



Minutes  
Village of Glen Ellyn  
Village Board Workshop  
Monday, October 17, 2022  
7:00 PM  
Glen Ellyn Civic Center, Room 301

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- A. **Call to Order – 7:02 PM**
- B. **Pledge of Allegiance**
- C. **Roll Call**

Upon roll call by Clerk Cosby, President Senak, and Trustees Christiansen, Fasules, Kalinich, and Thompson answered “Present.”

Moved by Trustee Fasules to allow Trustee Gould to join via phone. This was seconded by Trustee Christiansen. Unanimous vote to allow.

Trustee Payne arrived at the meeting at 7:04 PM

Also in attendance: Village Manager Franz, Assistant Village Manager Rodman, Village Attorney Mathews, Public Works Director Buckley, Finance Director Noller, Assistant Finance Director Brankin, Economic Development Coordinator Hannah, Professional Engineer Daubert, and Police Commander Monson.

- D. **Audience Participation**

No audience participation.

- E. **Discussion**

- 1) **Discussion of a New Liquor License Classification for Park and Oak Collected** (Economic Development Coordinator Hannah)

Economic Development Coordinator Hannah led the discussion on a new classification of liquor license for Park and Oak. They would like to keep the bar in the old Northside space in order to offer alcohol to their patrons.

Trustee Thompson asked if previously this would be a special event license. Economic Development Coordinator Hannah explained the current use of special event licenses and how this differs.

Attorney Mathews explained how this license would work, specifically for Park and Oak.

Christina Samatas, owner of Park and Oak, gave background on her business and how the availability of liquor will make the business more attractive to a national audience.

Trustee Christiansen stated she thought the idea is a great idea.

All were in favor of creating the liquor license. It will be presented at a future

Board meeting.

2) **2023 Capital Improvement Plan and Budget Items** (Professional Engineer Daubert)

Professional Engineer Daubert gave an overview of the Capital Improvement Plan budget for 2023-2027. He reviewed the budget breakdown for Water & Sewer as well.

Professional Engineer Daubert then reviewed the changes to the Plan, speaking to the reason for changes and the costs associated with those changes.

Professional Engineer Daubert presented four scenarios for how the Plan could work. To illustrate revenues, a slide was shown with projections for the four scenarios throughout the 5-year Plan to show revenues.

Trustee Christiansen asked what the 4<sup>th</sup> scenario is based on and Finance Director Noller replied.

President Senak asked if the property tax projection included increases. Finance Director Noller replied that it included a 2% increase. Village Manager Franz added some detail about the property tax increase.

President Senak asked if other tax increases, excluding property, were taken into consideration. Finance Director Noller replied that utility taxes are fixed per Village code and added other details as well.

President Senak asked Finance Director Noller about the relationship between the General Fund and the Capital Project Funds, specifically, if the funds can move between them. Finance Director Noller replied with details about both Funds. Village Manager Franz gave more detail on the history and how the funds work. There was also discussion regarding whether there are any restrictions on the movement of funds that might require ordinance amendments.

Capital Improvement Plan Commission chair spoke to the Plan presented and which scenarios might be plausible.

Professional Engineer Daubert talked about Federal Aid funds/Grants that might be available for some of the projects.

Professional Engineer Daubert added that the Roosevelt Road Street lighting will probably have a Grant opportunity coming soon.

Trustee Christiansen asked if there was bandwidth to write all of the grant applications. Professional Engineer Daubert replied that the Village uses consultants. He added that administrative assistance would be welcomed.

President Senak asked how many grants have been submitted over the past few years. Professional Engineer Daubert replied. Trustee Kalinich noted that much data needs to be provided in support of each grant once attained. Professional Engineer Daubert replied that it is a team effort with consultants too.

Trustee Thompson asked Professional Engineer Daubert how much time he spends on writing grants. He replied with numbers and history from several past grant applications.

Trustee Thompson asked if there is overlap on information for grant applications. Professional Engineer Daubert replied and explained how the grant writing is approached.

Village Manager Franz explained that hiring a “Grant position” won’t help as much as Administrative Support across departments to add their expertise where necessary.

President Senak asked what the model is – consultants or an in-house grant writer. Professional Engineer Daubert gave an example from another town in which a hired grant writer did not work. He agreed with Village Manager Franz on administrative support being key to success.

Professional Engineer Daubert stated that after the grants are awarded, there is a lot of administrative work to be done throughout the project, and there would be a need for support. He also felt that this person could do the reporting on grant applications and their success to help decide which grants to pursue in the future. Trustee Kalinich noted that not all grants are worth pursuing, and President Senak agreed. Professional Engineer Daubert elaborated on how certain grants are not beneficial to the Village.

President Senak asked about what type of consultants the Village is working with, and Professional Engineer Daubert explained.

Village Manager Franz added that the staff is very aggressive on seeking grant opportunities and that they are ahead of the curve on this subject.

Professional Engineer Daubert went on to give an overview of all 2023 Capital Projects, broken down by project type.

