

VILLAGE OF HINSDALE
Administration and Community Affairs Committee
Minutes of the Meeting June 6, 2011

Chairman Geoga called the meeting of the Administration and Community Affairs Committee to order in the Board Room of the Memorial Building on June 6 at 7:31 P.M.

Members Present: Chairman Doug Geoga, Trustees Laura LaPlaca, Chris Elder and Kim Angelo

Staff Present: David Cook, Village Manager; Darrell Langlois, Assistant Village Manager; Gina Hassett, Director of Parks and Recreation; Amy Pisciotto, IT Coordinator and Timothy Scott, Community Development Strategist

Also Present: Scott Banke, Parks and Recreation Commission; Mr. Patel, Hinsdale Food Mart

Approval of Minutes – May 2, 2011

Trustee Angelo moved approval of the May 2, 2011 minutes. Trustee Elder seconded and the motion passed unanimously.

Trustee Geoga suggested moving Item Six up on the Agenda.

Approval of an Ordinance Amending Title 3, Chapter 3, Section 3.3-5 of the Village Code of Illinois to Create a New Class A7 Convenience Store Without Gasoline Sales Liquor Classification and Amending Subsection 3.35G Related to the Number of Liquor Licenses.

Mr. Patel, the owner of Hinsdale Food Mart explained the request to sell liquor. Trustee Geoga explained this would be a new category to accommodate this request. Village Manager Cook stated that ACA had agreed in concept to a similar request in 2010 from the previous owner of Hinsdale Food Mart but the store closed prior to the establishment of the new license category. The 2010 request was considered in conjunction with the new license for the Shell Food Mart; the proposed ordinance is consistent with all of the restrictions placed on Shell Food Mart, the only exception Mr. Cook stated is that the Ordinance does not require two persons on duty at all times when liquor was being sold since there is not gasoline sales taking place. In all other ways, the category restrictions would be the same.

Trustee LaPlaca moved approval of the request. Trustee Angelo seconded and the motion passed unanimously. The request will be put on the Consent Agenda.

Trustee Geoga moved to Item 10 on the Agenda.

Approval of a Resident Group to Sell Concessions at Veeck Park during the 2011 Summer Season

Parks and Recreation Commissioner Scott Banke explained the request. His two sons have asked to sell pre-packaged concessions during soccer and baseball games in order to generate funds for maintenance and improvements to the skate park.

Trustee LaPlaca asked if there are other groups interested in selling concessions at Veeck Park. Ms. Hassett stated that there have not been any other requests. Trustee Geoga asked Mr. Banke if the concession sales would be supervised by an adult at all times. Mr. Banke indicated that these details will be worked out with the Parks and Recreation Department and that the concession sales will be supervised by an adult.

Mr. Banke stated that soccer teams playing are playing almost daily and he indicated that they will pursue selling concessions at any and all opportunities. Trustee Geoga also asked about insurance; Mr. Langlois recommended that insurance be obtained pursuant to this request, even though sales would be only pre-packaged items. Mr. Banke stated he would try to model the insurance off the certificate form used by Little League and would approach the same insurance company.

Mr. Banke stated that all proceeds would be earmarked for the skate park. He would request for the funds to be carried over into the next fiscal year, if necessary. Trustee Angelo was concerned that approving this agreement and dedicating proceeds for the skate park is kind of making the statement that the ACA Committee agrees with the continuation of the skate park, which has not been decided. Mr. Banke stated that the users, most who are minors, do not get the same representation that taxpayers do, and that by undertaking the sale of concessions will demonstrate their support for the skate park.

Trustee Geoga asked Mr. Banke to work with staff on a formal contract. Trustee LaPlaca asked for the contract to clearly show where the tables would be set up and what the use is for. Trustee Geoga indicated that staff and Mr. Banke will work on these issues based on this discussion and it would be put on the Board's active agenda for June 21st. Mr. Banke thanked the Trustees for the attention and stressed how important it is to the kids. Ms. Hassett commented on a company that is interested in fund raising for skate parks.

Monthly Reports

Trustee Geoga stated that in the future there will be some changes that will be made to the Treasurer's Report to make it smaller and more useful.

Treasurer's Report – April 2011

Mr. Langlois presented the Treasurer's Report for April. Base Sales Tax receipts increased 15% for March and 6.2% for April. Total base sales tax receipts for Fiscal Year 2010-11 ended the year at an increase of \$201,119. This variance is favorable when compared to budget as this revenue source was projected to be unchanged in the FY 2010-11 Budget. Total Sales Tax receipts (including local use taxes) for Fiscal Year 2010-11 total \$2,620,661 for last fiscal year, an increase of 9.6%.

