



Minutes  
 Village of Glen Ellyn  
 Finance Commission  
 Regular Meeting  
 September 12, 2025  
 7:00AM  
 Glen Ellyn Civic Center

**Board or Commission:** Finance  
**Meeting:** Regular  
**Quorum:** Yes

**Date:** September 12, 2025  
**Called to Order:** 7:02 a.m.  
**Adjourned:** 8:11 a.m.

**MEMBER ATTENDANCE:**

Chris Goodman	Chair	Present
Lea Dan	Vice-Chair	Present
Ann Arnold	Commissioner	Absent
Mike Graham	Commissioner	Present
Leo Hoerdermann	Commissioner	Absent
Grant Lavery	Commissioner	Present
Kevin Moffitt	Commissioner	Present
Brian Niksa	Commissioner	Present
Scott Waldbusser	Commissioner	Absent
<b>Also Present:</b>		
Patrick Brankin	Finance Director	
Mark Franz	Village Manager	
Michele Chaparro	Assistant Finance Director	
Kelli Christiansen	Village Trustee	
Elisa Pollina	Recording Secretary	

**A. CALL TO ORDER**

The September 12, 2025 regular meeting of the Finance Commission was called to order by Chairman Goodman at 7:02 AM at the Glen Ellyn Civic Center.

**B. PUBLIC COMMENT – None**

**C. APPROVAL OF MINUTES FROM APRIL 11, 2025 & JUNE 27, 2025 MEETINGS**

MOVE TO APPROVE THE MINUTES OF FINANCE COMMISSION FROM 4/11/2025 & 6/27/2025

RESULT: Motion Unanimously Carried

MOVER: Commissioner Moffitt

SECONDER: Commissioner Graham

AYES: 6

**D. FINANCIAL REPORTS**

1. 2025 Midyear Financial Report – Finance Director Brankin presented the Midyear Financial Report (see attached) for the period of January 1 through June 30, 2025, noting that the report is preliminary, unaudited, and prepared on a budgetary (cash) basis. He reported that General Fund revenues year-to-date are \$307,000 higher than the prior year, primarily due to the continued strength of core revenues, and \$256,000, or 1.8 percent, above the FY25 year-to-date budget. Expenditures are \$711,000 higher than the prior year, largely attributable to police and EMS costs; however, they remain \$918,000, or 7 percent, below the FY25 year-to-date budget.

Brankin also reviewed the performance of core revenues against budget targets, highlighting that sales tax collections are at 54.6% compared to a target of 49.2%, HR sales tax is at 53.7% compared to a target of 48.5%, and income tax is at 57% compared to a target of 56.2%.

Brankin reviewed the General Fund Budget Trends, noting increases in salaries and health insurance costs. He explained that a significant portion of the projected increase is driven by GLP drugs, which are a major factor in rising insurance expenses. Year-to-date expenditures remain below budget, in part due to vacancies in several high-cost positions earlier in the year, which helped keep expenditures under 7 percent. However, with those positions now filled, staffing levels are stable, and the Village is planning accordingly for the remainder of the fiscal year.

Brankin reported that real estate tax revenues are increasing, driven by higher sales prices. Food and beverage tax revenues have remained steady over the past three to four years and are expected to continue at that level. For other funds, Water & Sewer revenues are generally in line at 44% of budget compared to 43% in the prior year. The Parking Fund is currently at 25% of budget compared to 27% last year, though revenues typically catch up in the fourth quarter due to permit renewal activity. The Residential Solid Waste Fund is tracking consistently with the prior year, with revenues on target and expenses at 45% of budget compared to 49% previously.

Brankin also reviewed cash reserves (see attached). Commissioner Moffitt inquired about the status of the train station project. Village Manager Franz explained that Phases 1 and 2 of engineering are nearly complete and should be finished by the end of the year. The Village has already secured \$25 million in grant funding and is working to obtain an additional \$10 million to support the project. Land acquisition will follow once engineering is finalized, though several hurdles remain. The letting process is planned for 2026, with construction anticipated to begin in 2027.

