

**LISLE TOWNSHIP
DUPAGE COUNTY, ILLINOIS**

MINUTES OF THE SPECIAL MEETING OF JANUARY 7, 2020

Call to Order:

Supervisor Mullen called the Special Meeting to order at 7:00 p.m. at the Lisle Township office, 4711 Indiana Avenue, Lisle, Illinois

Roll Call

Present:

Supervisor Mullen
Trustee Tams
Trustee Chatman
Assessor Trowbridge
Highway Commissioner Young

Absent:

Trustee Riedy
Trustee Allen
Clerk Klaeren

Others Present:

Jim Vondran
Bill Green

Public Comments: None

Budget Workshop for Fiscal Year 2020:

Highway Commissioner Young

Highway Commissioner Young presented his budget and began the discussion of the various projects and purchases. The comparison with his previous budget and his new budget were compared. Page 1 of his budget was the Road and Bridge Fund and the numbers are very close to what he expects to be in the final budget. The highest difference between his previous budget would be the difference of \$35K or \$65K increase in healthcare. Also, the bottom number, \$440K, was sidewalks. He reclassified the sidewalk projects; he originally planned to keep track of the sidewalk projects in Fund 31, but because the amount was so much money that it distorted the historical perspective of Fund 31. So now the sidewalks projects are in Fund 32 where sidewalk projects should be listed.

Supervisor Mullen asked what the plan was for sidewalks this year, offering the same program, or was it a one-shot program. The commissioner stated it was well received, and he thinks he will do it again this year. It did a lot for the areas around the new school, it was a lot of money, but he thinks the program should go on. He put in \$300K for the next fiscal year; it was a little more this year, but while he doesn't think it will be as large as this year, he wants the money in the budget to cover expenses, unlike last year. So that amount is listed in Fund 32, Road Fund and it is the largest difference, an increase of \$250K. Last year, in Permanent Road, we had \$700K and spent \$575 K; he is going to take that all out of MFT this year. So it will be basically the same, but get the balance up to about \$800K.

Supervisor Mullen asked if there are other specific conditions on MFT about which the commissioner would have to make justification. The commissioner said it was a more complicated from an administrative level in that it needs an engineer to sign off on what we are bidding, and the receipt of the bids, and then report to the county. The county has to approve it and send it to the state. So it's a long, involved process and it will be more expensive because you have to hire an engineer.

The last page is pretty much the same; there is not a whole lot of difference. We'll spend more capital expenses next year than we did last year; Workman's Comp, IMRF, and FICA are driven by other factors. He understands that IMRF is going up.

Trustee Chatman asked the commissioner if he thought he could get closer to one because he is structuring. The commissioner projects a five to ten year capital improvement figure. Once he gets that done, he can adjust that put it on the balance sheet as a reserve.

Supervisor Mullen said that yes, if it is levied, that makes sense although it seems high. The commissioner agreed it seems high. Trustee Tams mentioned that if something unexpectedly broke, it should be okay. Yes, the commissioner gave examples of a storm coming through and destroying a building and equipment, or a catastrophic flood causing the loss of a lot of roads, we have the reserves in place.

The commissioner went on state another thing on the schedule is leaf blowers. One of them is very old, so if he needs to replace them, he can.

Trustee Chatman then stated that she likes the continuation of the sidewalk replacement program, and it has done a lot for the community; it's more than a service, it is a maintenance that is good for the community. Trustee Tams agreed. Supervisor stated that it is also a safety issue, and in some places, sidewalks had sunk.

While the program was always in place, the commissioner stated that the highway department/homeowner cost was 50/50 percent and not many people took advantage of it – it

was too expensive. When the ratio changed to 75/25, more people could afford to replace their sidewalks.

Assessor Trowbridge

Assessor Trowbridge then discussed budget changes that he was considering. His initial plan was to keep the budget the same and the issues the assessor's office has been having, and needing to be relatively mobile, some of the numbers we have are not representative of what we would have in a signalized environment. We have gotten creative in our seeking of employees, we are getting retirees back in, and we are pushing our temporary employees numbers off the chart. As a result, he has made some adjustments to the budget numbers this year to reflect a little more than what has been occurring recently. He anticipates some additional hires and he is concerned about some of the people he has; some may be leaving due to significant medical issues.

Some of the numbers may be look of whack, but because we were in the quadrennial, less field work and more internal work was done. If you look at the numbers, it reflects where were normally were, the one item that looks outstanding is the IMRF. Before, we used to implement ERI (Early Retirement Initiative), a program put together by IMRF to which theoretically would benefit organizations. The associated costs could be paid going forward with interest applied, lump sum, or incur the cost and pay it down with interest. In another plan, you could actually prepay you ERI. There were some employees that were in the plan for ERI but are no longer here, so the number that appears there has any change in our ERI figures. It's a number that when we were paying down and all the money was going towards it, subsequent to it we have not been continuing to make that payment, and it looks like it's a high number. So the assessor will defer to the board what they want to do with it. If they want to pull ERI out, he can adjust his numbers accordingly. He thinks there are some employees who are going to leave, upset about that, but you [the Board] didn't make the promise; other people made the promise and other people who went along with that. So, it is your call. If you want to wait until after we set this budget and talk about it more, the assessor thinks that is viable as well, but he wants to explain why it is there, why it was put there, and why it looks different.