Income Tax revenue for the months of March and April amounted to \$75,932 and \$130,629. This represents a decrease of 12.6% for March and a decrease of 3.6% for April. Total Income Tax receipts for Fiscal Year 2010-11 amount to \$1,398,721 as compared to \$1,424,864 for last fiscal year, a decrease of 1.8%. This variance is favorable when compared to budget as a decrease of 5% was assumed in the FY 2010-11 Budget.

Mr. Langlois reported that the Village did receive an income tax distribution from the state in April, which maintains the delay in payment at three months or approximately \$357,000 in arrears. It appears that there will not be any changes in the existing revenue sharing formula this budget year, except for a minor change in Personal Property Replacement Tax distributions.

Mr. Langlois stated that staff is fairly certain that the State will begin implementation of the new per capita revenue formulas with the June distributions. Due to Hinsdale's 2010 population decline to 16,816, it is expected that overall income tax, use tax and MFT distributions will decline by approximately 5% annually due to the formula change. Mr. Langlois noted the very conservative revenue assumptions in the FY 2012 budget (2% Income tax growth and 0% MFT), and that the Village is not sure how much the actual decline may be but it is something staff will monitor very closely during the year.

Mr. Langlois stated that year-to-date Food and Beverage taxes earned were \$284,553 as compared to the prior year amount of \$263,903, an increase of 7.8%. This variance is favorable when compared to budget as no increase was assumed in the FY 2010-11 Budget.

Mr. Langlois stated that approximately 90% of the Property Tax Distributions are located within DuPage County. Property tax collections through April amount to \$5,173,272 which is approximately 99.2% of the Village's \$5.2 million tax levy. There is a negative budget variance of \$39,995 of which it has been identified that at least \$17,000 is due to timing of collections of the first installment payment from Cook County.

The combined Gas, Electric, Telecommunications, and Water Utility Taxes for April were \$197,138, which is 12.3% above previous year's receipts. Year to date utility tax collections are \$2,141,945 which is 7.1% above the prior year. Most of the year to date increase is due to higher receipts from the utility tax on water as a result of the 31% rate increase that took effect at the beginning of the fiscal year and increased receipts on the utility tax on electric due to the 14% tax rate increase and the warm summer weather.

Building Permit revenues for April totaled \$46,041, which is a decrease of 53.7% below the prior year. Total permit revenue for the year is \$1,255,726, which is 47.6% above the prior year and will end the year well over budget. Approximately 2/3 of this variance is due to receipt of permit revenue related to the Hinsdale Hospital expansion.

Park and Recreation Fees totaled \$784,157 as compared to \$775,842 for the prior year, which is an increase of 1.1%. Through May 31, 2011 we have collected \$122,050 from the sale of lifetime paddle tennis memberships and donations that will be used to fund two additional paddle tennis courts.

Mr. Langlois reported that legal billings through April amount to \$200,372, which is \$49,628 or 19.9% below budget for the year.

Overtime costs in the Fire Department ended the year \$74,910 over budget due to two extended sick leave situations and one employee resignation necessitating frequent overtime coverage in order to maintain minimum manpower requirements. Overtime costs in the Police Department ended the year \$23,661 over budget due to meeting minimum manpower requirements. In addition, "reimbursable overtime" is over budget by \$36,108, which 100% is paid for by grants and billings to other agencies.

Salt costs the Public Services Department ended the year \$36,851 over budget due to the February blizzard as well as a number of other large snow events. Related to the blizzard, our total incremental costs (overtime, salt, and equipment usage) related to the blizzard amount to approximately \$37,000; the President has declared a disaster for the event making 75% of these costs eligible for reimbursement from FEMA. The grant paperwork has been finalized and we hope to receive the grant payment in approximately 60 days.

In summarizing these results, Trustee Geoga stated that the fiscal year produced about \$600,000 more in revenue than budgeted, \$350,000 less in expenses and \$400,000 in capital improvement savings. He mentioned that these can be tracked in the Treasurer's report.

Mr. Langlois stated that most of the surplus money will be transferred to fund road projects and that \$1.4 million, which is \$900,000 above the amount budgeted, will be transferred to the Infrastructure Fund in order to set aside funds for road improvements in future years. The corporate fund balance is now 27%, which is above the 25% policy level.

