



Minutes  
Village of Glen Ellyn  
Special Workshop Meeting  
Monday, May 7, 2018  
7:00 PM  
Glen Ellyn Civic Center, Room 301

**A. Call to Order**

| Attendee Name    | Title                                | Status  |
|------------------|--------------------------------------|---------|
| Diane McGinley   | Village President                    | Present |
| Bill Enright     | Village Trustee                      | Present |
| Gary Fasules     | Village Trustee                      | Present |
| John Kenwood     | Village Trustee                      | Excused |
| Pete Ladesic     | Village Trustee                      | Present |
| Craig R. Pryde   | Village Trustee                      | Present |
| Mark Senak       | Village Trustee                      | Present |
| John Chereskin   | Village Clerk                        | Present |
| Mark Franz       | Village Manager                      | Present |
| Greg Mathews     | Village Attorney                     | Present |
| William Holmer   | Assistant Village Manager            | Present |
| Staci Hulseberg  | Director                             | Present |
| Phil Norton      | Chief of Police                      | Present |
| Jeff Vesevick    | General Manager Village Links        | Present |
| Meredith Hannah  | Economic Development Coordinator     | Present |
| Lori Thomas      | Assistant Finance Director           | Present |
| Brad Chapple     | Food & Beverage Director             | Present |
| Aimee Detterbeck | Event Planning and Sales Coordinator | Present |

**B. Pledge of Allegiance**

*President McGinley led the Pledge of Allegiance.*

**C. Roll Call**

**D. Audience Participation**

*None.*

**E. Fire Award Program Expansion (Economic Development Coordinator Hannah) (Discussion Only) (15 Minutes)**

1. Economic Development Coordinator Hannah will lead a discussion on the possible expansion of the Fire Award Program to the Roosevelt Road TIF District.

*Economic Development Coordinator Hannah presented background on this possible expansion and stated several business owners on Roosevelt Road have expressed interest in this. Economic Development Coordinator Hannah stated staff is proposing the Fire Award Program Expansion be funded by the Roosevelt Road TIF and referred to the map of the properties included. Trustee Fasules asked for clarification on the properties included. There was a discussion of the map and what properties are in the Roosevelt Road TIF.*

*Economic Development Coordinator Hannah stated this expansion program would be for existing properties and not for new construction. Trustee Ladesci asked about the language in the ordinance for this. Economic Development Coordinator Hannah stated she included the language in the current ordinance for the Downtown TIF district as the staff wanted feedback on this possible expansion before drafting a proposed ordinance.*

*Trustee Senak asked what the purpose is for making the distinction between fire sprinklers and fire alarms. Economic Development Coordinator Hannah stated there is a bigger cost associated with sprinklers than there are with alarms, and the businesses in the Roosevelt Road corridor are typically larger. Trustee Pryde stated there is a much lower threshold to cause something to need a fire alarm rather than a fire sprinkler system. Trustee Senak stated if this is about safety, they should consider all devices that would promote this.*

*Trustee Senak asked about the sliding scale to which Economic Development Coordinator Hannah stated this scale would be like the one used for the Downtown Fire Award Program.*

*There was a discussion about possible funding for this program from the Roosevelt Road TIF.*

*Trustee Fasules stated it does not seem fair that other businesses in the Village cannot have access to these Fire Awards as the businesses are not in the TIFs. Village Manager Franz stated the Roosevelt Road TIF lines were drawn based on the areas in need and whether the areas met the criteria for a TIF District. Trustee Pryde stated there might be a small number of exceptions outside the TIF.*

*President McGinley asked if the Village Board was open to expanding the Fire Prevention Award to the Roosevelt Road TIF as well. Trustee Pryde stated he is open to this, and he wants to ensure there is a balance between the downtown and other parts of the Village. President McGinley stated Trustee Fasules had an idea to go to a tax incentive promotion to reimburse for fire prevention for businesses not in the TIF Districts. There was a discussion regarding the criteria for this, and the Village Board agreed to this.*

*President McGinley asked if there are any pending requests currently for any non-sales tax generating business. Economic Development Coordinator Hannah stated she has not heard of any, but that does not mean that these requests are not out there. Economic Development Coordinator Hannah stated the Village then will establish the Fire Award Program for the Roosevelt Road TIF, and then any requests outside of the TIF will come to the Village Board on a case by case basis.*

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| <b>RESULT:</b> | <b>DISCUSSION ONLY</b> |
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**F. Sign Code Updates (Planning and Development Director Hulseberg) (Discussion Only) (30 Minutes)**

