Minutes
Village of Glen Ellyn
Regular Meeting
Monday, February 12, 2018
7:00 PM
Glen Ellyn Civic Center, Galligan Board Room

A. Call to Order

B. Pledge of Allegiance

President McGinley led the Pledge of Allegiance.

C. Roll Call

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	
Greg Mathews	Attorney	Present	
William Holmer	Assistant Village Manager	Present	
Christina Coyle	Finance Director	Present	
Julius Hansen	Director	Present	
Phil Norton	Chief of Police	Present	
Jeff Vesevick	General Manager / Staff Liaison	Present	
John Sterrett	Village Planner	Present	
Meredith Hannah	Economic Development Coordinator	Present	
Rich Daubert	Senior Civil Engineer	Present	
John Hubsky	Utilities Superintendent	Present	
Dave Buckley	Assistant Director	Present	
Debbie Solomon	Secretary	Present	

D. Village Recognition: (Village Clerk)

1. The Police Department received a thank you from St. James the Apostle School for their donation to the 2017 Get Your Derby On! Annual Auction and Fundraiser.

2. Public Works employee Frank Frasco received the Professional Manager of the Year Award in the Public Fleet category for the APWA Chicago Suburban Branch.

3. Public Works employee Bill Miller received the Professional Manager of the Year Award in the Public Right-of-Way category for the APWA Chicago Suburban Branch.

E. Audience Participation

None.

F. Consent Agenda - The following items are considered routine business by the Village Board and will be approved in a single vote in the form listed below:

RESULT:	**APPROVED [5 TO 0]**
MOVER:	Mark Senak, Village Trustee
SECONDER:	Bill Enright, Village Trustee
AYES:	Enright, Fasules, Kenwood, Ladesic, Senak
EXCUSED:	Pryde
PRESENT:	McGinley

Motion to approve the following items including Payroll and Vouchers totaling $3,661,853.49: (Trustee Pryde)

1. Total Expenditures (Payroll and Vouchers) - $3,661,853.49. The vouchers have been reviewed by Trustee Pryde and Manager Franz prior to this meeting, and are consistent with the Village's purchasing policy.

2. January 8, 2018 Regular Board Meeting Minutes

3. January 16, 2018 Workshop Meeting Minutes

4. January 22, 2018 Regular Board Meeting Minutes

5. Approve the Recommendation of Village President Diane McGinley for the Appointment of Environmental Student Commissioner, Peter Blatchford, for a Term Ending May 31, 2018.

6. Approve a Fire Prevention Award Request for $30,000 to Ariel Darmoni for Nobel House and Sushi Ukai Restaurants to be located at 419 and 421 N Main Street to be expensed to the Central Business District Tax Increment Financing Fund (Economic Development Coordinator Hannah)

   Trustee Senak stated he understands this will be expensed to the Central Business District Tax Increment Financing Fund (TIF) and asked if this is customary. Village Manager Franz stated the Village has used the TIF funds for these things for the past few years. Trustee Kenwood asked if an ordinance should be done so the downtown buildings are compliant. Village Manager Franz stated there were some Village Board Workshops a few years ago regarding making fire alarms mandatory; however, the Village is encouraging property owners to incorporate fire alarms into buildings as they can. Village Manager Franz stated the Village Board could pass an ordinance with a two- to three-year grace period to install fire alarms. Trustee Kenwood suggested the Village Board look at this as it makes sense because so many buildings are non-compliant as of now.

7. Approve the 2018-2020 Strategic Plan (Village Manager Franz)

   Trustee Kenwood stated he has some suggestions for improvements on the Village's Strategic Plan which he did discuss with Village Manager Franz. Trustee Kenwood stated he does not view the Strategic Issues of Infrastructure and Economic Development as green as there is still work to be done in these areas. Trustee Kenwood stated more direction is needed from the Village Board and thinks the Village Board should prioritize

10 projects to help the staff. Trustee Kenwood stated it would then be good to know who is working on what. Trustee Ladesic stated he thought this would come back for more discussion as he feels there are a number of items on the Strategic Plan which are staff-expected items on a daily basis and do not need to be included on the plan. President McGinley stated that these are included on the Strategic Plan as this is more of a working document.

8. Ordinance No. 6576, An Ordinance to Amend Chapter 6 of Title 9 Regarding Late Fees(Motor Vehicle Licenses) (Finance Director Coyle)

9. Ordinance No. 6577 An Ordinance Granting an Amendment to Ordinance No. 3689, An Amendment to the Special Use Permit for Glen Ellyn Bible Church, A Variation from the Zoning Code, and Exterior Appearance Approval To Allow a Building Addition for Glen Ellyn Bible Church Located at 501 Hillside Avenue (Village Planner Sterrett)

   Trustee Kenwood asked if anyone came forward in opposition to this project. Village Planner Sterrett stated there was no opposition for this project from the community and the Plan Commission did recommend approval.