Approval of the FY 2010-11 Appropriation Transfer Ordinance

Chairman Geoga commented on the line items in the report. The large line variances will tie back to the items that were in the Treasurer Report. The police overtime charges were explained and the fire had a vacancy that resulted in increased overtime in the fire department.

Trustee Angelo moved approval of the Ordinance and Trustee LaPlaca seconded the motion. The motion passed unanimously.

Park and Recreation Activity Report – April 2011

Ms. Hassett reported that members of the Park and Rec Commission are happy to attend if ACA feels that is necessary. She reported that the Village will be receiving \$150,000 from the OSLAD Grant for improvements at KLM. Ms. Hassett explained what the improvements will be. The project will be reimbursed when everything is completed.

Ms. Hassett reported that \$122,000 has been collected for platform tennis donations. At the recommendation of HPTA, platform tennis fees for the 2012 season will remain the same. She reported on the 5K race that is being coordinated with RML Hospital. The Park and Recreation Commission would like the funds to be designated for a particular project at KLM. Ms. Hassett suggested that the funds could be earmarked for capital projects since RML is not picking a particular cause for their portion of the funds.

Ms. Hassett commented on the July 4th parade. There has been difficulty in getting a parade marshal for this year. Trustee LaPlaca asked Ms. Hassett about generating more

interest in parade participation of groups other than politicians. Ms. Hassett stated that we have lost some bands over the years and she mentioned how the groups are paid to participate. There are some groups that can't return from last year because the parade was on July 5th last year. Ms. Hassett explained that merchants do have to pay to be in the parade. Athletic groups or community groups are welcome to participate.

AYSO has suggested about making improvements at Veeck Park once the dirt is removed. Trustee Angelo asked how much money they could contribute. Ms. Hassett stated that they would be willing to help with drainage and have about \$100,000 to donate.

Mr. Cook and Ms. Hassett met with Little League, and Ms. Hassett reported that the KLM retaining wall is complete. She stated that staff attended a wedding planning event over the Memorial Day weekend. Pool pass memberships are down, but total revenue is over the prior year. Ms. Hassett noted an EPA finding regarding pool water discharge into the storm water system.

Trustee LaPlaca asked if the drains at the pool were the ones that were being recalled for safety reasons. Ms. Hassett stated that the County has inspected the pool and the drains are not the ones being recalled.

Waive the Competitive Bid Process and Accept a Proposal from Premier Platform Tennis in the amount of \$148,000 for the Purchase and Installation of two Platform Tennis Courts subject to HPTA reimbursing the Village for 100% of the direct project costs.

Mr. Cook stated that there have been ongoing discussions with HPTA about the final costs. Trustee Geoga commented that either the Village delays the purchase of the courts or HPTA can assure the board that they will cover the additional costs. Trustee Geoga stated that he believes that HPTA needs to tell the Village that they will cover the remainder of the costs.

Trustee Angelo asked if HPTA is confident that they can make up the difference in the cost of the two new courts. Trustee Geoga also stated that there cannot be so many lifetime memberships sold that it eliminates the revenue source needed to cover the cost of maintaining the courts. Trustee Geoga mentioned about additional items that have added to the cost but HPTA has assured the Village that the project will be fully funded.

Trustee LaPlaca mentioned that she does not believe the courts should be ordered until all of the funds are received by the Village. Due to the nature of this request this item will be considered by the entire Village Board and the ACA will not take action. The Trustees agreed that the funds need to be secured before the project is undertaken.

Approval of an Intergovernmental Agreement with Lyons Township related to the KLM Shelter Project

Trustee Geoga reminded the Commission that the Exhibit A presented to ACA is a document that goes with the IGA for the \$150,000 grant funding. Ms. Hassett stated that the Township has reimbursed municipalities very quickly so far.

Trustee Angelo moved approval of the request. Trustee Elder seconded and the motion passed unanimously.

Award of Bid 1490 to KLF Excavating in the amount of \$10,365 for Demolition and Removal of the KLM South Shelter

Award of Bid 1491 to George's Landscaping in the amount of \$9,565 for Grading and Drainage Work for the KLM South Shelter

Award of Bid 1492 to Total Surface in the amount of \$13,776 for Concrete Flatwork for the KLM South Shelter

Rejection of Bid 1493 for Electric at the KLM South Shelter and Authorize Solicitation of Proposals

Award of Bid 1494 to George's Landscaping in the amount of \$89,810 for Site Furnishings and Shelter Installation of the KLM South Shelter

Ms. Hassett explained the Bids and why staff recommends rejecting the electric bid. There were only two bidders for the electric. The prices all came in within the cost estimates for the project. Trustee Geoga commented on the difference in the prices on the bids. Ms. Hassett stated that staff suggests that the electric work be rebid.

