

**VILLAGE BOARD OF TRUSTEES
SPECIAL MEETING OF THE
COMMITTEE OF THE WHOLE
April 5, 2016**

1. CALL TO ORDER – Acting Chair/Trustee Hughes

The specially scheduled Committee of the Whole meeting of the Hinsdale Village Board of Trustees was called to order by Chair/Trustee Jerry Hughes in Memorial Hall of the Memorial Building on Tuesday, April 5, 2016 at 7:21 p.m.

2. ROLL CALL

Present: Chair/Trustee Jerry Hughes, Trustees Christopher Elder, Neale Byrnes, Luke Stifflear, Laura LaPlaca and Bob Saigh

Absent: None

Also Present: Village Manager Kathleen A. Gargano, Assistant Village Manager/Finance Director Darrell Langlois, Assistant Village Manager/Director of Public Safety Brad Bloom, Police Chief Kevin Simpson, Fire Chief Rick Ronovsky, Director of Public Services George Peluso, Director of Community Development Robb McGinnis, Director of Parks & Recreation Gina Hassett, Administration Manager Emily Wagner, Management Analyst Suzanne Ostrovsky and Village Clerk Christine Bruton

3. DISCUSSION ITEMS

Draft FY2016-17 through FY2020-21 Capital Improvement Plan (CIP)

Assistant Village Manager/Finance Director Darrell Langlois presented the Capital Improvement Plan (CIP) to the Board. This document includes expected expenditures for the next five years. The accounting for the items in the CIP is divided between the Corporate Fund and the Water and Sewer Operations Fund.

Again this year, there is uncertainty surrounding the State of Illinois budget and its potential impact on municipal revenue sharing. The Village has budgeted a contingency amount of \$300,000 within the Corporate Fund that may be used to absorb any reduction in State funding. The Village's Corporate Fund CIP contemplates approximately \$7.3 million in improvements to Village parks, facilities, vehicles and equipment from FY2016-2021. He noted that pay boxes are not included in the budget pending direction from the Board.

Mr. Langlois reviewed the projected CIP items and highlighted various items by department. With respect to those proposed Economic Development items, he noted that that staff recently met with EDC members and the proposed priorities are consistent with their needs.

Discussion regarding the Police/Fire Building Analysis; the total cost is \$25,000, but is split equally between the Police and Fire departments. Village Manager Kathleen A. Gargano explained that during accreditation, areas were identified as concerns about the building. Police Chief Kevin Simpson elaborated stating that many areas in the building are converted from former uses; the accreditation tour two years ago pointed out these constraints.

Mr. Langlois explained that items are removed from the CIP when the Board officially eliminates them.

Trustee Saigh raised questions about the condition of streets in the Central Business District (CBD) and suggested more urgency for street repairs. He described the areas that are particularly rough, commenting they could be better than some residential streets, but this is a crucial area. Ms. Gargano reported that staff has discussed this, too, but would like to wait till the middle school decision is made because of probable road degradation. She also noted the timing and staging of a CBD street project has to factor in the Fourth of July parade. The dollars could come from the annual infrastructure fund, if the Woodlands or Vine Street projects come in on or below budget. Any proposal would be brought back to the Board for review.

With respect to CBD parkway hardscaping, Trustee Saigh urged that where there is an opportunity to keep it green or natural, it should be done. Factors such as pedestrian and vehicular traffic impact this recommendation. Ms. Gargano said Public Services Superintendent Ralph Nikischer can put a memo together to address these areas in more detail. Director of Public Services George Peluso commented that salt is also an issue, but staff will inventory ideas and provide a memo to the Board. Trustee LaPlaca suggested the use of salvaged historic bricks in these areas.

Fire Chief Rick Ronovsky addressed the Board regarding the proposed ambulance purchase. He explained that he has spoken with vendors, and they report about a 10-12 month lead time. Chief Ronovsky explained that if we wait till next year, it would be 2 years to get a vehicle; therefore he wants to begin the process after May 2016, to get ready for the following year. The budget is the same, there is no down payment required for the ambulance. The Board can expect to see a contract early this fall; the item will appear in the FY2017-18 budget.

