



Minutes  
Village of Glen Ellyn  
Village Board Workshop  
Special Meeting  
October 28, 2021  
7:00 PM

Glen Ellyn Police Department Community Room

**Board or Commission:** Village Board  
**Meeting:** Special

**Date:** October 28, 2021  
**Called to Order:** 7:00 p.m.

**Quorum:** Yes

**Adjourned:** 9:31 p.m.

**MEMBER ATTENDANCE:**

|                    |           |         |
|--------------------|-----------|---------|
| Mark Senak         | President | Present |
| Kelli Christiansen | Trustee   | Present |
| Gary Fasules       | Trustee   | Present |
| Anne Gould         | Trustee   | Present |
| Kelley Kalinich    | Trustee   | Present |
| Bill Payne         | Trustee   | Present |
| Steve Thompson     | Trustee   | Present |
|                    |           |         |

**Also Present:**

|                 |                           |
|-----------------|---------------------------|
| Greg Mathews    | Village Attorney          |
| Mark Franz      | Village Manager           |
| David Buckley   | Director of Public Works  |
| Emily Rodman    | Assistant Village Manager |
| Christina Coyle | Director of Finance       |
| Phil Norton     | Chief of Police           |
|                 |                           |

**Public:**

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**A. CALL TO ORDER/ROLL CALL**

The **October 28, 2021** special meeting of the Village Board was called to order by President Senak at **7:00 PM** at the Glen Ellyn Civic Center, Galligan Board Room.

## B. PLEDGE OF ALLEGIANCE

- C. REMOTE PARTICIPATION** - President Senak asks for a motion to allow Trustee Gould to participate in tonight's meeting remotely. Trustee Christiansen motions and Trustee Thompson seconds the motion to allow Trustee Gould remote participation.

RESULT: UNANIMOUS APPROVAL (6-0)

MOVER: Kelli Christiansen, Trustee

SECONDER: Steve Thompson, Trustee

AYES: Thompson, Kalinich, Christiansen, Payne, Fasules

## D. AUDIENCE PARTICIPATION – None

- E. General Fund 2022 Budget** – Village Manager Franz stated the budget process is not a perfect process but it is a deliberate process and that the Village always prepares a balanced budget. He acknowledged some challenges ahead. Each department has the opportunity to present their budget and Finance Director Coyle and he reviewed feedback before putting this budget together. Finance Director Coyle stated that the evening will focus on the General Fund. Finance Director Coyle presented to the Village Board stating that she will give a highlight of what has changed from 2021 to now. The 2021 budget was a very conservative estimate. In 2022 the Village is looking at a 19.2% increase in revenues. Expenses are up 8.2%. Finance Director Coyle stated some revenues have rebounded. Several large expenses are affecting the budget – Dash Cameras - \$175,000, compensation study \$50,000. The police staffing study are also part of these expenses as well. Not all revenues have rebounded. There are some unknowns such as inflation and wage pressure which may increase expenses. They may have a struggle to balance the budget in 2023 given the uncertainty of some of these items and will continue to work with the Board and monitor and adjust as they go along.

1. General Fund Revenues – Finance Director Coyle stated the key revenues in the General Fund are sales and sales tax and those numbers rebounded due to the economic incentives that were put into the economy, as well as the change in the sales tax law. All of this positively impacted GE revenues in 2021. The 2022 budget is set the same as 2021 projected. Sales tax was at an all-time high in 2021. Income tax revenue has seen an increase as well. The Village has seen growth due to incentives from unemployment and strong corporate tax. Trustee Thompson asked if a gas tax is imposed, is this where it would fall? Director Coyle responded yes, and if we did a gas tax at four cents it would bring \$250,000 in revenue.

The other categories that affected the budget is the Property tax levy which increased by .8%. Hotel/Motel taxes were \$160,000 prior to pandemic but that came in at \$40,000 in 2021. Parking ticket issuance is also down, due to commuter travel being down.

2. General Fund – Administration – Finance Director Coyle stated for the VB and Clerk – in 2021 the Village had the DEI consultant, which was \$16,000, which will be a reduction for the 2022 budget. President Senak added that the Village is increasing the amount designated to commissions by \$4500 which he was happy to see. Coyle stated that \$500 was added to the CRC to help them get started. President Senak asked if the Village will be giving additional

money to EC for the Recycling event. The Board asked to increase that to a total of \$10,000 from \$6,000.

Village Manager Franz stated that an HR manager was added, and they are budgeting for a full-time Communications Manager position. Legal HR is increased due to police negotiations and a compensation study in 2022. President Senak asked how does the Village budget \$1,200 for Tuition Reimbursement but we anticipate spending \$9,000, and why not budget for that? Finance Director Coyle stated that they could move additional funds around to cover that, that the Village isn't sure what will come in for that category. The majority of the tuition reimbursement comes from the Police Department. We pay up to \$200/credit hour up to \$800. There are some years where people take advantage of the tuition reimbursement and some years they do not.

Facilities Maintenance (general repair, no major repairs) – they are proposing the addition of a full-time maintenance worker and a part-time custodian worker. They anticipate increased costs in this cost center due to inflationary pressures.

