



Minutes
Village of Glen Ellyn
Regular Meeting
Tuesday, May 29, 2018
7:00 PM

Glen Ellyn Civic Center, Galligan Board Room

A. Call to Order

President McGinley called the meeting to order at 7:00 p.m.

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	Late	7:12 PM
John Kenwood	Village Trustee	Present	
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	
Christina Coyle	Finance Director	Present	
Julius Hansen	Public Works Director	Present	
Staci Hulseberg	Director	Present	
Phil Norton	Chief of Police	Present	
Jeff Vesevick	General Manager Village Links	Present	
Meredith Hannah	Economic Development Coordinator	Present	
Rich Daubert	Senior Civil Engineer	Present	
Steve Witt	Building & Zoning Official	Present	
Brad Chapple	Food & Beverage Director	Present	

Trustee Enright thanked everyone who put together and came to the Memorial Day service yesterday. Trustee Enright related a story of a friend who served in the military. Trustee Enright thanked all the men and women who have served and given the ultimate sacrifice, and we should pay tribute to those soldiers who have fought for this country.

D. Village Recognition: (Village Clerk)

1. The Village would like to thank Steve Ruffalo for his service as Ethics Officer.

E. Audience Participation

1. Executive Director Carol White of the Alliance of Downtown Glen Ellyn will present the 2017 Annual Report.

Economic Development Coordinator Hannah introduced Executive Director Carol White of the Alliance of Downtown Glen Ellyn. Ms. White presented information on the Alliance's upcoming activities, including Wine and Finds on June 14th, Super Heroes Scavenger Hunt from June 1st to July 31st, Jazz Up Glen Ellyn on July 14th and the Sidewalk Sale which will be the last weekend in July. Ms. White stated they are doing a campaign called "Shop Where Your Heart Is," and businesses can put this sticker in their windows to encourage the residents to shop locally.

Trustee Senak stated the Alliance does a great job, and the Alliance continues to build strong alliances with other groups, including the Chamber of Commerce, the Glen Ellyn Public Library and the College of DuPage. Trustee Senak asked if the Alliance will continue to expand and work with the Chamber. Ms. White stated there are always opportunities for this. Trustee Senak asked if Ms. White foresees any impediments to which Ms. White stated she does not.

2. The Fourth of July Committee will present this years festivities for the holiday weekend.

Tom Whalls, with the Fourth of July Committee, presented information on this year's festivities for the holiday weekend, including fireworks, a parade, the Regatta and the picnic.

3. Proclamation in recognition of Emergency Medical Service Week 2018.

Village Clerk Chereskin read a Proclamation in recognition of Emergency Medical Service Week 2018.

4. Proclamation in recognition of National Public Works Week 2018.

Village Clerk Chereskin read a Proclamation in recognition of National Public Works Week 2018.

5. Open:

Erica Nelson, who resides at 1739 Kay Road in Wheaton, stated there will be a Meet Your Neighbor community picnic on Saturday, June 16th starting at 12:00 p.m. at Lake Ellyn. Ms. Nelson stated picnic-goers can bring their picnic lunch and enjoy a bike ride and getting to know residents from Glen Ellyn, Lombard and Wheaton.

- 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 AS AMENDED [6 TO 0]
MOVER:	Mark Senak, Village Trustee
SECONDER:	John Kenwood, Village Trustee
AYES:	Enright, Fasules, Kenwood, Ladesic, Pryde, Senak
PRESENT:	McGinley

Motion to approve the following items including Payroll and Vouchers totaling \$1,629,149.37: (Trustee Senak)

1. Total Expenditures (Payroll and Vouchers) - \$1,629,149.37. The vouchers have been reviewed by Trustee Senak and Manager Franz prior to this meeting, and are consistent with the Village's purchasing policy.
2. May 7, 2018 Special Workshop Meeting Minutes

Trustee Kenwood pointed out a spelling error in the May 7, 2018 Special Workshop Meeting Minutes which will be corrected and amended.