Ms. Gargano commented that pay boxes were also on hold in consideration of the middle school construction, to see if there would be opportunities there. Assistant Village Manager/Director of Public Safety Brad Bloom commented that the Garfield pay boxes are testing the higher fee rate that CMAP recommended. Trustee Hughes commented that he is uncomfortable waiting for the middle school, and would like the Board look at this again sooner rather than later. Trustee LaPlaca agrees and asked for a map of the downtown area that would indicate where the proposed 15-30 minute spots will be. She also recommended aesthetically appropriate pay boxes.

Mr. Langlois said the Public Services improvements are mostly vehicles and municipal building improvements. He noted the \$100,000 for ADA improvements for Memorial Hall are half funded by grant dollars.

Parks & Recreation improvements include several maintenance issues and lighting and screening improvements for the platform tennis courts, however staff is negotiating with the Hinsdale Platform Tennis Association (HPTA) for appropriate cost sharing. It was noted the walkways are a significant safety concern. Ms. Gargano stated moving forward maintenance will be part of a new agreement, but this is a safety issue on a Village property. Trustee Hughes suggested we may need a Committee of the Whole meeting to discuss this. Regarding the Art Center, installation of fire suppression and a new water main is included, as well as repair/replacement of 16 windows on the second floor of the building. Mr. Langlois noted ongoing discussions with the Montessori school, but these repairs would not begin without a signed lease. He also noted cost escalation for both

parties. He pointed out that there will be rent payments moving forward, and in the face of ongoing maintenance issues, this is a revenue stream to help defray costs. Mr. Langlois stated a complete financial analysis will be provided when appropriate, but the only alternative is to tear down the building. With respect to ADA requirements, Director of Parks & Recreation Gina Hassett pointed out there is an ADA path on the west side of the building, but it might have to be adjusted.

Mr. Langlois provided a summary of the Water/Sewer Fund capital items. He mentioned the water meter reading system is nearing completion. He also mentioned the proposed engineering study, cost to be split with Burr Ridge, to analyze interconnect options with surrounding communities in the event of an emergency event.

Discussion followed regarding the benefits of a water department van. Mr. Peluso explained it will address safety issues and improve efficiency. These types of vehicles are common and standard practice in public works departments.

Mr. Langlois reported Master Infrastructure Plan (MIP) progress; a \$41.9 million investment through this year resulting in completion of 58% of the work. Chairman Hughes pointed out improved road condition ratings stating significant and substantial progress has been made. He reminded the Board to continue to monitor, to which Mr. Peluso explained that staff reviews road conditions annually, and they will be resurveyed with a consultant every five years.

Ms. Gargano stated staff will bring a hardscape concept back to the Board at their meeting of April 19th; specifics would be provided at the time of approval. With the exception of this matter, the Board agreed with the capital items as presented in the CIP.

Draft FY2016-17 Budget

Mr. Langlois presented the draft FY2016-17 budget; he outlined Corporate fund operating projections and revenues. He noted a surplus of \$600,000, mainly as a result of building permit fees and fee adjustments made last year; a \$75,000 contribution will be made to both the Police and the Fire Pension funds, the remainder will be transferred to the Annual Infrastructure fund.

He provided an overview of fund revenue trends, and noted that property tax is the largest revenue source, although only 7% of each resident's property tax bill covers Village services. He reviewed expenses in the Corporate fund which are only up 3.9%, concluding that this is a responsible budget and will serve the needs of the community.

Mr. Langlois pointed out the staffing levels graphs and explained that the overall personnel budget will go down due to turnover. He noted the Oak Street Bridge and Graue Mill grant funding expenses and offsetting revenue.

