



Minutes
Village of Glen Ellyn
Special Workshop Meeting
Thursday, October 5, 2017
7:00 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	Excused	
Mark Senak	Village Trustee	Present	
John Chereskin	Village Clerk	Present	
Mark Franz	Village Manager	Present	
Christina Coyle	Finance Director	Present	
Julius Hansen	Director	Present	
Jeff Vesevick	Department Head	Present	
Rich Daubert	Senior Civil Engineer	Present	
Dave Buckley	Assistant Director	Present	
John Hubsy	Utilities Superintendent	Present	
Ann Pedersen	Business Coordinator	Present	

B. Pledge of Allegiance

President McGinley asked Finance Director Coyle to lead the Pledge of Allegiance.

C. Roll Call

D. 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.

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

1. 2018 Budget Workshop Discussion (Finance Director Coyle) (Discussion Only) 1. Village Links / Reserve 22 Fund (Presented by General Manager Vesevick) 2. Water & Sewer Five Year Forecast (Presented by Finance Director Coyle) 3. Water & Sewer Fund (Presented by Public Works Director Hansen) 4. Residential Solid Waste Fund (Presented by Village Manager Franz)

1. Village Links/Reserve 22 Fund (Presented by General Manager Vesevick)

Finance Director Coyle stated this fund is a part of the Village's four Enterprise Funds. Village Links/Reserve 22 General Manager Vesevick reviewed the 2018 budget and stated the goal of the Village Links/Reserve 22 is to have a desirable recreation and dining facility in the Village. Village Links/Reserve 22 General Manager Vesevick stated the Village Links/Reserve 22 also handles one-third of the Village's stormwater retention at no cost to the taxpayers. Village Links/Reserve 22 General Manager Vesevick they have two major revenue streams: the Village Links consists of Greens Fees, Carts, the Driving Range and Miscellaneous Revenue while Reserve 22 consists of the restaurant and bar, banquets, the Halfway House and the Beverage Cart. Village Links/Reserve 22 General Manager Vesevick stated they have seven cost centers: Administration, Grounds, Golf Services, Food & Beverage, Stormwater, Pro Shop, Golf Carts and Mechanical Maintenance.

Village Links/Reserve 22 General Manager Vesevick stated their debt service will be \$652,096 in 2018 with capital items at \$149,000. Village Links/Reserve 22 General Manager Vesevick stated the approximate \$64,000 projected surplus in 2018 will go to the cash reserves.

Finance Director Coyle stated there is a change in the Administration budget as the purchase of a turbine mower is being added to the Equipment/Capital Outlay line so the amount will change to \$114,000.

Trustee Ladesic asked about the change in the Professional Services - Other line. Village Links/Reserve 22 General Manager Vesevick stated this is due to anticipated architectural service fees that they will incur to possibly do a renovation to the dining room and a possible pavilion added outside the facility. Village Links/Reserve 22 General Manager Vesevick stated they did add a Marketing Coordinator so the Salaries - Non-Pensionable line did increase as well.

Trustee Enright asked if the fees were being increased. Village Links/Reserve 22 General Manager Vesevick stated they are not proposing any rate increases in 2018 as they did a greens fee increase two years ago and a cart fee increase last year, and the market will not stand for another increase so quickly.

Village Links/Reserve 22 General Manager Vesevick stated there is an increase in Golf Services budget's Dues-Subscriptions-Reg Fees line to pay for the GPS lease on the golf carts.

Trustee Senak asked about the Reserve 22 revenue. Village Links/Reserve 22

General Manager Vesevick stated they have operated Reserve 22 at an operating profit every year, but not enough profit to cover the debt service so golf helps to cover this. Village Links/Reserve 22 General Manager Vesevick stated there have been increases in the banquet business, and they will do approximately \$600,000 this year.

Village Links/Reserve 22 General Manager Vesevick stated the debt service will be cut in half as of 2023. Trustee Senak stated his concern is to ensure enough revenue is generated to cover the debt service, even when it is cut in half. Village Links/Reserve 22 General Manager Vesevick stated when this debt service was taken on, they were in a good cash position.

Trustee Kenwood stated he sees there are three areas to grow: the patio, the inside restaurants and banquets. Village Links/Reserve 22 General Manager Vesevick stated they just put a survey out, and one of the questions is, "Would you come if there was better ambience in the dining room?"

President McGinley stated the Board will do a November workshop meeting at the Village Links/Reserve 22 so they can meet with the Recreation Commission to discuss possible capital projects.

Trustee Fasules asked about the make-up of patrons in the restaurant to which Village Links/Reserve 22 General Manager Vesevick stated the golfers are a large portion of this in the summer, but many others will sit on the patio as well. Village Links/Reserve 22 General Manager Vesevick stated they do get patrons from all over and not just golfers.

Trustee Senak asked if they have an appropriate staff level. Village Links/Reserve 22 General Manager Vesevick stated he would always like to increase the staff as they have had turnover in key positions in the past few years. Village Links/Reserve 22 General Manager Vesevick stated they are getting close to a full staff in the restaurant.