3. May 14, 2018 Regular Board Meeting Minutes

6. NO. 18-12 : LINC Library Resolution

Trustee Kenwood asked about the legal perspective on this. Attorney Mathews stated the Illinois Intergovernmental Consortium established the Library Integrated Network Association (LINC) back in the 1990's of which the Glen Ellyn Public Library is a part. Attorney Mathews stated the member libraries on LINC are going to cease operations and dissolve LINC so the Illinois Municipal Retirement Fund (IMRF) assets and liabilities need to be distributed to the LINC member agencies. Attorney Mathews stated this process requires Village approval of a resolution as the Village would oversee the IMRF plan as the Library is not allowed to have its own IMRF account.

Trustee Kenwood asked if the staff at the library get IMRF. Finance Director Coyle stated IMRF is for non-sworn staff whose positions work over 1,000 hours per year. Trustee Kenwood asked about the funding of the IMRF. Finance Director Coyle stated the LINC entity was 112% funded, and there will no financial impact to the Village's budget. Village Manager Franz stated three other communities have had to do this as well.

Trustee Senak asked if there is any risk on this if the IMRF contributions done by the levy are returned. Finance Director Coyle stated the Library's levy does not go for IMRF.

Regarding Item #8, Trustee Kenwood asked what the financial commitment is for this and what the history is of why the Village would be redoing this parking lot. Senior Civil Engineer Daubert stated this went back to the Crescent Boulevard projects as the Village does pursue improvement projects. Senior Civil Engineer Daubert stated this parking lot was discussed again when Hawthorne Boulevard was discussed. Senior Civil Engineer Daubert stated modifications need to be made to the parking lot itself, and they need to consider the long-term maintenance cost considerations as repairs would need to be done every 15 to 20 years.

Trustee Kenwood asked if spaces are being taken away. Senior Civil Engineer Daubert stated this will happen as they will slightly move the entry into the parking lot, and this is

a full Village expenditure proposal as of now.

Trustee Pryde stated he was on the Capital Improvements Commission when this was discussed, and there was no effective way to safely move people on the sidewalk from Lake Ellyn to the high school. Trustee Pryde stated this is a continuation of a project as the Village road is not fully on the Village right-of-way.

Trustee Kenwood asked if the Village is responsible for resealing the parking lot on an on-going basis. Senior Civil Engineer Daubert stated this is a one-time deal.

Trustee Fasules asked who would own the sidewalk to which Senior Civil Engineer Daubert stated the Village will. Trustee Fasules who would be shoveling the sidewalk in the winter. Senior Civil Engineer Daubert stated the School District will be responsible for this as stated in the IGA.

7. 3342 : 530 Pennsylvania Ave License Agreement

8. NO. 18-13 : Glen Ellyn - District 87 IGA Regarding Ellyn Sidewalk

9. 3334 : FY18 Police Vehicle Purchase

10. 3323 : Bulk Road Salt Purchase 2018-19

11. NO. 18-14 : Illinois Investment Trust

Trustee Enright asked if these investments are idle cash that the Village has. Finance Director Coyle stated this will diversify the Village's funds and diversify away from Illinois' funds. Finance Director Coyle stated this is basically a money market account. Trustee Senak asked if this was voted on in the Finance Commission. Finance Director Coyle stated there was not a vote on this, but there was no objections from any of the commissioners on the Finance Commission.

12. 3357 : Investment Policy Amendment

13. NO. 18-15 : Resolution Releasing 2016 & 2017 Executive Session Minutes

Items Removed from Consent Agenda and Voted on Separately

4. 3328 : Facade & Fire Award Request for 632 Roosevelt Road - Jimmy Johns

Trustee Enright asked if Jimmy John's was fully approved. Economic Development Coordinator Hannah stated the variations were all approved in October 2017.

