



Minutes
Village of Glen Ellyn
Special Workshop Meeting
Monday, October 2, 2017
6:45 PM
Glen Ellyn Civic Center, Room 301

A. Call to Order

Attendee Name	Title	Status	Arrived
Diane McGinley	Village President	Present	
Bill Enright	Village Trustee	Present	
Gary Fasules	Village Trustee	Present	
John Kenwood	Village Trustee	Present	
Pete Ladesic	Village Trustee	Present	
Craig R. Pryde	Village Trustee	Absent	
Mark Senak	Village Trustee	Present	
John Chereskin	Village Clerk	Present	
Mark Franz	Village Manager	Present	
Greg Mathews	Attorney	Present	
Christina Coyle	Finance Director	Present	
Julius Hansen	Director	Present	
Phil Norton	Chief of Police	Present	
Dave Buckley	Assistant Director	Present	
Frank Frasco	Supervisor	Present	
Jennifer Brown	Crew Leader I	Present	

B. Roll Call

C. Motion to enter Executive Session for the purposes of discussing the sale price of real estate, with returning to open session thereafter.

A motion was made by Trustee Senak and seconded by Trustee Enright to enter into Executive Session for the purposes of discussing pending litigation, setting the price for sale or lease of property and the purchase of real property for the use of the public body, returning to open session thereafter.

Upon roll call, Trustees Enright, Fasules, and Senak answered "aye."

President McGinley called the Special Workshop meeting back to order at 7:04 p.m.

D. Pledge of Allegiance

President McGinley asked Village Manager Mark Franz to lead the Pledge of Allegiance.

E. Audience Participation

None

1. Open:

Members of the public are welcome to speak to any item *not* specifically listed on tonight's agenda for up to three minutes. For those items which are on tonight's agenda, the public will have the opportunity to comment at the time the item is discussed. In either case, please complete the Audience Participation form and turn it in to the Village Clerk. It is requested that, if possible, one spokesman for a group be appointed to present the views of the entire group. Speakers who are recognized are requested to step to a microphone and state their name, address and the group they are representing prior to addressing the Village Board.

F. 2018 Library Budget and Tax Levy Overview (Presented by Executive Director Bussey) (Discussion Only)

1. Dawn Bussey, the Executive Director for the Glen Ellyn Public Library will present the Library's 2018 Budget and Tax Levy overview.

Glen Ellyn Public Library Director Dawn Bussey presented information on the Library's 2018 Budget and Tax Levy Overview. Ms. Bussey stated she will share an overview of the library's levy, expenditures and revenue budgets for the library. Ms. Bussey stated the Library Board approved the 2018 levy and expense budgets at their September 18, 2017 meeting and then she let the staff know on September 19, 2017 about the increase in the levy. Ms. Bussey stated the 2018 operating levy is a 2.1% increase over the last year's levy amount, a decrease from last year's 2.9% increase. Ms. Bussey stated this operating levy increase provided the levy for the bond payments which will be decreasing. Ms. Bussey stated the additional dollars levied will help to cover increased health insurance costs, increased maintenance costs and increased programming expenses, new AV equipment for the remodeled rooms and a raise pool so staff can give performance-based raises.

Ms. Bussey stated on the revenue side, the library has earned over \$16,000 by the end of August with the new passport processing service. Ms. Bussey stated with the remodel, they are installing a small café which the library will not be running itself, but will have a concessionaire who will rent the space out. Ms. Bussey stated the Jungle Book Ball will generate monies for the library too.

President McGinley stated the Library Board has already approved this levy, but does come to the Village Board as a courtesy with this. Trustee Ladesic thanked the library team for looking at internal sources of revenue and encouraged the Library Board to go back and see what they can do about freezing the levy as many government entities are doing that. Trustee Senak agreed with this and asked the Library Board to take whatever steps they can. Trustee Enright thanked the library and asked them to keep up the good work.

G. 2018 Budget Workshop Discussion (Finance Director Coyle) (Discussion Only)

1. Fire and EMS Services

- a. Glen Ellyn Volunteer Fire Company (Presented by Fire Chief Clark)

Fire Chief Clark and Fire Administrator Chereskin presented information on the

proposed 2018 budget for the Glen Ellyn Volunteer Fire Company (GEVFC). Fire Chief Clark stated their budget committee met yesterday, and the 2018 GEVFC budget will be flat to the 2017 budget. Fire Administrator Chereskin stated Engine #1 is an old truck used for parades and such, and the truck mechanicals are deteriorating so much that the Public Works' garage cannot do the work that is needed. Fire Administrator Chereskin stated they did add \$26,000 to the Historical Expenses line item for this truck to be fixed properly.