Trustee Angelo moved approval of the Bid motions for the South Shelter except for electric and Trustee LaPlaca seconded the motion. The motion passed unanimously.

Community Development Strategist Report

Mr. Scott commented on working on categories from EDC. Two new advertising campaigns are being worked on. Steinway and Sons has opened as a new tenant. They are here on a trial basis. Mr. Scott is working on a new tenant at Gateway Square.

Trustee Geoga asked if Mr. Scott could describe the potential for outdoor signage. Mr. Scott stated that the Committee is still investigating having a sign at Veck Park that could be viewed from the toll way. The sign would not be the typical sign that you see on I294. It would require a state permit.

Trustee LaPlaca asked what the purpose of the sign would be. Mr. Scott stated that it would advertise businesses and Village messages. It would be positioned toward the motorists on the highway and away from Village residences.

Approval of Street Closure, Display of Banners & In-kind Services for the Hinsdale Chamber of Commerce's Christmas Walk on December 2, 2011

Mr. Scott explained that after re-consideration the Chamber decided to stay with the December 2nd date for the Christmas Walk. Trustee Geoga stated that the Board has approved all other in-kind services for the Chamber of Commerce events.

Trustee Angelo moved approval of the request. Trustee LaPlaca seconded the motion, but stated that she disagrees with the decision of moving the date. The motion passed unanimously.

Communications/MIS Coordinator Report

Ms. Pisciotto stated that website visitors have increased primarily due to Parks and Recreation pool passes and information. E-Hinsdale usage has increased by a small margin. Trustee Geoga stated that residents should be encouraged to use the Village website.

Trustee Elder asked the difference between a "hit" and a "visit" on the monthly report. Ms. Pisciotto explained the difference.

Approval of the Village of Hinsdale Social Media Policy

Trustee Geoga asked Ms. Pisciotto about the prior concern regarding communications from residents on unmonitored Village social network channels. Ms. Pisciotto stated that Parks and Recreation started using the Facebook account in October. Kurt Lindemann receives an email resulting from any question that comes through the Facebook page and does respond to them.

Trustee Elder moved approval of the Social Media Policy and Trustee LaPlaca seconded the motion. The motion passed unanimously.

Approval of a Purchase Order to the DuPage Mayors & Managers Conference in the amount of \$16,604.67 for the Village's Annual Dues and Proportionate Share of Debt Service Assessment

Dave Cook explained that the Village has received legislative support and significant grants through its membership in this organization. Trustee Angelo noted some ongoing issues with ComEd and that these should be brought before this group. He also noted that ComEd's statistics are not correct and that is what is used for the rate hike requests.

Trustee LaPlaca moved approval of the request. Trustee Angelo seconded and the motion passed unanimously.

Ratification of Purchasing Approval of Twin Supplies, Ltd. In the Amount of \$28,019.61 for the Purchase of Energy Efficient Lighting Fixtures and Equipment

Mr. Cook described a grant program the Village received for improvements to the Village's electric lighting fixtures. This expenditure would essentially be a pass-through item to the supplier as it is predominantly offset by grant funds.

Trustee LaPlaca moved approval of the motion. Trustee Elder seconded and the motion unanimously.

Approval of an Ordinance Approving a Lease Agreement with the Hinsdale Center for the Performing Arts

Trustee Geoga explained that a number of years ago a lease had been drafted but not signed by HCA. The purpose of the lease is to designate how expenses of the building will be shared by the Village and HCA. Trustee Angelo moved approval of the motion. Trustee LaPlaca seconded and the motion passed unanimously.

Confirmation of the July 5, 2011 meeting date

Trustee Geoga suggested changing the scheduled date for the July meeting to July 12, 2011 prior to the Board meeting that evening.

Trustee Geoga thanked the new Trustees for their service. Ms. Hassett encouraged the Trustees to volunteer at the parade.

Adjournment

As there was no further business to come before the Committee, Trustee LaPlaca motioned to adjourn. Trustee Elder seconded. The motion passed unanimously and the meeting was adjourned at 9:11 P.M.

Respectfully Submitted:

Darrell Langlois
Assistant Village Manager/Director of Finance