leader John Hubsy gave a short presentation on non-revenue water and water loss. President Demos stated this is important information and asked that a full presentation be done at an upcoming Village Board Workshop.

### **Sewer Division**

Utilities Superintendent Bob Greenberg stated in the Sewer Division budget, there are changes in Employee Education, Travel, Legal – General Counsel, Maintenance Equipment, Payment to GWA and Equipment/Capital Outlay.

### **Parking**

Finance Director Coyle stated she handed out new pages for this budget at the previous meeting as there were changes in Capital Improvements. Public Works Director Hansen stated in the Parking budget, there are changes to Street Forestry Service Charge, Maintenance – Buildings and Grounds and Capital Improvements. Public Works Director Hansen stated Parking Revenues are projected to be up 4.5% in 2017 over 2016. Village Manager Franz stated at a future Village Board Workshop, the Board will discuss a possible automated parking payment kiosk for the Duane/Lorraine lot. President Demos asked if parking lot maintenance is being kept up-to-date to which Public Works Director Hansen stated this maintenance is done frequently.

### **Motor Fuel Tax Fund**

Trustee Elliott asked if the Downtown lighting cost will decrease with the metered lights to which Assistant Public Works Director Buckley stated these costs should go down. Public Works Director Hansen stated the salt purchase will be done in conjunction with DuPage County, and the Salt line item will be less than as there will be a deferred salt purchase. Assistant Public Works Director Buckley explained the 2016 revised budget for Salt.

There was a break from 8:54 p.m. to 9:07 p.m.

### **Capital Projects**

Senior Civil Engineer Rich Daubert and Professional Engineer Bob Minix presented information on upcoming Capital Projects. Senior Civil Engineer Daubert stated in the Capital Projects budget, there are changes to Resurfacing Program and Contract Street Maintenance and other categories as well. Senior Civil Engineer Daubert stated some of the 2017 Capital Improvements expenditures include the CBD Underpass/Overpass, the Taylor Avenue Pedestrian Project, CBD Lighting Programs and the Annual Sidewalks Improvement Program. There were discussions regarding the CBD Underpass/Overpass and the Taylor Avenue Pedestrian Project as possible escalating costs were a concern from the Board. Professional Engineer Minix stated they are following the Capital Improvements Plan, and they have cut back on the scope of certain projects so any monies saved goes to the Police Department Station building.

Senior Civil Engineer Daubert referred to the map provided showing the 2017 Major Capital Improvements and reviewed the streets to be reconstructed or resurfaced in 2017. Senior Civil Engineer Daubert stated Montclair, East Davis and Smith are the three streets which will be reconstructed in 2017. Finance Director Coyle referred to the grid for any grants the Village has received for these projects so the Board can see which grants are being used.

### **Capital Components**

Senior Civil Engineer Daubert referred to the Water Division budget and stated some of the Capital Projects included in this budget are the Roosevelt Road Water Main Replacement, the CBD Underground Improvements, the water component for the Montclair East Davis Smith project and the Royal Glen Infrastructure Improvement. There was a discussion about these projects. Senior Civil Engineer Daubert referred to the Sewer budget and stated some of the Capital Improvements Projects in this budget are the Sewer Lining/Sanitation Sewer Follow up, the Kenilworth-Alley Improvements and the Royal Glen Infrastructure Improvements.

**Facilities Maintenance/Facilities Reserve**

Assistant Village Manager Stonitsch presented information on the Facilities Maintenance Reserve Fund and stated there are updates needed at Fire Stations 1 and 2, including a roof replacement at Station 1 and brick tuck-pointing at both buildings. Assistant Village Manager Stonitsch stated the line item for the Building Space Needs Study should read \$40,000 and not \$59,700. There was a discussion regarding the roof replacement, and Facilities Manager Brian Baltudis stated the roof definitely needs to be repaired as there is water leakage. President Demos asked that the other Village buildings are checked to see which need tuck-pointing and then have all these combined into one project. There were discussions regarding the use of consulting services and the bidding process.

Fire Administrator John Chereskin stated his biggest concerns are around the parking situation at one of the stations which is not accounted for in the budget yet as well as possible indoor or outdoor storage space. President Demos stated the Board will definitely work on this.

Trustee Senak asked about the HVAC Unit Compressor Replacements line item to which Assistant Village Manager Stonitsch stated these compressor replacements areas for a different HVAC unit than the Board just approved to replace. Facilities Manager Baltudis suggested holding off on replacing the boilers as these are still in good shape. Facilities Manager Baltudis stated he tested the tubes in the boilers, and the Village can still get a few more years from these boilers.

Assistant Village Manager Stonitsch reviewed the possible Civic Center renovations, and there was a discussion about these possible renovations. Trustee Ladesic stated the Village should not move forward with any budget line items for Civic Center renovations until there is a concrete plan in place and not just a conceptual plan. President Demos stated he asked Trustees Ladesic and O'Shea to sit on a subcommittee to discuss the possible renovations. President Demos asked that the Civic Center budget line items stay in for now, and the Board will wait to see what suggestions the subcommittee has.

Assistant Village Manager Stonitsch stated for Stacy's Corner and the History Center, there is some brick tuck-pointing needed as well as a proper trash enclosure. Trustee Elliott suggested a historically-accurate wood fence for the trash enclosure.

Finance Director Coyle stated the Board will do a budget wrap-up at the October 24, 2016 meeting where they will review General Fund revenues, and there will be a public hearing at the November 14, 2016 meeting on the 2017 budget.

**Agenda Item F. – Other Items**

None

**G. Adjournment**

At 10:37 p.m., a motion was made by Trustee Elliott and seconded by Trustee Clark to adjourn. Motion carried.

Respectfully submitted,

Debbie Solomon  
Recording Secretary