Discussion followed regarding undesignated funds; it was noted that none of the brick street work is included in the MIP, and residents could come forward with pressing issues. Ms. Gargano explained that contingency funds could be transferred to the MIP if not used elsewhere. Mr. Langlois outlined MIP funding. With respect to the 50/50 sidewalk program, the money comes from the Motor Fuel Tax (MFT) fund, but this year contributions from developers will fund this program. This will free up MFT money to be used for roads.

It was noted that sidewalks get repaired in conjunction with roadway work, but the scope of repairs could be expanded to include high traffic areas.

With respect to the Water and Sewer Operations fund, revenues are under budget because of the cool and wet summer, but the expenditures are under budget, too. Mr. Langlois referenced a graph of water purchased from the DuPage Water Commission. In addition to the impact of whether, the 31% increase in water rates four years ago may have caused more judicious water usage. Additionally, there are fewer water main breaks and the new water meters are more efficient.

Trustee LaPlaca asked for historic comparisons of water usage with the new meters. Mr. Langlois explained that the Water Capital fund shows dollars leftover, but this is required for bond payments. Chairman Hughes commented that the Water and Sewer fund is not self-funding, will continue to require transfers from the Corporate fund and will require monitoring.

Mr. Langlois said debt service on bond issues is level, both for principal and interest. In the next year or two the Village could refinance for a better rate, but no new debt is planned.

Chairman Hughes reiterated Finance Commission concerns and comments which included expanding the horizon of the five year plan to 10 years, and whether the budget for the MIP is adequately funded. Chairman Hughes commented with respect to infrastructure funding, this needs to be monitored. Regarding pensions, these are a consequence of obligations and mandates set in Springfield, we fund the State mandate.

Discussion followed regarding full-time staffing. Chairman Hughes commented you don't know if staff can handle the critical things until staffing is too low. Ms. Gargano explained that when there is a vacancy, the staffing model is evaluated, and if there is an opportunity to improve service delivery, a change is recommended. She said she will continue to be responsive and make changes when necessary. Trustee Stifflear believes because Hinsdale is a stagnant community in terms of population and growth, staffing should be similarly stagnant.

Trustee Elder commended staff on a well-thought out budget. Trustee Byrnes agreed. Trustee Stifflear said revenue side projections are reasonable; and on the expense side, numbers are conservative and reasonable. He acknowledged reasonable funding for pensions. Regarding the \$250,000 budgeted for computer consulting, at least for the short term, he commented that technology benefits warrant increased spending when it provides better services for the Village. He recommended continuing to explore productivity through technology, such as a parking app. Trustee LaPlaca said staff did a good job on the budget, and Trustee Saigh remarked that the increased detail in the last couple of years has resulted in an improved document.

Trustee Saigh commented on the complexity of the new homes being built in Hinsdale and asked Director of Community Development Robb McGinnis if we are okay in terms of inspections. Mr. McGinnis explained that since the recession staffing has been lean. Permit numbers have trended up, and the unique architecture typical in Hinsdale requires more staff time. Typically, our inspector makes between 12-15 stops per day. Department goals are a 3-4 week turnaround for permits and scheduled inspections within 24-48 hours. A typical home requires about 13 inspections.

Chairman Hughes said it is the Board’s responsibility to do a good job spending taxpayer money, and provide needed quality services. Sometimes the plan needs to change, and the Board should not shy away from the discussions.

Ms. Gargano thanked the Board for their feedback and comments; the goal is to create a usable document for Trustees and residents. She asked that if the Board would like to see anything else included with these documents to please let her know. She also thanked staff for their extra hard work.

4. ADJOURNMENT

There being no further business before the Committee of the Whole, Trustee Elder **moved to adjourn the special Committee of the Whole meeting of the Hinsdale Village Board of Trustees on April 5, 2016.** Trustee Stifflear seconded the motion. Voice vote, all in favor, motion carried.

Meeting adjourned at 9:34 p.m.

ATTEST: _____
Christine M. Bruton, Village Clerk