

# Village of Lombard

*Village Hall  
255 East Wilson Ave.  
Lombard, IL 60148  
villageoflombard.org*



## Minutes

Thursday, April 25, 2019

5:00 PM

Public Works Conference Room  
1051 S. Hammerschmidt, Lombard, IL

## Special Meeting Board of Trustees

*Village President Keith Giagnorio,  
Village Clerk Sharon Kuderna,  
Trustee Dan Whittington, Trustee Mike Fugiel,  
Trustee Reid Foltyniewicz, Trustee Bill Johnston,  
and Trustee Bill Ware*

## I Call to Order

The Special Meeting of the President and Board of Trustees of the Village of Lombard held on Thursday, April 25, 2019 in the Public Works Conference Room, 1051 S. Hammerschmidt, Lombard, was called to order by Village President Keith Giagnorio at 5:00 p.m.

## II Pledge of Allegiance

Director of Public Works Carl Goldsmith led the Pledge of Allegiance.

## III Roll Call

**Present** 5 - Keith Giagnorio, Sharon Kuderna, Dan Whittington, Reid Foltyniewicz, and Bill Ware

**Absent** 3 - Mike Fugiel, Bill Johnston, and Robyn Pike

### Staff Present:

Village Manager Scott Niehaus  
Director of Finance Tim Sexton  
Director of Community Development Bill Heniff  
Director of Public Works Carl Goldsmith  
Chief of Police Roy Newton  
Deputy Chief of Police Tom Wirsing  
Fire Chief Richard Sander  
Deputy Fire Chief Ray Kickert  
HR Director Kathy Dunne  
Communication Coordinator Avis Meade  
Assistant Village Manager Nicole Aranas  
IT Manager Kevin Goethals  
Executive Coordinator Carol Bauer

### Also Present:

Trustee-Elect Anthony Puccio  
Trustee-Elect Andrew Honig  
Trustee-Elect Dan Militello

## IV Public Participation

## V Agenda

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### Village of Lombard Strategic Plan

Discussion and review of the Strategic Plan initiatives and updates

Village President Keith Giagnorio indicated this meeting was scheduled to provide an overview of the Strategic Plan mostly for the benefit of the three newly-elected Village Trustees. A meeting will be scheduled in the future to do a more in-depth Strategic Planning process.

Village Manager Scott Niehaus indicated that staff will provide an overview of the current Strategic Plan; an overview of the budget; a review of the 2019 Capital Projects; an overview of 2019 - 2020 Community Development projects under construction or planned for 2019 to 2020; and review of the six Standing Committees. A lot of information will be funneled to the newly-elected officials and re-shared with the current Village Board. He stated the meeting is informal and encouraged questions. He noted the Village of Lombard engaged in a Strategic Planning Process over multiple sessions under the facilitation of Craig Rapp of the Center for Governmental Studies at Northern Illinois University. The sessions provided an improved understanding of effective governance and a draft Strategic Plan for the three year period of 2016-2018. The Village has revisited its priorities, progress and outcomes and developed the Strategic Plan Update for 2018-2019. The Strategic Plan consists of a set of four strategic priorities, which are the highest priority issues for the Village; a series of key outcome indicators, which reflect desired outcomes, and a set of performance targets, which define the success measures.

At initial planning meetings, the Village reviewed the organization's strengths, weaknesses, opportunities and threats (SWOT analysis), identified the major challenges facing the Village, and adopted the four strategic priorities of the plan. The group clarified priority definitions, and established a set of desired outcomes for each. The outcomes are monitored through a set of key outcome indicators (KIO's) and measured by a set of performance targets. The group developed and reviewed a draft set of strategic initiatives and action plan for each priority. The initiatives are the projects and programs necessary to achieve the outcomes identified. An updated report for each strategic initiative was prepared by Village staff and jointly reviewed with the Village Board at a workshop in 2017. Targets and strategic initiatives were updated accordingly and the Strategic Plan Update for 2018-2019 was prepared. Updated strategic priorities, key outcome indicators, performance targets have been updated within the plan.

