

**Village of Hinsdale
Administration and Community Affairs Committee
Minutes of Meeting On
April 7, 2008**

Chairman Orlor called the meeting of the Administration and Community Affairs Committee to order in the Board Room of the Memorial Building on April 7, 2008 at 7:30 P.M.

Members Present: Chairman Vic Orlor, Trustee Cindy Williams, and Trustee Bob Schultz

Members Absent: Trustee Michael Smith

Staff Present: David Cook, Village Manager; Doug Cooper, Assistant Village Manager/Director of Administration; Carrie Hauptert, Director of Parks and Recreation; Tim Scott, Community Development Strategist; Sandy Mikel, Human Resources Director

Others Present: Jean Follett, Village Trustee; Roger Herring, Hinsdale Rotary; Brad Summers, EDC Committee; Yamandu Perez, Zak's Place Restaurant; Debra Brazelton, Resident; David & Jeanie Janes, Residents; Keith Medick, Park and Recreation Commission

Consideration of Rotary Club of Hinsdale Gift of an Ornamental Clock

Chairman Orlor asked that this item be moved to the top of the agenda. Roger Herring of the Hinsdale Rotary discussed the donation of a clock. The Rotary will be celebrating its 50th anniversary in 2009, and wanted to give a community gesture. The clock will be financed entirely by the Rotary. He showed pictures of ornamental clocks in other municipalities as well as potential locations for the clock. The suggestion is to have it just east of the railroad station. The Rotary has already received a donation of \$3,000 towards funding of the clock.

Chairman Orlor and Trustee Schultz stated their appreciation to the Rotary. Trustee Schultz asked when it would be in place, and Mr. Herring said sometime in 2009. Trustee Schultz motioned for approval and Trustee Williams seconded. The motion passed unanimously.

Approval of Minutes

Chairman Orlor asked if there were any suggested changes to the minutes of the March 4th, 2008 ACA meeting. There were none. Trustee Williams motioned to approve and Trustee Schultz seconded. The motion passed unanimously.

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Approval of an Ordinance Amending Title 3 (Business and License Regulations), Chapter 3 (Liquor Control), Section 3-3-5 (Local Liquor Licenses), Subsection B (Class B Full Service Restaurant License) of the Village Code of Hinsdale

Chairman Orler asked that this item be moved up on the agenda. This item would allow a person who does not finish a bottle of wine at a Hinsdale restaurant to be allowed to bring it home, which would put the Village in parity with state statute. Yamandu Perez discussed the process of sealing an unfinished bottle of wine. Trustee Williams motioned to approve, and Trustee Schultz seconded. The motion passed unanimously.

Mr. Perez also requested if his restaurant could sell a full bottle of wine with take-out orders. He noted that his state of Illinois liquor license allows it, but he is not able to under current municipal ordinance. Trustee Shultz said that he has no objection to this as long as food is involved. Trustee Williams expressed some reservations as the town traditionally has opposed packaged liquor sales even though Mr. Perez's arguments make sense. She concurred with Chairman Orler that it should be considered on a future agenda. Chairman Orler also suggested investigating how other area municipalities handle such situations.

Discussion of a Donation of Lighting for the West Baseball Field at Peirce Park

Chairman Orler moved this item ahead of the monthly reports. Keith Medick explained that there are 5 main fields at Peirce Park; two of the fields do not currently have lights. Steve McKenna, of the Hinsdale Little League, had made an offer to the Village, on behalf of the League, of a donation of field lighting. The proposal is to install lights on the far west field. The growth of Hinsdale Little League has meant there is now limited space. The Parks & Recreation Commission unanimously approved the donation to put lights on the west field. By adding lights, 90 games a year could be added to the Little League schedule.

Funding has been secured by reserves, as well as funding from Hinsdale Bank. This would pay for all the necessary expenses. The preliminary estimate from Musco Lighting is \$75,000 - \$85,000. Hinsdale Little League is ready to finance the entire project. The southwest and northwest fields are already lit. Eventually they would like to have lights on the northeast and southeast fields as well.