10. Ordinance No. 6578 An Ordinance Repealing Ordinances 6319 and 6416 and Approving Variations from the District Regulations, Nonconformities and Accessory Structure Regulations of the Zoning Code to Allow the Construction of Additions to a Non-Conforming Structure on the Property Located at 265 S. Ott Avenue (Planning and Development Director Hulseburg)

11. Resolution 18-03, A Resolution authorizing the Village President to execute a Local Agency Agreement between the Village of Glen Ellyn and Illinois Department of Transportation regarding the North Park Boulevard and North Main Street Rehabilitation Project (Public Works Director Hansen)

G. Water Meter Improvements (Presented by Public Works Utility Superintendent Hubsky) (Trustee Senak)

1. Motion to Waive Competitive Billing as Permitted by Section C(1)(e) Regarding Single Source Purchases and Authorize the Village Manager to Approve the Purchase of Water Meter Radio Read Endpoints From Water Resources of Elgin, Illinois in an Amount not to Exceed $595,000 to be Expensed in Equal Allotments in FY18 and FY19 to the Water and Sewer Fund.

   Utilities Superintendent Hubsky presented background on the water meter improvements and stated there are 8,400 water accounts in the Village. Utilities Superintendent Hubsky stated a full meter replacement was done in the Village from 1999 to 2001, and this meter replacement focused on residential meters. Utilities Superintendent Hubsky stated in 2021, there is a meter replacement line item in the Capital Improvement Projects.

   Utilities Superintendent Hubsky stated they have some choices for the meters: a full change-out program, an upgrade of some extent to the existing meters, a partnership for alternative delivery or do nothing and address this when planned in 2021.

   Utilities Superintendent Hubsky stated staff is recommending an upgrade to the meter technology to extend the life of the current meters for another 10 years. Utilities

Superintendent Hubsky stated staff is suggesting an outside MIU with radio-read version which would be a capital cost of $595,000 for 7,000 radio MIUs. Utilities Superintendent Hubsky stated they will add two temporary positions to handle the installation work in 2018 and 2019, and the Village would save approximately $600,000 by doing this in-house. Utilities Superintendent Hubsky reviewed the benefits of the proposed partial conversion.

Trustee Senak asked if the current meters are fine. Utilities Superintendent Hubsky stated the current meters are not wearing out yet from what they can see, but these meters could completely stop at some point. Trustee Senak asked if there would be enhanced customer service with this. Utilities Superintendent Hubsky stated this will help customers see if they have a possibly leakage problem by monitoring water usage hourly. Trustee Senak stated it seems the temporary staff would cost approximately $50,000. Utilities Superintendent Hubsky stated it would, but a contractor would cost approximately $650,000. Trustee Senak asked if this will help to show where a leak is at. Utilities Superintendent Hubsky stated it cannot do this, but would do leak detection. Trustee Senak asked if there would be cost savings if the Village waited to do this. Finance Director Coyle stated it would be not be as the dollar today is not equal to the dollar of tomorrow.

Trustee Kenwood stated the current meters are still at 100% at 17 years in to something that should last approximately 20 years. Utilities Superintendent Hubsky stated the meters are fine from the small sample size they have seen. Trustee Kenwood stated the data does not necessarily prove the current meters need to be replaced due to the small sample size and feels the data is a bit misleading.

Trustee Ladesic suggested changing out the glass part on the meters during the Clearwater inspections.

Utilities Superintendent Hubsky stated one of the benefits would be the hourly readings that would be available every day. Village Manager Franz stated these would be a 10 to 12 year return, but it is a bit hard to quantify at this point.

Trustee Ladesic suggested tabling this discussion so more information can be given to the Village Board. President McGinley stated the Village Board will table this discussion for now.

RESULT:	**TABLED [5 TO 0]**	**Next: 5/21/2018 7:00 PM**
AYES:	Enright, Fasules, Kenwood, Ladesic, Senak	
EXCUSED:	Pryde	
PRESENT:	McGinley	

H. Approval of Bill of Sale for Glen Oak Lift Station (Presented by Public Works Director Hansen) (Trustee Enright)

1. Approve Ordinance No. 6579 Authorizing the Village to Accept Title to Property Known as the Glen Oak Lift Station and Hill Avenue Sewers and Jurisdiction Over Certain Portions of Hill Avenue

Public Works Director Hansen presented background on this bill of sale and stated the Villages of Glen Ellyn and Lombard entered into the Hill Avenue Intergovernmental (IGA) Agreement on October 7, 2010 to convey a section of Hill Avenue, sanitary sewers, *lift station and force main from Lombard to Glen Ellyn. Public Works Director Hansen stated this conveyance happened on January 30, 2018. Public Works Director Hansen reviewed the terms and conditions in the IGA, the steps that have been executed and the steps that need to be executed. Public Works Director Hansen stated the lift station's value is estimated at approximately $400,000, and Lombard is will to pay up to 60% of the portion of the water main project that connects to Crescent which could equal $400,000 if completed by the end of 2021. Public Works Director Hansen stated the estimated cost of Glen Ellyn's portion of the bridge that was agreed through the 2010 IGA is an estimated $230,000.*