Finally, Brankin reviewed the Police Pension Fund noting the state-mandated consolidation was completed in April 2022, and the Village has established a long-

term target of 6.5%.

2. Annual Comprehensive Financial Report and Popular Annual Financial Report for the year ended December 31, 2024 - Finance Director Brankin noted the report is attached and noted that the audit was approved by the Board. The auditors identified no internal control issues and submitted a clean management letter.

In addition, the Village once again prepared a Popular Annual Financial Report (PAFR) for the 2024 fiscal year. The PAFR is designed to summarize the more detailed Annual Comprehensive Financial Report into a condensed and consumable format for those who do not have a finance background. This practice began in 2023.

Finally, the Village received the GFOA Triple Crown Award, an honor given to only several hundred municipalities out of more than 40,000 applicants.

#### **E. 2026 WATER & SEWER RATES**

1. 2026 Water & Sewer Rate Recommendation - Finance Director Brankin reviewed the Water & Sewer Rate Recommendation, outlining the timeline and rationale. In early 2022, the Village conducted a rate study with a consultant, which was presented in September 2022. In June 2023, the consultant's recommendations were brought before the board, with new rates implemented in 2024 and further adjustments approved in 2025. The study highlighted industry best practices, noting that ideally 25% of revenues should come from fixed fees; currently, the Village is at 10% and working toward increasing this.

Based on fund projections and assumptions, current rates need adjustment. The 2026 proposal includes a fixed monthly service charge and an overall 4% rate increase. For residents, the impact would be modest: approximately \$2 for 1,000 gallons of usage, \$2.60 for 2,000 gallons, \$2.98 for an average 4,000-gallon user, and \$8.10 for a large user at 20,000 gallons per month. Implementing these increases would improve the fund's position, though future adjustments or reprioritization of Water & Sewer capital projects may still be necessary.

The proposed rates are targeted for implementation on January 1, 2026, with the expectation that potential larger increases may be required in 2027. The long-term goal remains to have 25–35% of revenue come from fixed fees. Trustee Christiansen asked whether other municipalities have achieved the 25–35% target, and Brankin stated he would need to investigate.

Chairman Goodman noted that extensive review occurred in 2023 and 2024 and expressed confidence in recommending the proposed rates to maintain fund solvency.

Commissioner Graham motioned to recommend the 2026 rates as proposed by the consultant, and Commissioner Niksa seconded the motion. The motion passed.

MOVE TO RECOMMEND THE 2026 WATER & SEWER RATES AS PROPOSED BY CONSULTANT

RESULT: Motion Unanimously Carried

MOVER: Commissioner Graham

SECONDER: Commissioner Niksa

AYES: 6

- F. STAFF REPORT** – Finance Director Brankin reported that the Village will be posting a Staff Accountant position. He also introduced the new Recording Secretary, Elisa Pollina, who has been preparing minutes for the Village’s various commissions since 2017. Village Manager Franz added that we also have a new Assistant Village Manager, Sabrina Irizarry, and a new Public Works Director, John Hubsy, who was promoted from within.
- G. CHAIRPERSON’S REPORT** – None
- H. TRUSTEE LIAISON’S REPORT** – Trustee Christiansen provided several updates, noting that the Village Board has begun budget discussions and is currently reviewing applicants to fill the vacancy left by Trustee Szymanski.
- I. OTHER BUSINESS** – None
- J. REMINDERS** – Next meeting, Friday October 10, 2025 at 7:00 a.m.
- K. ADJOURNMENT**– Commissioner Moffitt motioned to adjourn the meeting and Commissioner Dan seconded the motion. The meeting was adjourned at 8:11 a.m.

**Submitted by Elisa Pollina, Recording Secretary**

**Reviewed by Patrick Brankin, Finance Director**