

**Minutes
Regular Meeting
Glen Ellyn Village Board of Trustees
Galligan Board Room
May 26, 2009**

Call to Order

Village President Pfefferman called the meeting to order at 8:04 p.m.

Roll Call

Upon roll call by Village Clerk Draths, Village President Pfefferman and Trustees Comerford, Cooper, Hartweg, Henninger, Ladesic and Thorsell answered, "Present."

Pledge of Allegiance

Village President Pfefferman led the Pledge of Allegiance. President Pfefferman invited volunteer community groups to attend future Village Board meetings and lead the Village Board in the pledge of allegiance and speak briefly about their community organization.

Correspondence

- a. May 11 letter from Glen Ellyn residents thanking members of the Public Works staff who responded promptly to the report of a large parkway tree branch that had fallen across the public sidewalk and landed on their front lawn.
- b. May 12 letter from the Wheaton Police Department thanking Police Officers Ray Munch and Brent Pacyga for responding to a request for assistance during an armed robbery, and the following evening once again responding to a request for assistance from the Wheaton Police Department.
- c. Note sent to Police Officer Tom Staples thanking him and the Glen Ellyn Police Department for the D.A.R.E. T-shirt.
- d. April 28 e-mail from a River Forest, Illinois resident thanking Police Officers Joe Flores, Brent Pacyga and Allan Villegas and Community Service Officer Becky Knutson for the assistance they rendered on a Saturday afternoon when her car stalled on Roosevelt Road in the middle of a thunderstorm. Within 10 minutes her car was pushed out of traffic and she and her son were driven to Center Ice where her son was playing in a hockey game.
- e. Note from Glen Ellyn Infant Welfare Housewalk Chairman Laura Eskilson thanking Sergeant Norm Webber for his traffic control assistance during the event.

Audience Participation

- a. President Pfefferman presented a proclamation to American Cancer Society volunteers Fred Warnke, Jane Zaccaria and her daughter Anna, declaring the week of June 1-7 as “Relay for Life Week” throughout the Village.
- b. Village Clerk Andrea Draths administered the Oath of Office to Police Officer Edward Tovar. New recruits spend 12 weeks at the Police Training Institute at the University of Illinois in Champaign/Urbana. Upon graduation, officers work alongside experienced Field Training Officers for 14 weeks and then the following year on their own under the supervision of Patrol Sergeants. Officer Tovar has now successfully completed his probationary period.

Consent Agenda

Deputy Village Manager Barrett presented the Consent Agenda; Village President Pfefferman called for questions and/or discussion on the items on the Consent Agenda.

Trustee Ladesic moved and Trustee Comerford seconded the motion that the following items included on the Consent Agenda be approved:

- a. Total **Expenditures** (Payroll and Vouchers) - \$1,711,422.14. The vouchers were reviewed by Trustee Ladesic prior to the meeting.
- b. **Ordinance No. 5758**, an Ordinance Defining Meeting and Adopting Procedures for Remote Participation.

This action allows Village Board members to electronically participate and vote in meetings they cannot attend for reasons other than vacation.

- c. **Declare certain pieces of equipment and vehicles surplus** and approve the disposal of these items.

A total of four pieces of equipment have reached the end of their useful life cycle and are declared surplus. Included are two Planning and Development Department vehicles and two Public Works Department vehicles.

- d. **Ordinance No. 5759**, an Ordinance **Amending the Equipment Services Fund** Budget of the Village of Glen Ellyn for the Fiscal Year Ending April 30, 2009.

This budget amendment increases expenditure authority for the Equipment Services Fund for a vehicle previously approved for FY07-08, but purchased in FY08-09.

- e. **Ordinance No. 5760**, an Ordinance **Amending the Budget** of the Village of Glen Ellyn for the Fiscal Year Ending April 30, 2010 to Provide Funds for Prior Year Encumbrances and Capital Improvements.

Each year, outstanding purchase orders (encumbrances) at the close of the prior fiscal year on April 30th are re-budgeted and incorporated into the new fiscal year budget through a budget amendment ordinance. These encumbrances typically represent the unspent portion of previously Village Board-approved capital projects or contracts which are partially completed at the end of the prior fiscal year. The unfinished portion of an encumbrance is carried forward into the new fiscal year and funded by available cash reserve balances. The total amount carried forward to fiscal year 2009-10 from the prior fiscal year is \$2,488,684.