2. Water & Sewer Five Year Forecast (Presented by Finance Director Coyle)

Finance Director Coyle reviewed the Water and Sewer Five-Year Forecast and stated this forecast focuses on the Water and Sewer Fund and helps in setting the water and sewer rates. Finance Director Coyle stated due to conservation through energy efficiency efforts as well as improvements to the water infrastructure, gallons purchased have decreased over the past 10 years. Finance Director Coyle stated the graph shows a water usage spike in 2013 which was a major drought year with a major water main break as well. Finance Director Coyle stated water usage is projected to decrease 2% annually on average. Finance Director Coyle stated the DuPage Water Commission raised its rates in May 2017 by 8 cents per 1,000 gallons or 2%. Finance Director Coyle stated future years are projected to increase each June 1st by 3%. Finance Director Coyle referred to the Building the Water and Sewer Fund Forecast page for Revenues and stated the Projected Annual Growth assumes a 2.5% rate increase in 2018 and then a 3.0% increase thereafter, and with anticipated water conservation, this rate increase only produces average revenue growth of 1.6%.

Finance Director Coyle stated the Capital Plan for water and sewer includes the Roosevelt Road water main and main lining, street project related work, sewer lining program and a lift station rehabilitation. Finance Director Coyle passed out correct pages for the Water and Sewer Funds' draft budget. Finance Director Coyle stated they Board has two rate options: Option #1 is in increase of 2.5% for water and sewer rates in 2018 with projected 3.0% increases thereafter, and Option #2 is an increase of \$0.08 per 1,000 gallons in 2018 for water only to directly pass along the DuPage Water Commission rate increase with projected 3.0% increases thereafter. Finance Director Coyle referred to the two graphs which show the Water & Sewer Fund forecasts with Option #1 and Option #2. Finance Director Coyle used a 6,000-gallon household bill as an example and stated depending on the option that the Board goes with for the rate, there could be a \$2.55 increase (2.5%) or \$0.48 (\$0.08 per gallon) per month on the bill. Finance Director Coyle stated they would eventually still be below the cash reserve level even with the 2.5% increase.

President McGinley asked for the Trustees' thoughts on the rate increase options.

Trustee Kenwood stated he does not know if he is fine with going with the reserves because there is no data on how much cash is needed in an operational emergency. Trustee Ladesic stated he agrees with Trustee Kenwood, and he thinks the Village is over-funded in the reserves. Trustee Enright stated he thinks there should be an increase now, and they should increase in good economic times.

3. Water & Sewer Fund (Presented by Public Works Director Hansen)

Water Fund

Utilities Division Superintendent Hubsy referred to the summary that was passed out and stated for the budget on the Water & Sewer Fund/Water Expenses, there are decreases in Salaries-Pensionable, Overtime and Maintenance-Building and Grounds and increases in Salaries-Non-Pensionable, Maintenance-Equipment, Maintenance-Hydrants and Maintenance-Valves. Utilities Division Superintendent Hubsy stated the Temporary Help line is new as they are proposing to hire two additional seasonal workers for the water meter touch pad conversion project.

Finance Director Coyle stated the water bills are about two months in arrears to when the bill is actually sent so these radio reads will help them get the water bills out in two weeks. There was a discussion on this proposed project to convert the water meter touch pads to radio reads regarding the cost savings and how this project will be completed. Assistant Public Works Director Buckley stated Public Works, once they get the data, can then work with the customer once they receive the data to see if there is an issue or a leak.

Utilities Division Superintendent Hubsy passed out another packet and stated in the past three years, a sample of large meters were identified through large meter testing and gains based on past use, and the samples included two schools, two condo buildings and one commercial building. Utilities Division Superintendent Hubsy stated these meters were replaced once these samplings were done.

Utilities Division Superintendent Hubsy referred to the Leak Survey and stated

these are now done in-house.

Sewer Fund

Utilities Division Superintendent Hubsby stated for the Sewer Expenses, the changes include decreases in Salaries-Pensionable and Overtime and increases in Salaries-Non-Pensionable and Maintenance-Equipment.

4. Parking Fund (Presented by Public Works Director Hansen)

Parking Fund

Assistant Public Works Director Buckley stated the revenues from this fund are from permits and parking meters. Assistant Public Works Director Buckley stated Maintenance-Building and Grounds will be flat, Capital Improvements will decrease and Streets/Forestry Service Charge will increase.

President McGinley asked if the parking rates will be reviewed this year. Finance Director Coyle stated they would be.

Finance Director Coyle reviewed Enterprise Funds and stated these are funds that are created to be self-sustaining “enterprises” where the user fees charged are meant to support the operations of the fund.

President McGinley asked for an analysis of how the Village is doing compared to other communities in regards to parking and the amount of permits compared to how many people have them. Village Manager Franz stated they will also review the parking needs to see if a parking garage is warranted. Finance Director Coyle stated she will include the Five-Year Capital Plan for Parking in the final budget.

5. Residential Solid Waste Fund (Presented by Village Manager Franz)

Village Manager Franz stated the Board did determine the rates in August, and the 2018 proposed budget does reflect these new rates which are lowered across the board. Village Manager Franz stated the Clean Sweep week is projected for next April.

F. Other Items

None.

G. Motion to adjourn to Executive Session to discuss the appointment, employment, compensation, discipline, performance, or dismissal of specific employees without returning to open session thereafter.

At 9:06 p.m., a motion was made by Trustee Kenwood and seconded by Trustee Senak to adjourn to Executive Session to discuss the appointment, employment, compensation, discipline, performance or dismissal of specific employees without returning to open session thereafter.

Upon roll call, Trustees Enright, Fasules, Kenwood, Ladesic and Senak answered “aye.”

Motion carried.

Respectfully submitted,

Debbie Solomon
Recording Secretary

Reviewed and approved,

John A. Chereskin
Village Clerk