1. Planning and Development Director Hulseberg will lead a discussion on potential amendments to the Sign Code.

*Planning and Development Director Hulseberg presented background on the proposed Sign Code updates and stated the original Sign Code was written in 1993, with a comprehensive revision done in 2014. Planning and Development Director Hulseberg stated staff is proposing 11 changes to the*

*Sign Code, and she wanted the Village Board to discuss three of these changes.*

*Planning and Development Director Hulseberg stated staff is recommending amendments to the Sign Code for:*

- *Double the current allowable square footage of building signage in the downtown from 0.5 square feet per lineal foot to 1 square foot per lineal foot of establishment frontage.*
- *Signage on an awning valance would be considered exempt from the Sign Code provided that the valance does not exceed 8 inches in height, and no letter or logos exceed 6 inches in height.*
- *Projecting signs (also known as blade signs) be exempt from the size regulation provided they do not exceed the maximum square footage of the building signage allowable for the business, with a maximum size of 8 square feet.*

*Planning and Development Director Hulseberg stated the blade signs would count toward the allowable 20 square feet of total signage. Trustee Pryde stated he likes the concept of a blade sign, but store owners might have different thoughts on these blade signs. Trustee Fasules asked about the current allowable size of the blade signs. Planning and Development Director Hulseberg stated it was 4 square feet with the 1993 Sign Code, revised to 6 square feet with the 2014 revision to the Sign Code and staff is now proposing a maximum of 8 square feet. Trustee Pryde stated he feels the blade signs should stay at a maximum of 6 square feet. President McGinley asked if a business could do a blade sign and have its name on the awning. Planning and Development Director Hulseberg stated this is fine as the awning would be exempt now. Village Manager Franz stated a business cannot have a wall sign and an awning sign.*

*Trustee Enright asked if these proposed changes will go to the Plan Commission. Planning and Development Director Hulseberg stated these changes will go to the Plan Commission, but Planning and Development Director Hulseberg wanted the Village Board's opinion first.*

*Trustee Senak stated he is against all three proposed changes as he does not think there is a need for anymore signage in the downtown as there is a reasonable amount now. Trustee Senak stated a business is always able to request a Sign Code variation on a case-by-case basis. Trustee Senak stated with the two Downtown Historical Districts, there is not a need for any additional signage. President McGinley stated the lack of signage downtown is the number one complaint from prospective businesses. Trustee Senak stated he thinks the current blades signage and restrictions are reasonable.*

*Trustee Ladesic stated there are not enough blade signs in the downtown, and Historic Preservation Chairman Lee Marks and the Historic Preservation Commission have asked about blade signs for many years as they bring character to the downtown. Trustee Ladesic stated the signage size is now restrictive.*

*President McGinley asked about the Landscaping for Non-Conforming Signs change. Planning and Development Director Hulseberg stated the Sign Code requires 2 square feet of landscaping at the base of a free-standing sign for each 1 square foot of sign area, but this is not clear in the Sign Code so staff will add this as a requirement. Planning and Development Director Hulseberg stated it does not matter what is planted.*

*Planning and Development Director Hulseberg stated staff is also looking for direction on Code Enforcement issues as some issues have arisen, but the staff is reluctant to deal with these without direction. Planning and Development Director Hulseberg stated the use of neon or LED window signs, such as "Open" signs, of any type are prohibited in the C5 District in order to preserve the downtown's historic character; however, there are approximately 17 such signs that exist in the C5 Downtown District which pre-date the adoption of the new Sign Code. Planning and Development Director Hulseberg stated neon and "Open" signs are allowed on Roosevelt Road.*

*Trustee Senak stated these neon signs should be eliminated in the downtown. Trustee Ladesic stated he thought the Village Board exempted the "Open" signs to which Planning and Development Director Hulseberg stated they did not. President McGinley stated they should consider keeping the "Open" signs as these signs are important. Trustee Ladesic stated retailers have said it is hard to find "Open" signs that are not neon. Trustees Enright and Pryde stated there are fine with the "Open" signs staying in the downtown. President McGinley suggested having the Chamber of Commerce ask the businesses with the "Open" signs if these signs are vital to their business. Trustee Fasules stated the Village Board needs to regulate these signs.*

