

# MINUTES

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BOARD / COMMISSION: Finance Commission

DATE: 10/14/11

MEETING: Regular

CALLED TO ORDER: 7:11 AM

QUORUM: Yes (at 7:25 AM)

ADJOURNED: 8:27 AM

MEMBER ATTENDANCE:

PRESENT: Chairman Parker (at 7:25 AM), Commissioners Moody, Nuehring, and Skirvin; Student Commissioner Cooney

ABSENT: Commissioners Faber, Geiselhart, McCloskey,

ALSO PRESENT:

Trustee Liaison Henniger; Village Manager Franz; Interim Finance Director Noller; Interim Assistant Finance Director Barbeau; Recording Secretary Blake; Policy Chief Philip Norton; Planning Director Staci Hulseberg

AUDIENCE:

None

I. **CALL TO ORDER:**

The Regular Meeting of the Glen Ellyn Finance Commission was called to order at 7:11 AM by Commissioner Skirvin in Room 301 at the Civic Center at 535 Duane Street; Glen Ellyn, Illinois. Roll call was taken, and it was determined that a quorum was not present. Reports were given until a quorum was present.

II. **PUBLIC COMMENT**

None

III. **DEPARTMENT UPDATES AND REVIEW FINANCIALS**

Interim Finance Director Noller provided financial updates. The sales tax revenue is down for the year and less than budgeted. The state income tax revenue is higher than last year, but below budget. Proposed changes to state law may affect future revenues. The largest drop is in building permits, with residential permits holding steady, but little, if any, commercial

activity. Ambulance fees are down 18%. Village Manager Franz noted that there have been discussions with the billing contractor about fees, particularly the fire department making calls to other jurisdictions and billing for those fees. Overall, revenue is 1% less than budgeted for the year.

Interim Finance Director Noller reviewed expenditures and noted that overall, they are down 4% from the budget.

The purchasing policy was reviewed with the Village Board. The Village Manager will have a \$20,000 limit on purchasing authority, department directors a \$5,000 limit.

Interim Finance Director Noller said that Village management will be looking at the five year forecast, and budgeting will start in December.

#### IV. **ECONOMIC DEVELOPMENT INCENTIVE POLICIES**

Planning Director Hulseberg presented the draft of the Economic Incentive Guidelines. The last policy was drafted in the late 1990's. She noted that the intention of the guidelines should be to provide the minimum amount of assistance necessary to make a project viable, and to guarantee fairness. Incentives are approved by the Village Board and there is no guarantee of approval. The Review Criteria outline how projects are to be evaluated. This draft has been shared with the two current potential applicants. The process should take about six weeks, although it could be less. After further evaluation, a recommendation will be brought to the Finance Commission, which will then make a recommendation to the Village Board.

(at this point, Chairman Parker arrived at 7:25 AM, establishing a quorum)

The draft guidelines are based from a survey of several Villages. Village Manager Franz noted that most municipalities want as much flexibility as possible.

Chairman Parker mentioned that he wanted the draft guidelines on the agenda because of the contract for property development on Roosevelt Road. Director Hulseberg said that another local business will be asking for sales tax incentives because they are required by their corporate parent to remodel the entire building.

V. **APPROVAL OF MINUTES**

Chairman Parker asked for comments on the August 12, 2011 draft minutes. Commissioner Skirvin moved, and Commissioner Nuehring seconded, that the minutes from the August 12, 2011 meeting be approved. The motion was passed unanimously.

VI. **COMMERCIAL ANNEXATION**

Planning Director Hulseberg gave a presentation on the current status of potential annexation opportunities for the Village. She noted that the boundary agreement with Glendale Heights has expired. There is a residential annexation priorities list. The Hill Avenue industrial area has been disconnected from Lombard as part of the intergovernmental agreement on the bridge. The townhomes on Swift have executed a pre-annexation agreement.

Planning Director Hulseberg reviewed possible future annexation opportunities and associated challenges, including the south side of Roosevelt east of I-355 and commercial property on Route 53.

There was extensive discussion concerning the ways to achieve continuity with the Route 53 property. Village Manager Franz said that businesses would need to be on board with any annexation attempt. As of two years ago, they were not interested even with an offer of tax rebates. Director Hulseberg said that until the businesses are open to annexation, there is no point in giving away incentives to the other intervening property owners to encourage them to annex. Chairman Parker expressed desire to determine once and for all whether or not it is feasible to consider annexing the businesses so that it can be pursued or dropped permanently.

VII. **OTHER BUSINESS**

The November meeting will need to be rescheduled as it falls on Veterans Day. Chairman Parker recommended meeting a week earlier as the Commission will need to meet concerning economic development opportunities, and there should be an update on the audit for that meeting. The next meeting will be Friday, November 4.

Village Manager Franz announced that the Village has hired Kevin Wachtel as the new Director of Finance. He comes from the Village of Riverside. Manager Franz also stated that he thought a draft of the five year forecast could be prepared for the November 4 meeting.

Village Manager Franz noted that a kick off meeting was held for downtown property owners to answer questions on the TIF. The next step is an ordinance set with a public hearing date in January, after which the Board acts. The TIF could be in place by March-April of 2012.

Trustee Henninger said that the Board is coming to a resolution of two legal cases. The Board is anticipating the lights issues and the start of the budget process.

V. **ADJOURN**

Commissioner Skirvin moved, seconded by Commissioner Nuehring, to adjourn the meeting at 8:27 AM. The motion carried unanimously. The next regular meeting will be Friday, November 4, 2011.

Submitted by Karen Blake, Recording Secretary

Reviewed by Larry Noller, Interim Finance Director