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Trustee Schultz inquired about the approval process and to why it was necessary to bring this project before the Plan Commission. Mr. Cook said that following a strict interpretation of the code, it does meet the criteria for Plan Commission review. This is a special underlying zoning district of open space-and as this is a structure it fall within these requirements. Trustee Schultz stressed his concern that based on this logic, potentially any structure could hypothetically be brought before the Plan Commission.

Chairman Orler asked when the project could be done. Mr. Medick said that after approval, they would need to ask Musco what their available timing would be. Chairman Orler inquired if the Board can approve instead of the Plan Commission and Mr. Cook said that the Board is not allowed to do so. There was some discussion about the project going out to bid. Mr. Medick said that Musco is the preferred vendor and that any expediting should go through them. Trustee Orler asked if this project needed to go through the public hearing process. Mr. Cook stated that this was a site plan and exterior appearance review only.

Trustee Schultz asked about the lights at Veeck Park. Mr. Cook said that he believed that project went through the Planned Development process. Trustee Follett questioned the practicality of the process—would the install cause a lot of field disruption during installation any way? Mr. Medick stated that the lights could be installed with minimal disruption as the lines would be laid along the base lines. If the project required that the field needed to be dug up, then yes, there would be some disruption. Also, Hinsdale Central High School would be approached for the use of their fields for the couple weeks while the Peirce Park West field lights are installed. Mr. Cook said that a building permit is required for the footings and the electrical.

Mr. Medick said that installation this year would be ideal, but that if the process requires it to be next year, then that is acceptable. Chairman Orler summarized saying that the ACA Committee is supportive and that discussion will continue in the future in order to allow residents to voice their opinions. He asked staff to review the possibility of allowing this project to proceed in the most expeditious fashion with consultation with the Village Attorney.

Approval of an Ordinance Approving Site Plans and Exterior Appearance Plans for Modifications to a Commercial Building at 120 S. Washington Street

Chairman Orler asked that this item be considered next on the agenda. The plans are to modify the exterior of Schoen's. It passed the Planning Commission 7-0.

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Trustee Schultz motioned to approve and Trustee Williams seconded. The motion passed unanimously.

Monthly Reports

Chairman Orler asked the Committee if they had any questions on the monthly reports filed by staff.

Trustee Schultz asked if the Hinsdale Club has picked up any permits. Mr. Cook said that the demolition permit for 1 Salt Creek has been issued. They have until July to submit final plans and drawings for their first building.

Trustee Williams complimented Carrie Haupert on the Parks and Recreation brochures.

Approval of Audit Engagement Letter from Sikich LLP for the 2008 Annual Audit for an Amount Not to Exceed \$20,425

Trustee Williams asked if staff had requested proposals from any other auditing firms. Doug Cooper stated that the Village generally sends out a request for proposals every five years, and that this contract was for year four of a five year contract. He stated that Sikich is a highly qualified firm that charges a very reasonable fee. Trustee Williams motioned for approval and Trustee Schultz seconded. The motion passed unanimously.

Approval and Award of Bid to BSL Group, Inc. in the Amount of \$85,514.75 for the Brook Park Drainage Project

Mr. Cook stated that the bid award came in under the Engineer's estimate of \$111,415. The funding for this project is included in the 2008-09 Budget, but there is available funding for the initial costs in the 2007-08 Budget Year. Trustee Williams inquired about unexpected issues which may arise with this project. Mr. Medick stated that this project was actually a reaction to an unexpected drainage issue that has been around for two years. Mr. Cook said the project should be right on target. Trustee Schultz motioned for approval and Trustee Williams seconded. The motion passed unanimously.

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Approval of the Hinsdale Chamber of Commerce Schedule of Events for 2008

Chairman Orler went over the proposed events as well as the location changes for the Farmers' Market and Uniquely Thursdays from Garfield Parking Lot and First Street to Chicago Avenue. He asked if Chicago Avenue needs to be closed for the Farmers' Market and Mr. Cook said that it does to accommodate for the trucks. Trustee Schultz said that the new location provides for much better visibility. Chairman Orler asked if they are going to pay sales tax and Mr. Cook verified that they would. In regards to Uniquely Thursdays, Chairman Orler asked if electric power would be available and Mr. Cook said it would. Chairman Orler then asked about restrooms, and Mr. Cook said the Village Hall will be open, and portable facilities will be open as well. Trustee Williams motioned for approval and Trustee Schultz seconded. The motion passed unanimously.