Scott Niehaus noted that a progress dashboard is being used with green (on track - no issues likely to affect project scope, schedule and/or budget. Successful project completion is expected); yellow (at risk - known or potential issues are likely to affect project scope, schedule and/or budget. Successful project completion still achievable; and red (critical - significant unresolved issues will impact project scope, schedule and/or budget. Successful project completion unlikely without changes or additional resources).

Manager Niehaus reviewed the Mission and Vision Statements and spoke of guiding principles:

- (1) The Village of Lombard will continue to proactively address issues related to public safety and to plan for future public safety needs that may arise. Public safety is considered to include police, fire and public works.
- (2) The Village of Lombard will continue to maintain a proactive stance in carefully monitoring the financial resources of the community;
- (3) The Village of Lombard should continue with proactive, financially prudent, planning for capital improvements as reflected in the Ten-Year Capital Improvement Program.
- (4) The Village of Lombard and other governmental agencies should continue working in a spirit of strong intergovernmental cooperation, as has been the practice up to the present.
- (5) The Village of Lombard should continue to foster customer friendly policies.

SWOT Analysis:

Strengths - Board and staff, transparency and communication, customer service, sense of place, finance;

Weaknesses - limited financial resources, aging/outdated facilities (infrastructure), professional development, stormwater (lack of facilities), bond rating (Westin);

Opportunities - community development, branding, infrastructure, green, service;

Threats - Springfield, LGDF, unfunded mandates, pensions, PSEBA, development/downtown, Westin expansion of non "core services".

Four Strategic Priorities were identified and desired outcomes reviewed: Financial Stability, economic development, communication and community image and operational sustainability.

Village Board and staff are taking a pro-active approach to the budget which has resulted in the FY 2020 budget having a manageable deficit compared to the \$3 million deficit previously noted. Village Board and staff have made tough decisions and cut services and noted limited financial resources and aging campus.

Trustee Reid Foltyniewicz also noted the age of Village buildings and suggested taking the Standing Committee members on a tour of the facilities. He further reviewed financial reports and spoke of strengths, weaknesses, opportunities and threats; as well as challenges and strategic priorities. He spoke of the Places for Eating Tax increase from 1% to 2% and the increase in ambulance fees which resulted in close to \$2 million in revenue to the Village. He spoke of economic development in the Village. He suggested and the Board concurred with holding the budget workshop on one day versus the previous two day budget workshop meetings.

Revised current 2020 projections:

assume a 0% increase in sales tax starting in FY 2019; the 5-year Multi-year Financial Forecast projects an estimated deficit of \$306,000 in 2020; \$1.6 million in 2021; and \$2.5 million in 2022. Budget projections (FY 19 and beyond) do not include increased sales/places for eating tax.

The FY 2020 \$300,000 budget gap is anticipated to be managed through line item reductions: health insurance increase lower than projected, wages will decrease due to retirements during 2019; and pension actuary reports (police, fire and IMRF).

Potential favorable legislation includes:

HB 3198, use 25% Hotel/Motel for economic development or infrastructure;

HB 824, impose non-home rule sale tax by ordinance for municipal operations - sunset 12/31/30;

HB 825, non-home rule imposition of stormwater utility fees;

HB 826, imposition of use tax on natural gas providers.

The FY 2021 \$1.5 million budget gap - options to eliminate the budget gap are being reviewed and vetted through staff, stakeholders, committee and Board with a conservative estimate of all reductions \$800,000 to \$1,000,000.

The budget process and timeline were reviewed as well as the Board approved policies.

Various expense reductions and revenue options were reviewed including core services, vehicle stickers and home rule. Discussion relative to home rule versus non-home rule will be provided to the members of the Standing Committees during the proposed FY 2020 budget presentations that will be presented to the committees. An independent committee comprised of residents would need to be formed to assist in providing factual information to residents relative to home rule and educating the residents relative to home rule.

It was decided to consolidate the budget review process into a one-day workshop.