Trustee Fasules stated there is new signage up. Ryan McGuire, with Jimmy John's, stated the landlord may have put up signage as an advertisement for other properties available.

Trustee Kenwood stated \$12,000 has been approved for public safety improvements so these requests would bring the total requested to almost \$40,000. Trustee Kenwood asked how much the total cost is for the project. Economic Development Coordinator Hannah stated the costs in the packet are only the costs associated with the fire suppression systems. Mr. McGuire stated the total cost for the renovation is approximately \$450,000. Trustee Kenwood asked if the landlord is providing any funds for this renovation. Mr. McGuire stated the landlord is providing a \$40,000 contribution. Trustee Kenwood asked if the franchise is providing any funds. Mr. McGuire stated the franchise is not providing

funds, and this would be atypical of them.

Village Manager Franz stated it is expensive to turn a non-restaurant space into a restaurant space. President McGinley asked how much the cost of the pork-chop will be. Mr. McGuire stated this cost will be approximately \$80,000.

Trustee Kenwood stated the Village is contributing more than the landlord, and if Jimmy John's would move, the landlord would have lots of improvements done. President McGinley explained the Fire Protection Award program, and stated this helps to protect all of the Village. Trustee Kenwood stated he cannot see taxpayer dollars being used for this. Trustee Ladesic stated it can be a struggle to do improvements to the building, and he supports these grants as they are helping to do permanent improvements on the building for a retail sales-tax generating business.

5. NO. 6602 : 2018 Budget Amendment - Roosevelt Road TIF

G. 2017 Comprehensive Annual Financial Report (Presented by Finance Director Coyle) (Trustee Fasules)

1. Finance Director Christina Coyle and Jamie Wilkey from Lauterbach and Amen, LLP will present the December 31, 2017 Comprehensive Annual Financial Report for the Fiscal Year Ended December 31, 2017. 2. Motion to accept the Village's Comprehensive Annual Financial Report for the Fiscal Year Ended December 31, 2017

Finance Director Coyle presented information on the Annual Audited Financial Statements from 2017 and stated there are copies on the dais of the bound report for the Trustees. Finance Director Coyle stated referred the Trustees to the report and provided highlights of the information and pointed out specific sections that the Trustees may want to review, such as the Management's Discussion and Analysis, the Statement of Net Position, the Summary of Government Funds and the Budget Information for all the Village's Funds which is in the Supplemental Information section.

Finance Director Coyle stated in 2017, the General Fund's balance was decreased by \$264,351, and the General Fund contributed \$300,000 of Federal Forfeiture monies to the Capital Projects Fund to pay for a portion of the police station. Finance Director Coyle stated the General Fund also transferred \$548,331 to the Facilities Maintenance Reserve Fund which was the General Fund operating surplus in FY2016. Finance Director Coyle stated if the General Fund decrease in net position was normalized for these one-time non-operating events, the adjusted General Fund increase in Fund balance would be \$411,772.

Finance Director Coyle reviewed the funding status for the Police Pension Fund and IMRF and highlighted the decline in sales tax and income tax in 2017.

Trustee Enright asked about the services fees as they seem to be trending up. Finance Director Coyle stated some are trending slightly up, but cell tower fee is static, and the cable franchise fee is not a large increase.

Trustee Kenwood asked about the Net Position and if there is an increased amount of money in the bank. Finance Director Coyle stated this is entity-wide and viewed as equity and not necessarily cash in the bank.

Trustee Senak stated there were two one-time transfers in 2017 and asked if this could happen in 2018. Finance Director Coyle stated this would be discussed at the Village Board Workshop later this evening.

Jamie Wilkey, with Lauterback and Amen, LLP thanked Finance Director Coyle, Assistant Finance Director Thomas and the Finance Department for their preparedness for this audit. Ms. Wilkey stated the Village received an “unmodified” audit opinion, which is the best possible outcome resulting from the independent audit process. Ms. Wilkey stated an unmodified opinion means that no exceptions were noted which would result in a material misstatement of financial information presented. Ms. Wilkey stated the Internal Controls Environment is sufficient which means no issues or items need to be reported to the Village Board.