Finance Director Coyle stated the GEVFC does submit their audited financial statements every year. Finance Director Coyle stated for 2018, they will give the GEVFC's monies request from the Village less the audit of the 2016 positive cash flow. Fire Administrator Chereskin stated they will present this budget to the GEVFC membership this month and then approve this budget next month.

b. General Fund Fire & EMS (Presented by Village Manager Franz)

Finance Director Coyle stated the \$479,336 you see under the Fire Company Contribution section is an out on the Village's budget and an in on the GEVFC budget. Finance Director Coyle stated the main things that are paid for from the General Fund's Fire Services Fund are fire inspections for the businesses in the Village, portion of Du-Comm fees, the liability insurance which the Village pays for the GEVFC and the contribution to the Equipment Services Fund for the GEVFC's fleet. Finance Director Coyle stated the Fire Services Fund under the General Fund, is where the Village pays its portion of the EMS expenses, EMS portion of Du-Comm and ambulance services.

c. Fire Service Fund (Presented by Village Manager Franz)

Finance Director Coyle stated in the Fire Services Fund under the Other Governmental Funds, there is a change to the Vehicles line item as the planned purchase of the new ladder truck will be moved to 2018 from 2017. Finance Director Coyle stated the new squad was moved from the 2018 budget to the 2019 budget as well.

Trustee Kenwood stated he wants to ensure these monies for this fire truck and squad are still ear-marked for the GEVFC since they are not being used in 2017. Finance Director Coyle stated they are. There was a discussion of the possible surplus monies as well as the GEVFC facility and vehicle roadmap plan. Fire Chief Clark stated they do revisit items each year to ensure they are on track.

Fire Chief Clark showed graphs of the 2014 Assessed Values and the 2016 Budget and the Fire Loss per \$100 million in Assessed Valuation for 2014, 2015 and 2016. Fire Administrator Chereskin stated he will send these graphs to the Village Board.

Trustee Enright thanked the GEVFC for all they do. Fire Chief Clark stated there are 15 current recruits on probation with some coming up for membership soon. Fire Chief Clark stated the minimum age for the Fire Company is 21 years old, and their membership does receive a thorough physical each year.

President McGinley thanked the GEVFC for their outstanding work and

phenomenal numbers and stated the Village could not ask for more.

2. General Fund - Police (Presented by Chief Norton)

Police Chief Norton stated they were proactive and make a list of capital expenses and earmarked which of these expenses could be paid for with seized funds. Police Chief Norton stated the Police Department has an authorized strength of 40 with 35 officers now who can be scheduled, three officers in field training, one officer in the academy and one vacant position.

Trustee Fasules stated he thought a previous Board had authorized more officers several years ago, and this decision should be justified or refuted. Police Chief Norton stated a staffing study was done several years ago. Trustee Fasules stated there might be diminished activity and slower response times which puts stress on this team, and the number one goal of the Police Department is the Village's safety. Police Chief Norton stated they did hire back a retired detective to be the Evidence Officer and hired a retired sergeant back as an Investigative Analyst. There was a discussion on the police department staffing. Police Chief Norton stated he could pull the 911 calls which might give a different perspective on the current staffing. President McGinley stated she and Village Manager Franz will sit down with Police Chief Norton to discuss this.

President McGinley asked what percent goes to Police Pension to which Finance Director Coyle stated 10% of the General Fund.

Trustee Ladesic asked if there could be fees for nuisance properties where the police spend an inordinate number of hours. Police Chief Norton stated they looked at this and could do this, but need to ensure specific buildings are not seen as "picked on." Police Chief Norton stated this would be manpower intensive too. Finance Commissioner Halkyard stated a possible ordinance for this could state how many times police are called to a certain location before the building receives a fine.

Finance Director Coyle stated a Forfeiture Fund was added to the Village's funds in 2018 for greater transparency as these forfeiture funds come from seized property, state drug forfeiture funds and federal drug forfeiture funds. Finance Director Coyle stated these funds in the General Funds are projected to be approximately \$675,000 in 2017, and these monies will be transferred over to the newly-created Forfeiture Funds in 2018. Finance Director Coyle stated this set of funds have specific regulations, and these funds can only be used for specific purposes over and above items that would already be in the budget. Finance Director Coyle stated an officer assigned to the Drug Enforcement Agency is paid out of this fund as well as the K-9 unit and the police station payments of \$300,000 for the first three years and then the balance.