*Planning and Development Director Hulseberg stated Real Estate Listing signs have increased dramatically throughout the downtown. Trustee Ladesic stated these signs are acceptable in real estate offices, but nowhere else. Planning and Development Director Hulseberg stated this was not a code enforcement priority until recently when many more of these real estate listing signs appeared. Planning and Development Director Hulseberg stated building owners are leasing these spaces to real estate office and agents for these signs. Planning and Development Director Hulseberg stated these signs are prohibited, but the Village has not been enforcing it. Trustee Pryde stated this seems to be an illegal leasing of property, and the businesses should be not leasing sign space on a building to anything that is not pertaining to that particular business.*

*Planning and Development Director Hulseberg stated two other communities have called her to ask where these signs are listed in Glen Ellyn's Sign Code because the other two communities do not allow these signs, but they have people asking about them. Planning and Development Director Hulseberg stated the staff wants to enforce that these signs are not permitted, but will need to give the business some time to deal with this. President McGinley stated the business owners have until the end of June to remove these real estate listing signs.*

*Trustee Fasules asked what would happen if the real estate listing signs were kept up. Planning and Development Director Hulseberg stated the business would get a ticket for Administrative Adjudication. Attorney Mathews asked what provision would be used for this. Planning and Development Director Hulseberg stated the real estate listing signs are not permitted in the Sign Code so therefore these signs are prohibited as they are illegal signs.*

*Planning and Development Director Hulseberg stated video displays are being placed in downtown storefront windows, but these signs are specifically prohibited in the Sign Code. There was a discussion regarding video displays. Planning and Development Director Hulseberg stated the Village will do no video displays, and variation requests for these would be considered on a case-by-case basis. Attorney Mathews stated it might be hard to show a hardship for this type of variation. Planning and Development Director Hulseberg stated all variation requests would be considered.*

*Planning and Development Director Hulseberg stated they are trying to increase the amount of murals in the Village, and proposed murals would follow a similar track as exterior appearance. Planning and Development Director Hulseberg stated the Village would like to encourage murals,*

*but does not want advertising on these murals. Trustee Ladesic stated designs that are inside windows may need to be revisited.*

*Planning and Development Director Hulseberg stated these potential Sign Code amendments will go to the Plan Commission for discussion and then the proposed text amendments would come back to the Village Board for approval. Trustee Senak stated it would be good for the Historic Preservation Commission to look at these proposed changes.*

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| <b>RESULT:</b> | <b>DISCUSSION ONLY</b> |
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**G. Civic Center Renovation Project (Assistant Village Manager Holmer) (Discussion Only) (30 Minutes)**

1. Assistant Village Manager Bill Holmer will update the Board on the status of the Civic Center Renovation Project.

*Assistant Village Manager Holmer presented background on the Civic Center Renovation Project and stated design development has been completed. Assistant Village Manager Holmer stated they are expecting the asbestos removal to be completed by the end of May. Assistant Village Manager Holmer stated a guaranteed maximum price (GMP) for the entire project is being developed while, at the same time, costs are being broken out to account for the fact that the project is being funded, both by the Village and College of DuPage (COD). Assistant Village Manager Holmer stated the entire \$3.35 million for the project will come back to the Village Board for approval, even though this cost is split between the Village and COD.*

*Assistant Village Manager Holmer stated there have been some building maintenance issues found as they have been working on this project. Assistant Village Manager Holmer stated there are concerns with the HVAC system, and staff asked Dewberry and LCI to evaluate the system and provide some options for improvements. Assistant Village Manager Holmer stated the boiler will need to be replaced in the next few years, but a new HVAC system with boiler and piping could be an approximate \$1 million expenditure. Assistant Village Manager Holmer stated also with this the electrical system would need to be upgraded as well as installing additional baseboard heating which would be another \$150,000 expenditure. Assistant Village Manager Holmer stated he feels they are past the part where they can no longer do nothing about this issues; however, the staff does need some direction on this.*

*Trustee Senak asked if the cost would be split with COD if they decide to do the entire fix. Village Manager Franz stated this might not be right as COD has already committed \$2 million to this project. Trustee Ladesic stated it is COD's investment into the Civic Center which is causing the Village to spend money in the first place. Trustee Ladesic stated the building's infrastructure should have been looked at before this project was started.*

*President McGinley stated the HVAC issues should have been addressed years ago. Trustee Fasules stated they need to find the money for the proposed HVAC fix because they should not renovate the building twice. Assistant Village Manager Holmer stated they can add the piping later; however, walls and ceilings that were just redone would need to be removed again.*

*President McGinley asked the Village Board if money should be invested now to put in a new HVAC system, boiler and piping. Trustee Enright stated COD should be paying their fair share of this.*