RESULT:	**APPROVED [5 TO 0]**
MOVER:	Bill Enright, Village Trustee
SECONDER:	Pete Ladesic, Village Trustee
AYES:	Enright, Fasules, Kenwood, Ladesic, Senak
EXCUSED:	Pryde
PRESENT:	McGinley

I. Facade Award for 536 Crescent Boulevard (Presented by Economic Development Coordinator Hannah) (Trustee Fasules)

1. Approve a Facade Improvement Award request, in the amount of $7,500, to William E. Jegen, for the property located at 536 Crescent Boulevard to be expensed to the Central Business District Tax Increment Financing Fund

Economic Development Coordinator Hannah stated the petitioner William Jegen is requesting a Façade Award for the property located at 536 Crescent Boulevard as Mr. Jegen will be updating the building's façade including trim and window replacements. Economic Development Coordinator Hannah stated Mr. Jegen requested a $15,000 award; however, staff is recommending a $7,500 award instead not all the expenses quoted are eligible for the sliding scale.

William Jegen, owner of the building at 536 Crescent Boulevard, stated he is a resident of Wheaton and a long-time property owner in downtown Glen Ellyn. Mr. Jegen stated he is asking the Village Board to not follow the recommendation of staff and to award him the $15,000 he requested as he is maintaining the Tudor Revival look of the building. Mr. Jegen stated the project will be at least $60,000 and possibly an extra $10,000 for contingencies. Mr. Jegen stated the staff thinks only the window restoration should qualify for the award and not the other work to the building. Mr. Jegen stated he is doing this wide scope of work to ensure the appearance of the downtown area is maintained. Mr. Jegen stated he did add a fire protection system which he fully paid for.

Trustee Kenwood asked about the numbers for the proposed project. Mr. Jegen stated the window replacement is estimated at $27,600; however, there are other pieces to the total project, including scaffolding. Trustee Kenwood asked what the return would be on this project. Mr. Jegen stated the windows would be sealed and of better quality.
President McGinley stated there is a sliding scale for this award based on the cost of the investment.

Trustee Ladesic asked if a Fire Prevention Award has ever been done after the fact to reimburse someone's cost. Village Manager Franz stated this has not been done. Mr. Jegen stated he installed a fire system for School of Rock in 2013 and for the office in May 2016.

Trustee Senak asked how long Mr. Jegen has owned the building. Mr. Jegen stated he bought the building with Mike Formento in 1988 and then bought Mr. Formento out in 1998 so Mr. Jegen and his wife now own the building. Mr. Jegen stated Starbucks has been good for bringing revenue and sales tax to the Village. Trustee Senak stated Mr. Jegen is incurring a lot of cost for seemingly no reason. Mr. Jegen stated the building needs to be updated. Trustee Senak asked if the windows are in keeping with the historic façade. Mr. Jegen stated the windows will be brown trim aluminum frame with wood interior windows from Pella, and these windows should match what is currently there.

Trustee Senak asked what rationality is relied upon for only looking at the first floor. Economic Development Coordinator Hannah stated these awards have typically been for the façade of first-floor retail.

Trustee Kenwood stated he thinks Mr. Jegen should remove the stucco and go back to the brick façade. Village Planner Sterrett stated this would require an Exterior Appearance review from the Planning and Development Department staff.

Trustee Ladesic stated he is willing to offer some consideration and would like to see the award increased to $15,000 due to other improvements done to the building prior and Mr. Jegen already put in a fire protection system.

Trustee Kenwood stated he is not comfortable with this due to fire protection, but does agree Mr. Jegen is restoring the historic look of the building.

Trustee Senak stated he is in favor of a $15,000 award as Mr. Jegen is a long-term building owner in the Village with long-term tenants too. Trustee Senak stated it does not seem to make sense to exclude the second floor, and Mr. Jegen should be rewarded and encouraged as he is restoring a historic building.

Village Manager Franz stated the Village Board has spent time discussing maintenance versus improvements such as this.

President McGinley stated this is a unique situation for this particular building, and the historical features are on the second floor. President McGinley stated the Village Board needs to protect the award program by saying that this award will be granted for $15,000 due to the historical nature of this building as the historical features are located on the second floor rather than the first floor, and no grant funding was approved prior for the first floor.

Attorney Mathews stated the Village Board does not need to be setting precedent based on contingencies which may or may not happen. Attorney Mathews stated the Village Board can clearly exclude things that should be excluded.