Approval of a Request from the Hinsdale American Legion, Post 250, Regarding the Annual Memorial Day Parade

Chairman Orler noted the train station would be used for the Poppy Day celebration. The plans for this event would be similar to previous year's events. Trustee Schultz motioned for approval and Trustee Williams seconded. The motion passed unanimously.

Approval of Adventist Hinsdale Hospital Use of Burlington Park for their Ice Cream Social on Sunday, September 7, 2008 from 4-7PM

Trustee Schultz motioned for approval and Trustee Williams seconded. The motion passed unanimously.

Approval of the Collector's Club of Hinsdale to Use the KLM Parking Lot to Park 12 Cars on May 5, 2008 from 9AM-3PM while on a Group Trip

Chairman Orler said that this is done annually. Trustee Schultz motioned to approve and Trustee Williams seconded. The motion passed unanimously.

Approval of St. Isaac Jogues School Use of Robbins Park for the Back-to-School Picnic on Monday, August 25, 2008 from 4-9PM

Trustee Schultz motioned to approve and Trustee Williams seconded. The motion passed unanimously.

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Approval of a Resolution Regarding PSEBA Benefits as Sponsored by the Intergovernmental Risk Management Agency

Doug Cooper discussed this item, as well as the following agenda item, "Approval of a Resolution Regarding Public Safety Pension Reforms as Sponsored by the Illinois Municipal League". PSEBA stands for Public Safety Employee Benefit Act. Mr. Cook said this was written several years ago and interpreted by the courts in a very employee-friendly matter. The courts have re-defined what a "catastrophic injury" really means. Trustee Williams motioned to approve and Trustee Schultz seconded. The motion passed unanimously.

Approval of a Resolution Regarding Public Safety Pension Reforms as Sponsored by the Illinois Municipal League

Trustee Schultz motioned for approval and Trustee Williams seconded. The motion passed unanimously.

Approval of an Ordinance Approving the Transfer of Abandoned Contractor Bonds to the General Corporate Fund

Chairman Orler explained that notices are sent out to contractors regarding reclamation of these bonds. If they're not reclaimed, they go back into the General Corporate Fund. Trustee Schultz asked how much money is involved. Mr. Cooper said that notices totaling about \$300,000 in unclaimed bonds have been sent out, and about half that amount has been claimed and reimbursed. Trustee Williams motioned for approval and Trustee Schultz seconded. The motion passed unanimously.

Discussion of Revised Job Descriptions and Personnel Evaluation Forms

Human Resources Director Sandy Mikel discussed this item. The Village's job description inventory has been completely revamped. She created a job analysis questionnaire which was provided to each Department Head for review and feedback. From these questionnaires, new employee job descriptions were developed. She has also created new performance evaluation forms. Chairman Orler complimented Mrs. Mikel on her work.

Mrs. Mikel then discussed mid-year reviews. She felt that the mid-year review would be more informal, as the supervisor would sit down with his/her employee to

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discuss the employee's goals, and whether or not the goals are being met. Mr. Cook stressed that the evaluation is now much more goal-oriented.

Consideration of the FY 2008-09 Performance Budget

Mr. Cook said that there has been an effort to put forth a realistic budget for the next fiscal year. A contingency reserve has been established, in the amount of \$430,000. This would allow the Board flexibility to approve any necessary unbudgeted projects. There is an additional \$297,000 in capital projects in the budget that will be held until the time in the Fiscal Year that will allow the projects to be on pace with the budget. It was agreed that a 19% overall reserve level was appropriate.

Mr. Cooper covered other changes to the budget. The property tax levy was received from DuPage County and extended for an amount \$60,000 greater than originally budgeted for. Also, the Village was awarded a matching grant of \$67,000 for the installation of security cameras at the Downtown Train Station. The total estimated cost of the system is about \$100,000, and the resulting cost to the Village of \$33,000 has been built into this budget. Also, due to some delays in the aerial ladder truck, only one installment has been paid this year, and the remaining \$600,000 (approximately) will be paid next year.