Other topics of concern: S&P review of Village of Lombard credit rating; use of one-time funds received for the sale of the 101 S. Main property (\$1.5 million). Staff will review at committee level the options for the one-time use of proceeds from the sale of the 101 S. Main property. It was determined that a second Strategic Plan Workshop would be scheduled in six months (August 2019) to again review, address and update the current Strategic Plan.

Director of Finance Tim Sexton reviewed the Waterfall Distribution including the Emergency Reserve Fund; the Revenue Stabilization Fund; the Building Reserve Fund and the Pension Stabilization Fund.

Director of Public Works Carl Goldsmith reviewed key Public Works projects and emphasized the importance of the Village interactive website maps depicting various projects throughout the Village. He

spoke of the importance of keeping the residents updated on projects. Village Manager Scott Niehaus spoke of the key developments in the community:

Yorktown Commons; 101 S. Main; Hilton Tru; Ground Level and other new key developments in the Village; Holiday Inn Express not moving forward; other key properties Dania site and former Ultra Foods.

President Giagnorio reviewed the Standing Committee chairperson appointments and noted that Trustee Ware will remain as Public Works & Environmental Concerns Committee Chair; Trustee Foltyniewicz will remain as Finance & Administration Committee Chair and Trustee Whittington will remain as Transportation & Safety Committee Chair. He noted a part-time Emergency Management Coordinator may be staffed with grant funding; the Public Works & Environmental Concerns Committee oversees the solid waste contract, the CIP, the water meter replacement program and backyard drainage grant programs; Public Safety & Transportation may be asked to review Metra parking as the Village nears closing the commuter parking lot at 101 S. Main to make way for development of that property, and may look at eliminating permit-parking offering only metered daily-fee parking for commuters which is felt to be a more cost-effective means of handling commuter parking.

Assistant Village Manager Nicole Aranas spoke relative to Hotel/Motel Tax Funds as it relates to Community Promotion & Tourism events such as funding for the Lombard Historical Society, Cruise Nights events, July 4th fireworks, tourism grant, Lilac Time events, Ale Fest grant, and DCVB room stays.

Communications Coordinator Avis Meade spoke relative to Community Relations and noted various activities such as the Senior Fair, which this year will be held at the Madison Athletic Center to allow for additional space for the event; Meals on Wheels, Youth leadership Program, various other cultural events; and the National Citizen Survey which is due to be completed this year.

Director of Community Development Bill Heniff spoke relative to the Economic & Community Development Committee and its role with reviewing business grants, Yorktown Business District and reviews requests for economic incentives.

President Giagnorio noted the importance of the Standing Committees and all committees whose members are relied upon to review and provide valuable recommendations to staff and the Village Board on so many aspects of the community.

Village Manager Scott Niehaus noted that the newly-elected Trustees will be asked to serve as Chairperson of one of the Standing Committees. He highlighted the Board and staff relationship; the Village's Sesquicentennial (150th) anniversary that will be celebrated with a special Village Meeting scheduled August 1st to be held at the Maple

Street Chapel (time to be determined); and noted the Village Board has walked as a group in the Lilac Parade.

President Keith Giagnorio explained the make-up of the standing advisory committees. Bill Ware will stay as Chair of the Public Works Committee; Reid Foltyniewicz will remain Chair of the Finance Committee; and Dan Whittington will remain as Chair of Public Safety. Other committee Chair appointments will be assigned in the near future.

## VI Adjournment

**A motion was made by Trustee Reid Foltyniewicz, seconded by Trustee Bill Ware, that the Special Meeting of the President and Board of Trustees of the Village of Lombard held on Thursday, April 25, 2019 in the Public Works Conference Room located at 1051 S. Hammerschmidt, Lombard, IL be adjourned at 6:38 p.m. The motion carried by the following vote:**

**Aye:** 3 - Dan Whittington, Reid Foltyniewicz, and Bill Ware

**Absent:** 3 - Mike Fugiel, Bill Johnston, and Robyn Pike