Trustee Tams had no objection to on any grounds to ERI; it seems like it's a financial tool to do what the assessor identified. He then asked if the assessor's overall budget hadn't changed. The assessor confirmed it had not.

The highway commissioner asked if ERI would be offered to everybody. The answer is yes, to those qualified for the program.

More discussion regarding implementation took place regarding details of the timeframe of the previous ERI. Bill Green explained some of the requirements and eligibility. Supervisor Mullen asked if it would be good to have IMRF at a board meeting to explain ERI and answer any questions about it. The immediate consensus was that we could possibly submit some initial

questions to IMRF, and that having a session at a board meeting might not be needed. Trustees Chatman and Tams were comfortable with pursuing the established IMRF program.

Supervisor Mullen's initial question to the assessor was whether or not the ERI actually worked the way it was described. Some of previous discussions they have had were that it's hard to find people in your office because the pool of people is dwindling and everybody with experience is of a certain age. So will the assessor be replacing people with younger people that have that cost benefit?

After some discussion, it was agreed that more discussion at a future board meeting would be helpful, especially with the full board present.

Trustee Chatman then initiated further discussion regarding an internal internship. Assessor Trowbridge said that he thinks it's a systemic problem because it's not just the assessors; it's the appraisers as well. Additionally, the feds have more and more regulations which have made it much more difficult for appraisers to value property or expose themselves to financial liabilities. He further explained the process for qualifications.

Trustee Chatman believed that a paid internship, with the educational institutions in the area, would possibly be beneficial. Assessor Trowbridge stated that his office has been a quasi-program for people. He has had five employees who started in his office and left to go to other townships in DuPage County and some others who have gone to Will County. He pays them a decent amount of money, they learn the system, but they leave because they get snapped up and paid a lot more money.

Supervisor Mullen understood the problem. In her industry, people tend to jump every four or five years.

Supervisor Mullen

Supervisor Mullen presented a three-page handout and explained the format based on where we are now. The one thing that is a blip is in line 10-1040, Transportation. PACE finally started paying. In catching up on pretty old bills, we get six months at a time. Naperville was pushing everything to PACE, which would then pay Naperville, and we would finally get paid. So we had a huge gap getting repaid by PACE for the Ride DuPage program. So we have gotten for more close to current. So in 2020 we are projecting \$117K which will come in over the course of the fiscal year and get it back to the \$75K that it is supposed to be, assuming that now we will continue to be paid in a timely manner.

The big table is expenses, and there are not many dramatic changes over last year's budget. Capital Improvement is proposed for \$200K for one expected bill from the demolition company that will come in the next fiscal year for when it will come back and do the seeding and establishing vegetation on that area. The company will come back in Spring and do grading and

get everything set. It will be blanketed and then to establish vegetation, they will probably have to come back.

Another part of that amount is anticipating that there could be some TIs associated with new space for John that we may want to do up front rather than work it into rent move, and we would have the flexibility to do that way, and in this building we have some HVAC project that we want to do – we'd rather not have to have space heaters all over the place. We have had some initial estimates just for budgetary purposes, and what it would take to redo the HVAC, new furnaces, restructure everything, and possibly have each office with an individual thermostat, because now one space might be sweltering and another is freezing, or zone it differently. The more expensive of those two estimates is about \$40K to do it all.

We are still awaiting the agreement for PACE, the townships and the City of Naperville have met, we have an agreement in to PACE, and we waiting for PACE to get the final agreement back to us. The supervisor has increased that line a little bit, mostly because we have the largest share of riders, and ridership has gone up, so this is cover ourselves while PACE is finalizing the agreement.

Line 10-1622 Office Equipment. This line was bumped up \$1500 to replace chairs here and throughout the offices. The chairs are breaking, and Bill and Jim are constantly shuffling around that will not be used as frequently around in order to have safer chairs where they are needed.

In General Assistance Fund 20: Of the changes made this year, the biggest change in GA was for rental assistance, and we have seen that, for that number, we were on target and we may go over it next month, so the supervisor may change that number a bit just to have a contingency into it. So it was the intention behind the changes to GA, to make sure we were meeting people closer to half way, rather than having them go to three different places for assistance. So the overall amount for GA for rent will go up a bit, but everything else is very similar.

The last page presented was just for each fund, the income estimate, beginning balance, and where we expect to be for the end of the fiscal year. If it ever does begin to be a problem for GA we are able to do a transfer.

Questions:

Trustee Chatman asked about the \$50K increase in salaries. Supervisor Mullen said we are bumping up our spend at salaries; that's assuming we factor in raises for everybody and a little bit of wiggle. Charlie is looking at whether or not we need another driver, because people keep going on vacation for months at a time, so it is just to have a little coverage there, too.

Trustee Chatman asked what would be the percentage of raises. Supervisor Mullen said that typically, raises are between five and six percent for raises.

Trustee Tams stated the supervisor was right at it for the budget to spend, so you don't go over it if you don't go up.

With no further questions, the supervisor asked if there was a motion to adjourn. Trustee Chatman made the motion to adjourn. It was seconded by Trustee Tams.

Before the vote to adjourn, Highway Commissioner Young asked about the schedule for the tentative budgets. Supervisor Mullen stated that she would bring a schedule to the regular board meeting tomorrow [January 8, 2020].

Voice votes, all were in favor.

The meeting adjourned at 7:54 PM.

Respectfully submitted,

A handwritten signature in cursive script that reads "James J. Vondran".

James J. Vondran
Deputy Clerk