Trustee Fasules asked if the comments for private vs. public audits are the same. Ms. Wilkey stated not necessarily.

Trustee Ladesic stated in the Management Letter, it says that the Village should reach out to a private pension actuary. Ms. Wilkey stated independent actuaries are engaged to calculate any future liabilities. Finance Director Coyle stated this will be done in the FY2018 budget for FY2019.

Trustee Enright congratulated the Finance Department on the “unmodified” audit opinion.

RESULT:	APPROVED [6 TO 0]
MOVER:	Gary Fasules, Village Trustee
SECONDER:	Craig R. Pryde, Village Trustee
AYES:	Enright, Fasules, Kenwood, Ladesic, Pryde, Senak
PRESENT:	McGinley

H. Permit Fee Increases (Presented by Planning and Development Director Hulseberg) (Trustee Pryde)

1. Ordinance No. 6603 - VC, An Ordinance Amending Sections of the Village Code of the Village of Glen Ellyn, Illinois to Change Various Permit and Other Fees and Deposits Related to Services Provided by the Planning and Development Department and the Public Works Department.

Planning and Development Director Hulseberg presented background on the permit fee increases and stated the Permit Fee and Deposit Schedule is periodically updated, and this is the culmination of study and evaluation done by Building and Zoning Official Witt. Planning and Development Director Hulseberg stated the Permit Fee and Deposit schedule is difficult at time for customers to navigate, and staff is then often required to make judgment calls as to what the appropriate fee is for a given project. Planning and Development Director Hulseberg stated this method is also heavily reliant on the applicant providing accurate information regarding the hard cost of the work.

Planning and Development Director Hulseberg stated staff is proposing to combine numerous fees into two flat fees, one for building permit and the other for plan review, each based on the total square footage of the project. Planning and Development Director Hulseberg stated the use of flat fees will achieve several goals by ensuring equity for projects of similar size and nature, improving efficiencies in administering the

schedule by simplifying or eliminating tedious and time-consuming calculations, and simplify the schedule for both staff and customer use by making the schedule easier to read and navigate. Planning and Development Director Hulseberg stated minimum fees and simple permit fees have been adjusted to account for the increase in the Cost of Living Index since 2009, and to keep up with key changes over time, staff is proposing that every other year, staff is able to increase fees based on the Cost of Living Index as set by DuPage County. Planning and Development Director Hulseberg stated these proposed changes were reviewed at a Village Board Workshop, and some updates were made.

Trustee Enright asked about the national number for cost per square foot. Building and Zoning Official Witt stated these are authored by the International Code Council, and every six months, a new index of construction costs is done. Building and Zoning Official Witt stated construction costs in the Chicagoland area are 20 to 23% higher than the national average. Building and Zoning Official Witt stated many communities use the same type of system that the staff is proposing.

Trustee Pryde stated this will equal the playing field for everybody.

Trustee Senak asked if the objective of this is to recoup the cost of the Village providing services versus revenue generation. Building and Zoning Official Witt stated this is as the Village is not looking to profit from this.

Trustee Ladesic stated he is supportive of this and asked when they will review the impervious surface piece. Planning and Development Director Hulseberg stated they will be doing this soon.

A motion was made by Trustee Pryde and seconded by Trustee Senak to approve Ordinance No. 6603 - VC, an Ordinance Amending Sections of the Village Code of the Village of Glen Ellyn, Illinois to Change Various Permit and Other Fees and Deposits Related to Services provided by the Planning and Development Department and the Public Works Department.