Senior Services – no major changes here.

History Park – no major changes.

Law Department Budget – the major change here is an increase in prosecutorial services (mostly to align our costs).

Economic Development/Marketing – this includes the purchase of the hotel property.

3. General Fund – Community Development – Director Coyle reports the highlights here are the zoning code update - \$115,000. The last update was in 1998. The Building Department added a full-time permit clerk and a full-time inspector position. They were using contractors to pick up the inspector slack prior to hiring the full-time inspector position. Trustee Thompson added that they agree as a Board that we want to have a base of staff and we should be hiring the best and fill in as needed with the contract workers when we are faced with a peak.

4. General Fund – Finance – Director Coyle reports few major changes here, having filled some vacant positions that were not budgeted and the other increase was due to banking and payroll services.

Cashiers Office – The main increase is due to the shifting from non-pensionable to pensionable.

5. General Fund – Information Technology – Director Coyle reported shifting some staffing and also, a \$20,000 increase of maintenance fees and most of that is coming from the primary accounts of Office 365.

## **F. Other Government Funds 2022 Budget**

1. Tax Increment Financing (TIF) Funds – Director Coyle reported the two major changes is the amount budgeted for Avere, \$338,000 of increments to come in 2022 and to be paid out in 2023 and

they also increased the award funding to \$200,000. The Roosevelt Road TIF's main change is the hotel consultant -\$60,000.

2. American Rescue Plan Act (ARPA) Fund – Director Coyle reported we will get the first \$20 Million payment in September and the second payment next year. We are using a little over half of what is allocated and we have until 2024 to fully allocate our funds. We have identified categories to allocate expenses:

- Public health response - vaccine clinics and general health responses
- Behavior health services – this is a placeholder - we do not have anything at this time allocated here.
- Negative economic impacts –We have budgeted \$125,000 (this is for the Chamber or Alliance). We will have continued conversations on how to deploy these funds. President Senak stated we would expect the Alliance or Chamber to bring a proposal to us. Director Coyle stated we would do this together with them, so the accounting of it is complete. We can spend money through 2024. It would cover anything from 2021-2024. We will need to work out the details of this. Director Coyle stated we could allocate additional funds for next year. We also have a placeholder for water and sewer and Tourism & Business Support.
- Community Grants - Director Coyle stated everything that is allocated to ARPA has to be properly documented and must meet the criteria/parameters set forth.

Trustee Kalinich added, Trustee Gould and herself feel strongly about not deferring the lead pipe replacement project and would like to include this in the budget. Trustee Kalinich asked if there was something which could be deferred to allow the lead pipe project to move forward. Village Manager Franz stated even if we make this a priority, it would take years to implement. He stated they don't have to amend the budget; and could start doing this without the additional budget. They would have to gather parameters of how to accomplish this and could do a workshop early next year to iron this out. Director Buckley added that they would need to identify all the lead pipes before they can determine the budget needed.

## **G. Other Funds 2022 Budget**

1. Parking Fund – Director Coyle reported the 2022 budget parking lot commuter fee is assumed at the full rate. Duane and Lorraine revenue pre-Covid was typically at \$85,000-\$95,000; currently it is \$6,200. Coin collection was also down. The Village is supporting the fund with \$450,000. The main expense side of the fund is snow removal for parking garage. The Board will need to decide if they want to reduce the fee for the commuter lot. They should wait to see how 2022 ends and then evaluate the costs. If commuter parking does not return, then they will need to come up with some recommendations, but right now it is a watch and wait.
2. Facilities Maintenance Reserve Fund – Director Coyle reported this is a 5-year plan of projects. This fund is for major building improvements.
3. Insurance Fund – Director Coyle stated this is an internal service fund, it pays health insurance which we are budgeting a 2% increase and a 3% increase for other insurance compensation.
4. Police Pension Fund – The Police Pension board approved the budget and the Board has no ability to control this fund. Currently they are responsible for investments. We anticipate the fund will be transferring funds to the state's consolidated investment fund. We will still pay all benefits through the pension fund. We are funded at 55%. The Police Pension Board will no longer have investment authority after the funds are transferred to the state but will manage all other items such as membership, elections, expenses, disability approvals etc.
5. Corporate Reserve Fund – Director Coyle reported they will still continue the \$15,000 public arts

fund. We need to decide how to fund this in order to do our one-time projects. There is a great narrative on the projects we have been able to do. Currently this fund is solvent.

**H. Reminders**

1. Next Budget Workshop Monday, November 1, 2021, 7:00 pm
2. Budget public Hearing Monday, November 8, 2021, 7:00pm

- I. Adjournment -** Trustee Thompson motioned to adjourn to the Village Board workshop and Trustee Gould seconded the motion. The meeting adjourned at 9:31 p.m.

RESULT: UNANIMOUS APPROVAL (6-0)

MOVER: Steve Thompson, Trustee

SECONDER: Gary Fasules, Trustee

AYES: Thompson, Kalinich, Christiansen, Fasules, Gould, Payne

**Submitted by Elisa Pollina, Recording Secretary**

**Reviewed by Penni Cannova Staff Liaison**