*Trustee Fasules asked if there are any other issues that need to be looked at as well as a list should be made. Trustee Fasules stated they then should truly look at the cost of anything on this list. Assistant Village Manager Holmer stated the Civic Center needs windows, but this is not a priority.*

*Trustee Pryde stated the electrical system does need an upgrade not because they are bringing a new entity into the building, but because there is increased usage in the building. Trustee Pryde stated he sees this as a maintenance upgrade issue.*

*Trustee Senak stated COD should cost-share in this as they will benefit from a new HVAC system as well.*

*President McGinley stated Finance Director Coyle will work on this and come up with financing options.*

*Trustee Senak asked how long COD's lease is to which Village Manager Franz stated it is 20 years. Trustee Senak asked about the life expectancy of a new HVAC system to which Assistant Village Manager Holmer stated this is 25 years.*

*President McGinley stated they will look deeper into this and bring options to another Workshop.*

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| <b>RESULT:</b> | <b>DISCUSSION ONLY</b> |
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**H. Village Links/Reserve 22 Quarterly Report and Village Links Restaurant Remodel Plans (General Manager Vesevick) (Discussion Only) (45 Minutes)**

1. General Manager Vesevick will present the Village Links/Reserve 22 Quarterly Financial Report.

*Village Links/Reserve 22 General Manager Vesevick presented a review of Quarter 1 2018 and stated golf rounds are down this spring due to the cold weather. Village Links/Reserve 22 General Manager Vesevick stated both greens fees and revenues are down. Village Links/Reserve 22 General Manager Vesevick stated Reserve 22 did well, and revenues were up 14%. Village Links/Reserve 22 General Manager Vesevick stated banquet revenues were up 26%, and the restaurant/bar revenues were up 11%. Village Links/Reserve 22 General Manager Vesevick stated expenses and payroll were up as well.*

*Village Links/Reserve 22 General Manager Vesevick stated net profit was down 5% with overall revenues up 4%, and overall expenditures up 3%. Village Links/Reserve 22 General Manager Vesevick stated the cash reserves are below \$1,000,000 for the first time since 2006 due to the poor spring. Village Links/Reserve 22 General Manager Vesevick stated the debt service is \$650,000 a year, and the last payment on the golf-course debt will be in 2023.*

*Village Links/Reserve 22 General Manager Vesevick stated he is very excited about the experienced staff that is now on-board, and they have revamped the restaurant menu. Village Links/Reserve 22 General Manager Vesevick stated they are be doing with a professional marketing company to write a solid plan for them.*

*Trustee Fasules asked about the golf rounds from this spring. Village Links/Reserve 22 General*

*Manager Vesevick stated there were approximately 1,200 rounds of golf this spring compared to approximately 2,500 rounds of golf last spring.*

*Trustee Ladesic asked if insurance coverage for the greens has been researched. Village Links/Reserve 22 General Manager Vesevick stated most insurance companies say it is the whole facility or nothing. Village Links/Reserve 22 General Manager Vesevick stated he met with Hub International today who thinks they may be able to do this. Village Links/Reserve 22 General Manager Vesevick stated the current insurance policy on the greens covers \$1 million per occurrence if a natural disaster would happen; however, if disease comes in or the wrong chemical is put on the greens and the greens are wiped out, these are not covered. Trustee Ladesic suggested asking around at other golf courses about this too.*

*There was a discussion regarding the cash reserves and a possible increase in revenues with the restaurant remodel.*

*President McGinley stated the Village Board had asked to see a Capital Projects list and the Recreation Commission's meeting minutes and agenda. Village Links/Reserve 22 General Manager Vesevick stated the Capital Projects list is not completed yet, but he does have a five-year plan completed; however, these are bigger projects for which funds will need to be saved. Village Links/Reserve 22 General Manager Vesevick stated he hopes to have the Capital Projects list done by the end of May.*

*Village Manager Franz stated all the meeting agendas and minutes are now online with Minute Track. Village Links/Reserve 22 General Manager Vesevick stated he can ensure these are emailed to the Village Board.*

2. General Manager Vesevick will present plans to possibly update the dining room at Reserve 22.

*Village Links/Reserve 22 General Manager Vesevick stated they interviewed and saw presentations from two companies for this possible remodel and selected Kreska Design in Franklin Park, Illinois.*