- f. Waive Sections 10-4-16.B.8 and 4-5-7(G) of the Village Code to allow **Central DuPage Hospital** to conduct a special promotion event.

Central DuPage Hospital submitted a request to hold an open house promotional event on May 31, 2009 in the parking lot of their Convenient Care Center located at 885 Roosevelt Road. The event includes the installation of two tents and the display of one directional board sign for the purpose of directing citizens to the designated parking area.

- g. Increase the appropriation for replacement of the flat roof located on the rear of the building at **810-816 Main Street** by \$1,790.35, and approve a first and final change order in the amount of \$4,790.35, resulting in a final cost of \$33,790.35, expensed to the FY2009-2010 Facilities Maintenance Fund.

The property located at this address was purchased by the Village on behalf of the Glen Ellyn Historical Society as part of the History Park expansion effort under terms of an agreement in which the Society would repay the Village for the acquisition. The Village has taken on basic structural maintenance responsibilities including replacement of the dilapidated roof through a contract with Christiansen Roofing of Rockford, Illinois for \$29,000 plus a ten-percent contingency approved by the Village Board on September 22, 2008. During the course of replacing the old roof, a number of rotten support beams were identified and replaced at a cost which exceeded the \$3,000 contingency by \$1,790.35.

Upon roll call on the Consent Agenda, Trustees Ladesic, Comerford, Cooper, Hartweg, Henninger and Thorsell voted "Aye". Motion carried.

Resolution No. 09-11 – Memorial Park (671 Crescent Boulevard) – Sale of Property to School District 87

Finance Director Jon Batek presented information on the sale of Memorial Park. In 1999, the Village acted as a financing agent to assist Glenbard High School District 87 in acquiring Memorial Park from the Glen Ellyn Park District to incorporate this property

into the Glenbard West campus. This transaction was approved by a November 1999 intergovernmental agreement between the Village, the Park District and Glenbard District 87.

In March of 2000, the Village issued General Obligation Bonds in the amount of \$1,840,000, proceeds of which were applied to complete the purchase of Memorial Park from the Park District. Pursuant to the intergovernmental agreement, District 87 annually deposited with the Village the amount of principal and interest monies needed to pay off the bonds. Once these funds were received each year, the Village would abate or cancel the related property taxes on the bonds.

The Village has received the last deposit amount from District 87 needed to pay off the final year of debt service on the 2000 bonds, which will officially be retired on October 1, 2009. As such, the Village will convey ownership of Memorial Park to District 87.

Trustee Henninger moved and Trustee Thorsell seconded the motion that Resolution No. 09-11 be passed, a Resolution Authorizing the Sale of Property Commonly Known as Memorial Park, 671 Crescent Boulevard Located within the Village of Glen Ellyn.

Upon roll call, Trustees Henninger, Thorsell, Comerford, Cooper, Hartweg and Ladesic and President Pfefferman voted "Aye." Motion carried.

Ordinance No. 5761– 473 Main Street (Dancing Lights, Inc.) – Approve Special Use Permit

Planning and Development Director Staci Hulseberg presented information on the request of Carol Swetka, owner of Dancing Lights, Inc., for a special use permit to allow outdoor merchandise on the private sidewalk in front of Dancing Lights located at 473 Main Street. The subject property is located on the east side of Main Street between Crescent Boulevard and Pennsylvania Avenue in the central retail core. The Plan Commission reviewed the request at a public hearing on April 23, 2009. By a vote of 8-0, the Plan Commission recommended Village Board approval of the requested special use permit with conditions. Director Hulseberg stated it was the consensus of the Village Board at tonight's pre-Board meeting to amend the ordinance by adding an additional condition to the ordinance to include that any lanterns, torches, candle holders or other similar items shall not be lit while displayed outside.

Trustee Comerford moved and Trustee Cooper seconded the motion that Ordinance No. 5761 be passed as amended, an Ordinance Granting Approval of a Special Use Permit to Allow Outdoor Merchandise on the Private Sidewalk in Front of Dancing Lights, Inc., Located at 473 Main Street.

Upon roll call, Trustees Comerford, Cooper, Hartweg, Henninger, Ladesic and Thorsell voted "Aye." Motion carried.