There was a discussion on what parts of the building should be included and how the motion should be phrased.

RESULT:	**APPROVED [4 TO 1]**
MOVER:	Gary Fasules, Village Trustee
SECONDER:	Mark Senak, Village Trustee
AYES:	Fasules, Kenwood, Ladesic, Senak
NAYS:	Enright
EXCUSED:	Pryde
PRESENT:	McGinley

J. Financial Discussion (Presented by Finance Director Coyle) (Discussion Only)

1. Finance Director Coyle will present the 2017 year end financial report.

Finance Director Coyle presented information on the 2017 year-end financial report. Finance Director Coyle stated the report is on a budget basis and is done on a cash basis, is unadjusted for accruals and is unaudited. Finance Director Coyle reviewed the key revenues and expenses and discussed significant increases and decreases in these areas. Finance Director Coyle reviewed the General Fund's highlights and Five-Year Historical Trend and Sales Tax and Home Rule Sales Tax numbers. Finance Director Coyle stated the unaudited estimated General Fund surplus from Fiscal 2017 is approximately $209,000. Finance Director Coyle reviewed the numbers from the Village Links/Reserve 22 including golf operations and restaurant operations. Finance Director Coyle reviewed the Real Estate Metrics as well.

RESULT:	**DISCUSSION ONLY**

2. Finance Director Coyle will present an update to the Village's Reserve Policy

Finance Director Coyle stated the majority of the Village's reserve policies were updated at the end of 2011 and the beginning of 2012 and reviewed the current reserve policies. Finance Director Coyle stated a few funds have been look at individually within the past year, including the reserve policies of the Solid Waste Fund, the General Fund and the Parking Fund. Finance Director Coyle stated during last year's budget process, the Village Board expressed the desire to include a clause that a discussion be brought to the Board if the reserve level was greater than 40% at the low point of the year, which is in April. Finance Director Coyle referred to the Analysis of Available Cash grid and reviewed each fund. Finance Director Coyle stated the staff does need direction for the reserve policies of the Village Links/Reserve 22 and the Water and Sewer Fund.

Finance Director Coyle stated for the Village Links/Reserve 22, they would need to increase the reserve policy if look at the possible risk numbers. Finance Director Coyle stated Attorney Mathews did prepare a summary of insurance coverage, and it should be noted that a loss of business due to diseased grass would not be covered by insurance. Village Links/Reserve 22 Manager Vesevick stated they believe that the reserve level should cover the cost of full time staff for a year and cover the debt service for a year for the facility. Village Links/Reserve 22 Manager Vesevick stated the total reserve then would need to be approximately $1,654,000 to cover both the full time staff costs and the debt service costs. Finance Director Coyle stated if this is the target, the current reserve policy would need to be increased by $302,000.

President McGinley asked if they had looked into insurance coverage. Village Links/Reserve 22 Manager Vesevick stated he is working on this, and it should take a few weeks to gather this information. President McGinley stated this reserve policy could then be discussed at a Workshop in the future.

Finance Director Coyle stated for the Water and Sewer Fund reserve policy, she recommends retaining the policy as it is, and any amount that is above the reserve would go to Capital Projects.

RESULT:	**DISCUSSION ONLY**

3. Finance Director Christina Coyle will present a timeline on implementation of a Home Rule Sales Tax increase

Finance Director Coyle stated if the Village is to add 0.25% to the Home Rule Sales Tax (HRST) as of July 1, 2018, this must be passed by the Village Board by April 1, 2018. Finance Director Coyle stated the first reading of this increase will be at the Village Board Meeting on February 26, 2018; however, no public hearing is needed for this.

There was a discussion regarding a HRST increase versus a possible food and beverage tax. President McGinley stated they should keep the HRST increase at 0.25%, and there will need to be further discussion on how to pay for a parking garage in the future.

RESULT:	**DISCUSSION ONLY**

K. Reminders

1. A Special Village Board Meeting is schedulded for Tuesday, February 20, 2018 at 6:30 PM in the Galligan Board Room of the Glen Ellyn Civic Center.

2. A Village Board Workshop is scheduled for Tuesday, February 20, 2018 at 7:00PM in the Wiedner Auditorium of the Glen Ellyn Civic Center.

3. A Village Board Meeting is scheduled for Monday, February 26, 2018 at 7:00PM in the Galligan Board Room of the Glen Ellyn Civic Center.

L. Adjournment

RESULT:	**APPROVED [5 TO 0]**
MOVER:	John Kenwood, Village Trustee
SECONDER:	Bill Enright, Village Trustee
AYES:	Enright, Fasules, Kenwood, Ladesic, Senak
EXCUSED:	Pryde
PRESENT:	McGinley

Respectfully sibmitted, Debbie Solomon, Recording Secretary

Reviewed and approved, John A. Chereskin, Village Clerk