*Joanna Kolakowski, with Kreska Design, stated her background is in restaurant interior design. Ms. Kolakowski stated she is proposing an interior design remodel for Reserve 22 which will speak to the golfers and other dining patrons. Ms. Kolakowski stated the dining room has a great view and the patio, but it does not necessarily speak to women. Ms. Kolakowski stated the dining room also has acoustical issues which is a primary concern.*

*Ms. Kolakowski showed an overview of the dining room layout and reviewed the proposed updates of changing out the furniture, having a feature wall, taking away the television, putting in built-in's with décor pieces, putting drapes on the windows, adding acoustical product to the ceiling to cut down on noise, remove the floating ceilings, replacing all light fixtures and changing the host area seating and host stand. Ms. Kolakowski showed a 3-dimensional walk through of the proposed changes. Food & Beverage Director Chapple stated this remodel will also allow them to accommodate much larger parties as the tables will be moveable.*

*President McGinley stated this proposed remodel is impressive and looks inviting and warm. President McGinley stated Reserve 22 will be a place people will want to visit. President McGinley asked what the figures are for return on investment (ROI). Ms. Kolakowski stated it usually takes*

*five years for ROI.*

*President McGinley asked about the timing of this project if they move forward. Ms. Kolakowski stated they have two options: a two-week plan and a four-week plan. Ms. Kolakowski stated she prefers the two-week plan where everything is pre-ordered and ready to go so it could be done in two-week's time. Food & Beverage Director Chapple stated they would do this remodel in September so the restaurant would not have to close, and it is still warm enough for patrons to eat on the patio, or they can use the Blue Heron Room for diners if need be.*

*There was a discussion regarding the proposed costs of this project. Trustee Senak asked how much revenue might be lost during the construction phase. Ms. Kolakowski stated the goal is to do the two-week plan which would minimize the any revenue loss, but she could not give exact figures as she does not know what Reserve 22 brings in daily. Food & Beverage Director Chapple stated 30% of Reserve 22's business is banquets so this would not be affected. Food & Beverage Director Chapple stated if this do this remodel during warmer weather, 90% would be seated outside, but if the weather was not nice then they would lose more revenues, possibly a couple thousand dollars. Food & Beverage Director Chapple stated the banquet room could be set-up for diners if needed.*

*Trustee Pryde asked about Reserve 22's revenues since opening. Village Links/Reserve 22 General Manager Vesevick stated \$1.7 million in year 1, \$2.1 million in year 2, \$2.2 million in year 3 and \$2.3 million in year 4. Trustee Pryde stated the money needs to be spent on this remodel.*

*Trustee Enright asked about expanding the kitchen. Village Links/Reserve 22 General Manager Vesevick stated they will expand the kitchen if they expand the seating capacity on the patio which is still a future possibility.*

*Recreation Commissioner O'Shea stated in the winter, the restaurant is empty so the Recreation Commission wanted to tackle the biggest problem with the smallest capital which would be needed.*

*Trustee Ladesic stated this is a good investment, and he hears many complaints about the lighting and the sound in the dining room.*

*There was a discussion regarding inventory control. President McGinley asked about the loss percentage which Village Links/Reserve 22 General Manager Vesevick stated it is approximately 1%.*

*President McGinley asked if any golf cart replacement could be pushed back. Village Links/Reserve 22 General Manager Vesevick stated they could do this, and he will do analysis on this again; however, there is a loss in value each year on any cart trade-ins.*

*Trustee Fasules stated they need to see what Village Links/Reserve 22 General Manager Vesevick will forego in the capital budget to do this and would like to see where the extra \$100,000 for the proposed project will come from.*

*President McGinley asked for the Village Board's consensus on this. The consensus was to move forward with the 2-week remodel plan. President McGinley stated this will be on the next Village Board Meeting agenda.*

*President McGinley stated Recreation Commission Chairman Browder has resigned due to a possible family employment issue so Commissioner O'Shea will step up to take over the Chairman role.*

*President McGinley thanked the Recreation Commission and the sub-committee who worked on this proposed remodel project.*

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| <b>RESULT:</b> | <b>DISCUSSION ONLY</b> |
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**I. Other Items**

*None*

**J. Motion to Adjourn**

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| <b>RESULT:</b>   | <b>APPROVED [5 TO 0]</b>                |
| <b>MOVER:</b>    | Bill Enright, Village Trustee           |
| <b>SECONDER:</b> | Craig R. Pryde, Village Trustee         |
| <b>AYES:</b>     | Enright, Fasules, Ladesic, Pryde, Senak |
| <b>EXCUSED:</b>  | Kenwood                                 |
| <b>PRESENT:</b>  | McGinley                                |