Mr. Cooper said the original budget estimate of \$423,000 for legal fees has been increased to \$500,000. The final 2008-09 Health Insurance Plan renewal through the IPBC has been received. The increase in the PPO and HSA plans are at a 0% increase, while the HMO Plan will see an increase of 5.45%. Staff had originally estimated plan increases of 8%. As a result of the lower renewal rate, the budgeted insurance costs decreased by approximately \$50,000 from the original budget.

Mr. Cooper also stated the a lower than expected bid award on the park landscape contract helped reduce costs by about \$25,000. Public service staff is being utilized for weekend park pick-up, which will save around \$15,000. Some revenues, as well as expenses, have been cut. The reserve percentage is at 19.07%.

Chairman Orler said that no full-time staff is being added, but there is a 3.5% cost of living increase being contemplated. Also, \$155,000 is being used again for the Elm Tree fungicide program. A donation to the Hinsdale Center of the Arts is budgeted at \$50,000. The End-of-Summer Bash is budgeted at \$36,000 and \$10,000 is allocated to the 80th Anniversary Celebration. Chairman Orler emphasized the need to rebuild the reserves. He estimated contributions to reserves will be between \$20,000 and \$100,000 for the upcoming fiscal year. This is the first time

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since 2003 that a positive contribution would be made into the reserves. The following year, \$361,000 will be contributed to reserves, hence, a \$361,000 budget surplus. He also emphasized staff used conservative projections of sales and income tax revenues as well as permit fees based on a recommendation from the Finance Commission.

Chairman Orlor then noted the \$297,000 of deferred capital, from record archiving, to replacing squad cars. Many of these deferred items are maintenance-related items which can be deferred. However, the \$297,000 will remain in the budget and may spent if the actual Village financial picture stays on pace with budget. He feels confident that this is a feasible budget.

Trustee Schultz asked if any revenue is expected from Hinsdale Club fees. Mr. Cook stated that the pace at which the developments progress will determine the amount of revenue received. Trustee Schultz then expressed his concerns regarding the fee-in-lieu of land donation for 55th and County Line which went to the operating budget. Mr. Cook said this was spent in accordance with the ordinance. Trustee Schultz felt that Parks and Recreation is not benefiting from this. Chairman Orlor said that money set aside for parks are earmarked in the capital fund for parks. Chairman Orlor then referred to the \$770,000 utility tax and how this is being accounted for—the funds are being specifically earmarked for infrastructure. The In-lieu donation should be accounted for in the same manner.

Trustee Williams commended everyone involved in the budget process. She is encouraged on the results of the renewal for health insurance. She asked Mr. Cook about the \$250,000 labeled in the budget as “general counsel”. He replied that it’s everything outside of litigation. The number is based on the normal cost over the past few years. She then asked about the fire truck. Mr. Cooper said the Village is being billed 3 times for the truck for various stages of its production. The first bill was already paid, which was \$222,000. The next bill will be paid in August, pushed back from its original date of April 30. The final bill should come around October. It will be financed with a loan. Chairman Orlor asked about the efforts of State Rep. Patti Bellock to obtain a \$100,000 grant for the fire truck. Mr. Cook said the \$100,000 has been taken out of the budget, due to the unpredictability of the state’s finances.

Trustee Williams inquired how projects that are deemed important would be placed into the priority system. Mr. Cook referred to the \$430,000 budget operating contingency, saying that after several months, if the budget is at or above projections, then the contingency can be used to fund such projects. Chairman Orlor reiterated the budget surplus this upcoming fiscal year, for the first time in

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five years. He added that the 2008 budget for street projects is \$1,928,000, of which \$525,000 is carried over from last year's Flagg Creek held-up bids. There will be a significant amount of street projects done this upcoming fiscal year.

Trustee Schultz motioned for approval and Trustee Williams seconded. The motion passed unanimously.

Adjournment

Since there was no further business to come before the Committee, Trustee Williams moved to adjourn. Trustee Schultz seconded, and the motion passed unanimously. The meeting of the ACA meeting was declared adjourned at 9:05 p.m.

Respectfully Submitted:

Douglas E. Cooper
Assistant Village Manager