Paramedic Billing Services Contract

Deputy Village Manager Curt Barrett presented information on the results of a Request for Proposal process seeking competitive rates for provision of paramedic billing services.

Paramedic Billing Services was evaluated to be responsive and the most competitive of three proposals received on December 19, 2008.

Deputy Barrett stated a contingency would be added to the contract to include completion of all necessary forms with the assistance of Paramedic Billing Services and signature of the contract by Paramedic Billing Services on or before June 5, 2009.

Trustee Hartweg moved and Trustee Henninger seconded the motion to approve a paramedic billing services contract with Paramedic Billing Services, Inc., of Elmhurst, Illinois in an amount equal to 5 percent of annual collections received for paramedic services billed on behalf of the Village of Glen Ellyn, to be expensed to the FY 09-10 General Fund and that the authorization of the Village President to sign the contract is contingent upon the Village President receiving, on or before June 5, 2009, a signed copy of the contract by Paramedic Billing Services and confirmation from Village staff that Paramedic Services Billing has helped the Village prepare various forms to begin medical invoicing or that the required forms have been completed.

Upon roll call, Trustees Hartweg, Henninger, Comerford, Cooper, Ladesic and Thorsell voted "Aye." Motion carried.

Ordinance No. 5762-VC – Planning and Development Fees

Planning and Development Director Staci Hulseberg presented information on an update to Planning and Development Department fees. Recently, the Department completed a survey of fees in comparable municipalities and conducted an analysis of Glen Ellyn permit and commission fees. In certain cases the fees would be updated to better reflect the actual costs to review plans, to process building permits and conduct inspections, as well as process commission applications.

Trustee Cooper moved and Trustee Ladesic seconded the motion that Ordinance No. 5762-VC be passed, an Ordinance Amending the Title 4 (Building Regulations) of the Village Code to Change a Variety of Planning and Development Fees.

Upon roll call, Trustees Cooper, Ladesic, Comerford, Hartweg, Henninger and Thorsell voted "Aye." Motion carried.

Alternate Forms of Advisory Committees

Village Attorney Stewart Diamond stated that there is nothing prohibiting the Village President from seeking advice from certain individuals on a particular matter and no action would be required from the Village Board regarding this type of advisory group. This type of advisory group would not be required to follow the Open Meetings Act, nor would they be covered by the Village if they were to be sued, for any reason. Attorney Diamond said sometimes such a group is referred to as an "ad hoc" advisory committee. Attorney Diamond said that "ad hoc" committees are sometimes established for a

temporary timeframe to review a single issue and make a recommendation on that issue to the Village President and/or Village Board.

Attorney Diamond stated that our advisory Boards and Commissions are approved by Village ordinances and are part of the Village Code. Members of these Boards and Commissions are appointed by the Village President and require approval by the Village Board. Village advisory Boards and Commissions, such as the Plan Commission, Architectural Review Commission, etc., members typically meet on a regular basis and their meetings are noticed on our annual Schedule of Official Meetings of Boards and Commissions, are regulated by both the Open Meetings Act and the Freedom of Information Act. These Board and Commission members are covered by the Village if they were to be sued, for any reason. Typically, if it were determined by the Village President to create or discontinue a certain Board or Commission it would be done so through a Village ordinance to amend the Village Code and approved by the Village Board.

Reminders

- The next Pre-Board meeting of the Glen Ellyn Village Board is scheduled for 7 p.m. on Monday, June 8, 2009 in Room 301 of the Glen Ellyn Civic Center.
- The next Regular Village Board Meeting is scheduled for Monday, June 8, 2009 beginning at 8 p.m. in the Galligan Board Room of the Glen Ellyn Civic Center.

Adjournment to Recess to Executive Session

At 9:02 p.m., Trustee Thorsell moved and Trustee Henninger seconded the motion to recess to Executive Session to discuss pending or threatened litigation and the appointment, employment, compensation, discipline, performance, or dismissal of specific employees of the public body, and to adjourn thereafter without reconvening into open session. Upon roll call, Trustees Thorsell, Henninger, Comerford, Cooper, Hartweg and Ladesic voted "Aye." Motion carried.

Respectfully Submitted,

Andrea Draths
Village Clerk