

VILLAGE OF HINSDALE
Administration and Community Affairs Committee
Minutes of the Meeting March 4, 2013

Chairman Geoga called the meeting of the Administration and Community Affairs Committee to order in the Board Room of the Memorial Building on March 4, 2013 at 7:31 p.m.

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

Members Absent: Trustee Laura LaPlaca

Staff Present: Darrell Langlois, Assistant Village Manager, Gina Hassett, Director of Parks and Recreation, Jennifer Braun, KLM Lodge Manager and Timothy Scott, Economic Development Director

Approval of Minutes – February 4, 2013

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

Monthly Reports

Mr. Langlois presented the January, 2013 Treasurer's Report. Base sales tax receipts for the month of February increased \$64,000. Mr. Langlois reported that total sales tax receipts for the first ten months of the fiscal year amount to \$2,440,000, an increase of 6.2%. Mr. Langlois reported that Income Tax revenue for the month of January was up 10.9% and had increased by 13.6% for February. Total Income Tax receipts for the first ten months of FY 2012-13 total \$1,270,000, an increase of 11.4%. Mr. Langlois reported that the State remains three months or \$382,000 behind the normal payment schedule.

Mr. Langlois reported that Building Permit revenues for January increased 145.5% above the prior year. Year to date Permit revenue is \$873,613, which is an increase of 1.2% from the prior year. Mr. Langlois reported that the total legal billings through December amount to \$111,667, which is tracking well below the prior year and is tracking below budget.

Mr. Langlois reported that in conjunction with the ongoing budget process for FY 2013-14, staff has now comprehensively updated the estimated end of year amounts for all budget line items in the General Corporate Fund and Water Fund. On a net basis, the end of year results project to an end of year operating surplus in the General Corporate Fund of \$1,068,877 which is greater than the amount of \$629 assumed in the FY 2012-13 Budget. The proposed FY 2013-14 Budget will recommend a number of year end transfers as well as discretionary pension contributions. These proposed transactions are reflected in the monthly Treasurer's report, but are obviously subject to change as we go through the budget approval process.

Mr. Langlois explained about the upcoming sale of bonds and that the Village has maintained its AAA bond rating from both Standard & Poors and Fitch Ratings. Chairman Geoga thanked Mr. Langlois for his report.

Park and Recreation Activity Report

Ms. Hassett presented the report. She stated that the new Recreation Supervisor has been hired. A successful grading plan has been agreed to for the lacrosse field at KLM. HCA has vacated its building at KLM, and the building has been utilized for some recreation programs when the Lodge wasn't available.

Veeck Park is back in operation and she explained how she has been in contact with Little League for an updated field use agreement. The Eagle Scouts will be doing some projects, and the Easter Egg Hunt will be moved to Robbins Park this year so that there is more parking available. The summer pool staff is currently being hired and it is expected that there will be some transition with staff since many of the managers are not expected to return this year.

Ms. Hassett explained that there isn't much new revenue from platform tennis since it is at the end of the season. Ms. Hassett explained that new platform courts are being discussed by LaGrange Country Club. Chairman Geoga asked about why there has not been an increase in memberships when that was the reason for building the new courts. Ms. Hassett stated that she believes that there will be more growth next year.

Ms. Hassett stated that the Parks and Recreation Commission did not meet in February.

Economic Development Report

Mr. Scott presented his report. Mr. Scott reviewed his new tenant update and noted that Fox's has started work on the interior. Mr. Scott stated that there are some initial sketches for First and Garfield and a plan will be submitted to the Plan Commission.

Mr. Scott explained about the parking analysis that is part of a grant-funded project and the sign code process.

Approval of an Ordinance Revising Title 2 Chapter 14 of the Village Code related to the Finance Commission

Chairman Geoga explained the request regarding reducing the number of members from nine to seven and to further define the Finance Commission's role. These changes were discussed at the last ACA meeting and are consistent with that discussion.

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

Approval of a Contract with Wilson Ware Group in the Amount of \$195,291.29 to Construct and Landscape the Masonry Wall of Burlington Park

Chairman Geoga asked Mr. Scott to explain the request for the wall replacement. Mr. Scott explained the process and being able to maintain the quality. There will be a planting area included in the wall. Money was saved by having a solid drainage system and not as robust of a foundation. The more naturalized approach doesn't have to go down 4 feet.

Chairman Geoga asked Mr. Scott what is known about the Wilson Ware Group. Mr. Scott explained that they are very well known in the landscaping world and has a good track record. The costs include the wall and the landscaping. Trustee Angelo asked why this is a better plan. Mr. Scott stated that to replicate what is out there would cost \$150,000 more. The big expense is everything you don't see, which would be concrete and stone. That involves a lot of time and labor, which is where the expense would be. This new plan is built on a high quality drainage system.

Trustee Elder needs to study the plan a little more and wanted to know how many trees would be lost. Mr. Scott stated that only one tree would be lost and some trees are added back. The village forester is okay with that tree being removed. There will be a barrier curb in the area by the parking area.

Chairman Geoga read a letter from Trustee LaPlaca that stated her approval of the project. Mr. Scott stated the work would start the work around April 1 and should take approximately eight weeks. Ms. Hassett stated that there are events that happen in the park that should be considered in the construction.

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

Discussion Regarding KLM Lodge Operations

Chairman Geoga asked Ms. Braun if she could update the Committee on the operations at the Lodge. Ms. Braun commented on the changes that have been implemented, such as marketing in the newspapers and magazines. She has also joined the Burr Ridge Chamber of Commerce and revenue is being increased due to increasing the rental rate structure. The brochure has been updated and KLM now has a virtual tour on the Village website and is on Facebook. There are still some challenges and some of the event host hours have been given to the new assistant manager.

The ACA Committee reviewed the memorandum prepared by Ms. Braun regarding Lodge operations. The Committee was concerned about statements made in the memorandum that de-emphasize the goal of trying to attract weekday business meetings to the Lodge, which was a prior direction from a number of ACA members as well as the KLM Task Force. There was discussion between the staff present and the ACA Committee about this issue, and the Committee directed once again that an appropriate effort be made to make sales calls to potential weekday commercial renters, a log should be kept of all sales calls, and that staff shall report back to the Committee and the Park and Recreation Commission as to the results of the marketing in a couple of months.

Village Audit Committee

Trustee Elder reported on the Audit Committee meeting held with the Village's auditor and senior finance staff. This was the first year of a two year agreement with Sikich LLP and everything seemed in order. The Audit Committee unanimously voted to finish the agreement.

Adjournment

As there was no further business to come before the Committee, Trustee Elder motioned to adjourn. Trustee Angelo seconded and the motion passed unanimously. The meeting was adjourned at 8:41 P.M.

Respectfully Submitted:

Darrell Langlois
Assistant Village Manager/Director of Finance