3. General Fund Administration & Engineering (Presented by Public Works Director Hansen)

Assistant Public Works Director Buckley stated Public Works has nine funds that it manages. Assistant Public Works Director Buckley stated Public Works' total operational budget is slightly decreased by a little over 1% compared to 2017,

excluding capital, vehicle purchases and parking. Assistant Public Works Director Buckley stated personnel costs have remained flat over the past five years and will decrease due to restructuring and turnover in the department.

Assistant Public Works Director Buckley stated the biggest change was to the Travel line as IPSI training was added for several people, and he will attend a cartograph conference which is the major software used in Asset Management.

4. General Funds - Streets (Presented by Public Works Director Hansen)

Streets and Forestry Superintendent Brown stated the Equipment/Capital Outlay line is new with the conversion of 61 remaining streetlights to LED. Streets and Forestry Superintendent Brown stated there were some decreases. Streets and Forestry Superintendent Brown stated Maintenance -Street Signs was reduced as aluminum and fabrication were reduced. Assistant Public Works Director Buckley stated there are reductions in the Streets budget due to filling budget gaps and trying to make ends meet.

Trustee Ladesic stated Streetlights should go down as the LEDs are implemented. Assistant Public Works Director Buckley stated the replacement parts will go down, but they will still keep the spare lights and poles for damage to Village property.

5. General Fund - Forestry (Presented by Public Works Director Hansen)

Streets and Forestry Superintendent Brown stated there were increases in Maintenance-Buildings and Grounds and Tree Removal and decreases in Professional Services and Tree Replacement.

President McGinley asked how the list for Village tree replacement is due to the Village seeming to be behind on tree replacement. Streets and Forestry Superintendent Brown stated they have been catching up on this list. Assistant Public Works Director Buckley stated they do have a list of available planting spaces where trees have already not been removed, and they do ask the resident if they want a tree planted in these spaces. Assistant Public Works Director Buckley stated the Village does have a cost-share program for trees. There was a discussion about the health of the trees in the Village, and Village Manager Franz stated this line item could be increased.

Trustee Ladesic stated he is still seeing problems with stump removal. Streets and Forestry Superintendent Brown stated Public Works has taken stump removal back in-house so this process is more efficient and can do this year-around.

Trustee Kenwood asked if there is a plan around what types of trees are being replanted. Streets and Forestry Superintendent Brown stated the type of tree can depend on where these trees go in, and trees do have a one-season warranty of trees.

6. Motor Fuel Tax Fund (Presented by Public Works Director Hansen)

Finance Director Coyle stated the Motor Fuel Tax is considered a part of the capital program, and the majority of the dollars used are for streetlights and salt. Finance

Director Coyle stated there are strict guidelines on Motor Fuel Tax funds.

Public Works Director Hansen stated due to when salt is needed in winter, the salt purchase does straddle two fiscal years so this purchase is divided equally between each year. Public Works Director Hansen stated in fall 2018, they will purchase an additional 2,000 tons of salt to be placed in the dome at the Forest Preserve so there is contingency salt in case of an emergency or shortage.

Trustee Kenwood stated he thought the plan was to do salt storage so a mid-season buy of salt did not take place. Public Works Director Hansen stated they would only use this contingency salt in case of a crisis if needed which seems to happen about every four years. Assistant Public Works Director Buckley stated at some point, they would then replenish this contingency salt when prices are down.

Trustee Ladesic asked if there is anything on Public Works' priority list that may have not made the budget. Public Works Director Hansen stated the budget is lean, but this does cover all the bases that need to be covered. Public Works Director Hansen stated the enterprise funds are doing well so they can do what they need to do with water and sewer. Public Works Director Hansen stated he could always use more people and have better customer service, but he is not asking for this.

7. Equipment Services (Presented by Equipment Services Superintendent Frasco)

Equipment Services Superintendent Frasco stated in 2018, they will replace nine vehicles, including three police vehicles and six public works vehicles. Equipment Services Superintendent Frasco stated there is an increase in the Office Supplies line as they are going to create an automotive information library to have everything in one place. Equipment Services Superintendent Frasco stated there is a decrease in fuel due to the cost of fuel trending down and efficiency.

H. Other Items

None

I. Adjournment

At 9:13 p.m., a motion was made by Trustee Kenwood and seconded by Trustee Enright to adjourn. Motion carried.

Respectfully submitted,

Debbie Solomon
Recording Secretary

Reviewed and approved,
John A. Chereskin