Trustee Kalinich asked if there was direction needed from the Board on the Plan. Professional Engineer Daubert replied no, but that the Bonds will be a big decision coming up in the near future.

Norris Eber, resident, asked for clarification on the property tax increase. It was clarified that it is a levy increase.

President Senak wanted to know what the sources were to pay debt services. Village Manager Franz replied with history and present circumstances and that it looks like bonds will need to be issued in 2023.

President Senak wanted to know if the revenue on food and beverage has covered debt service. The answer was yes in the past but the revenue for the new bonds will be sufficient. President Senak wanted to know how short it would be. Finance Director Noller replied \$400-\$500,000 short. President Senak then wanted to know

how much the food and beverage tax rate would need to be to cover the debt service. Finance Director Noller will give the rate in a future meeting.

Trustee Payne wanted to know if CDM Smith is going to give projections on the train station. Professional Engineer Daubert replied that they will in the future.

President Senak asked for a review of the train station project funding sources. Professional Engineer Daubert replied with a breakdown. President Senak also wanted to know if Phase 2 engineering was necessary in relation to funding sources. Professional Engineer Daubert replied.

Trustee Gould wanted to know where the gas tax was listed. Finance Director Noller replied that the motor fuel tax does not go directly into Capital Project Fund but can be transferred when needed. The next opportunity is in 4-5 years.

Village Manager Franz said that the 5-year plan allows for review so projects can be pushed to a later date if funding is not adequate. He also stated that there is no reserve in Capital Projects.

Trustee Thompson asked about the policy shift by the Village in road replacement to a 20-year cycle, and if we are replacing roads that don't need to be. Professional Engineer Daubert replied that the Village could do more, so the 20-year cycle is adequate and a good milestone.

Trustee Fasules asked that of the 2023 projects which could be delayed, because the number of projects planned for 2023 is aggressive for the current inflation rate.

Trustee Christiansen was concerned that a delay might result in paying more money, despite inflation going down. Trustee Kalinich noted that the Board needed to focus on current projects and their approval. Professional Engineer emphasized keeping design work current so that the Village is ready when the analysis and appropriate funding becomes available.

In summary, President Senak asked for thoughts on new revenue sources from Professional Engineer Daubert and Finance Director Noller.

Professional Engineer Daubert wanted the green light to move forward on engineering for streets and the train station. Trustee Thompson asked how long the Phase II engineering would take to complete. Professional Engineer Daubert replied usually about 2 years.

President Senak requested priorities be laid out on projects so that the Board knows the direction and had appropriate check-in points in 2023.

3) **2022 Property Tax Estimate** (Finance Director Noller)

Finance Director Noller reviewed the property tax cycle and the proposed property tax levy. He showed a sample tax bill from last year with the breakdown of dollars.

Finance Director Noller reviewed the tax cap law, as well as the estimated levy.

President Senak asked if there were budget cuts to eliminate the overage that needs to be made and could the levy be set to zero. Several comments expressed belief that it could be reduced but some Trustees believed this would have long-term impacts on the financial health of the Village.

4) **2020-22 Strategic Plan Quarterly Report** (Village Manager Franz)

Village Manager Franz gave an overview of the Quarterly Report. He asked if there were any questions about the goals and initiatives.

President Senak wanted to know why Village Manager Franz needs more staff when all of the goals have been met. Village Manager Franz replied that there are items being addressed “on-the-fly” and would like to right-size departments and avoid further burnout.

President Senak cited page 11 and wanted specifics on Community Development to further the efficiency of the department. Village Manager Franz cited an automation goal for Community Development that will address the desired efficiencies.

Trustee Christiansen thought that the Board needs to look at priorities. She also gave a shout-out the Community Development Director Scott and his team.

Trustee Thompson wanted to know where the Fire Department is within the report. Village Manager Franz replied that the changes are a huge undertaking and should be added.

Trustee Payne wanted to know what early 2023 means for the housing study and the need for affordable housing. Village Manager Franz replied that the housing study is assessing the Village as a whole. President Senak emphasized that the Roosevelt Road project will be well on its way before the housing study is complete.

Trustee Fasules suggested being careful about saying “affordable housing” because it can be defined in many ways.

Trustee Thompson wanted to know if this Strategic Plan will roll forward for next year or if there will be substantial changes. Village Manager Franz replied that it can always be updated, and a refresh would be a good idea after the Board elections. President Senak said this would be a good idea to realign the Board’s goals.

**F. Reminders**

- 1)
  - Village Board Meeting Workshop and Meeting October 24, 2022, 6pm
  - Village Board Special Workshop Thursday, October 27, 2022, 6pm
  - Village Board Special Workshop Tuesday, November 1, 2022, 6pm
  - Village Board Special Workshop Monday, November 7, 2022, 6pm

**G. Adjourn – 9:13 PM**

Mover: Trustee Thompson; Second: Trustee Payne  
Unanimous vote to adjourn.