RESULT:	APPROVED [6 TO 0]
MOVER:	Craig R. Pryde, Village Trustee
SECONDER:	Mark Senak, Village Trustee
AYES:	Enright, Fasules, Kenwood, Ladesic, Pryde, Senak
PRESENT:	McGinley

I. Reserve 22 Dining Room Improvements (Presented by General Manager Vesevick) (Trustee Kenwood)

1. Approve a contract, subject to Attorney Review, with Kreska Consultants, LLC, of Franklin Park, Illinois, in the total amount of \$128,370 to be expensed to the Village Links/Reserve 22 Fund.

Village Links/Reserve 22 General Manager Vesevick presented information on the Reserve 22 Dining Room improvements and stated this proposal was presented at a Village Board Workshop. Village Links/Reserve 22 General Manager Vesevick related the background on Reserve 22 and stated they are looking to increase off-season restaurant business and need to address a lack of ambience and the issue of noise level.

Village Links/Reserve 22 General Manager Vesevick stated they are proposing to select Kreska Consultants, LLC of Franklin Park, Illinois, for this project. Village Links/Reserve 22 General Manager Vesevick stated the scope of the project will include a more intimate banquet seating, improved lighting and noise-reduction features and wall and window treatments. Village Links/Reserve 22 General Manager Vesevick stated the goal is to be done with the project by October 15, 2018. Village Links/Reserve 22 General Manager Vesevick stated they expect to generate a minimum of a 15% increase in sales after the renovation is done, and they hope that this should take about five years to pay off the amount of this proposed project. Village Links/Reserve 22 General Manager Vesevick stated the project's projected cost is \$116,700 with a 10% contingency for a total cost of \$128,370. Village Links/Reserve 22 General Manager Vesevick showed a 3-dimensional presentation of the proposed updates.

President McGinley asked if there would be an increase in tables with this. Food and Beverage Director Chapple stated there would be an increase in the numbers of tables and in increase in the number of seats.

Trustee Ladesic asked if the fireplace issue had been resolved. Village Links/Reserve 22 General Manager Vesevick stated they did get the fireplace fixed.

Trustee Senak stated this project is to be paid from the cash reserves and asked if there would be any impact to the General Fund. Village Links/Reserve 22 General Manager Vesevick stated this project cost will be covered by funds in the cash reserves, and they only need to adjust the budget to provide the funds for this project. Trustee Senak asked if this will put the reserves in a compromised position. Village Links/Reserve 22 General Manager Vesevick stated there is always a risk in this business. Village Manager Franz stated the Village Board is still having discussions regarding the Fund Reserve thresholds.

There was a discussion of the Village Links/Reserve 22's capital projects, maintenance on existing equipment, equipment purchases and golf versus beverage revenue.

Attorney Mathews stated the motion needs to read "total amount of \$116,700 with a 10% contingency," instead of total amount of \$128,370.

2. Ordinance No. 6604, An Ordinance Amending the Budget for the Fiscal Year Ending December 31, 2018 to Provide Funds for the Reserve 22 Dining Room Improvements.

RESULT:	APPROVED [5 TO 1]
MOVER:	John Kenwood, Village Trustee
SECONDER:	Bill Enright, Village Trustee
AYES:	Enright, Kenwood, Ladesic, Pryde, Senak
NAYS:	Fasules
PRESENT:	McGinley

J. Reminders

1. A Special Village Board Meeting is scheduled for Monday, June 4, 2018 at 7:00 PM in the Galligan Board Room of the Glen Ellyn Civic Center.

2. A Village Workshop is scheduled for Monday, June 18, 2018 at 7:00 PM in the Room 301 of the Glen Ellyn Civic Center.

K. Other Business

L. Motion to Adjourn

RESULT:	APPROVED [6 TO 0]
MOVER:	John Kenwood, Village Trustee
SECONDER:	Craig R. Pryde, Village Trustee
AYES:	Enright, Fasules, Kenwood, Ladesic, Pryde, Senak
PRESENT:	McGinley

Submitted by Recording Secretary Debbie Soloman; Reviewed and Approved by Village Manager Franz