

**VILLAGE OF HINSDALE
VILLAGE BOARD OF TRUSTEES
MINUTES OF THE MEETING
October 2, 2018**

The regularly scheduled meeting of the Hinsdale Village Board of Trustees was called to order by Village President Tom Cauley in Memorial Hall of the Memorial Building on Tuesday, October 2, 2018 at 7:30 p.m., roll call was taken.

Present: Trustees Christopher Elder, Michael Ripani, Luke Stifflear, Gerald J. Hughes, Matthew Posthuma, Neale Byrnes and President Tom Cauley

Absent: None

Also Present: Village Manager Kathleen A. Gargano, Assistant Village Manager/Director of Public Safety Brad Bloom, Assistant Village Manager/Finance Director Darrell Langlois, Chief Brian King, Deputy Chief Tom Lillie, Chief John Giannelli, Director of Public Services George Peluso, Director of Community Development/Building Commissioner Robb McGinnis, Village Engineer Dan Deeter, Administration Manager Emily Wagner, Management Analyst Jean Bueche and Village Clerk Christine Bruton

PLEDGE OF ALLEGIANCE

President Cauley led those in attendance in the Pledge of Allegiance.

APPROVAL OF MINUTES

a) **Regular meeting of September 18, 2018**

Following changes to the draft minutes, Trustee Elder moved to **approve the draft minutes of the regular meeting of September 18, 2018, as amended.** Trustee Ripani seconded the motion.

AYES: Trustees Elder, Ripani, Stifflear, Hughes, Posthuma and Byrnes

NAYS: None

ABSTAIN: None

ABSENT: None

Motion carried.

CITIZENS' PETITIONS

None.

VILLAGE PRESIDENT'S REPORT

President Cauley reported on the considerable road work done by the Village this year, and thanked Village Engineer Dan Deeter, Director of Public Services George Peluso, and Board liaison Trustee Neale Byrnes for their hard work through this project. The Village reconstructed

2.1 miles of streets, resurfaced 7.1 miles of streets, constructed 2,540' feet of storm sewers, constructed 5,120' feet of water mains, and lined 2,400' feet of sanitary sewers. Originally, the Master Infrastructure Plan (MIP) scheduled this work over three years, but the Village realized cost savings by compressing the work into one schedule. He added that with the start of tollway construction, which will use Village resources, it was prudent to advance this work. He stated the Board appreciates residents patience through the project. Trustee Byrnes added Chicago Avenue and Oak Street Bridge are open, and all roads look good.

FIRST READINGS – INTRODUCTION

Environment & Public Services (Chair Byrnes)

a) Approve an Illinois Department of Transportation (IDOT) Resolution for Improvement under the Illinois Highway Code to partially fund the 2019 Infrastructure Project with Motor Fuel Tax (MFT) funds

Trustee Byrnes introduced the item and explained the MFT funds available for use require approval by resolution to move them out. He explained this is a routine item to do so.

The Board agreed to move this item forward to the Consent Agenda of their next agenda.

b) Award Bid #1650 – Well #5 Inspection and Repair to Water Well Solutions Illinois Division LLC, in the amount not to exceed \$79,999

Trustee Byrnes introduced the item stating the Village water wells are in service to provide backup water, if necessary. The Illinois Environmental Protection Agency (IEPA) and the DuPage Water Commission require these systems be periodically checked. Later, the Village will see if an agreement can be worked out with Burr Ridge to share water and reduce overall well maintenance.

President Cauley added that he and Village Manager Kathleen A. Gargano have been talking about a possible agreement with Burr Ridge, as they do not get their water from the DuPage Water Commission. Some of the possible issues are water pressure and temperature, but he would like to see this pursued.

The Board agreed to move this item forward to the Consent Agenda of their next agenda.

Zoning and Public Safety (Chair Stifflear)

c) Approve an Ordinance for a Second Major Adjustment to a Detailed Plan to add a new floorplan option to the duplex homes at Hinsdale Meadows at the Southeast Corner of 55th Street and County Line Road

Trustee Stifflear introduced the item and explained the Board's decision is either to approve the second major adjustment as being in substantial conformity with the plan the Board originally approved, or if not recommend referral to the Plan Commission for further hearing and review. He referenced the elevations provided to the Board, and noted that the changes to not alter bulk, space or yard requirements.

Mr. Jerry James, the owner and developer of Hinsdale Meadows walked the Board through the changes to the villa homes. They anticipate that some customers may want their kitchen in the rear of the building, and these changes address that need. In this case, the flex room or den would move to the front of the house and the stairway location would be changed. There would also be some changes to the windows, but the bulk size and footprint remain the same. They are trying to anticipate customer preferences, and be ready for the spring market. Trustee Stifflear said he had forwarded the exterior elevations

to Plan Commission Chair Steve Cashman, who concurs with his assessment that the changes are minimal.

Mr. James updated the Board on the overall status of the project, and stated sales are as projected, particularly in light of the State's fiscal mismanagement. They have substantially completed site improvements, enhancements to the pond, cleaned up and completed revisions and landscape additions along the fence on 55th Street. They are focused on getting the models constructed; and currently have 10 units under contract or reserved. This is the norm for selling from paper without a model. President Cauley asked if a customer can mix the different unit styles. Mr. James said no, they avoid mixing and matching.

President Cauley confirmed the proposed changes are minor; Trustee Stifflear and staff believe this matter does not require a referral. There was no motion forthcoming to refer the matter to the Plan Commission.

The Board agreed to move this item forward for a Second Reading at their next meeting.

CONSENT AGENDA

Administration & Community Affairs (Chair Hughes)

- a) Trustee Ripani moved **Approval and payment of the accounts payable for the period of September 19, 2018 to October 2, 2018, in the aggregate amount of \$352,587.03 as set forth on the list provided by the Village Treasurer, of which a permanent copy is on file with the Village Clerk.** Trustee Elder seconded the motion.

AYES: Trustees Elder, Ripani, Stifflear, Hughes, Posthuma and Byrnes

NAYS: None

ABSTAIN: None

ABSENT: None

Motion carried.

The following items were approved by omnibus vote:

- b) **Approve the Community Service Officer (CSO) reorganization to include one full-time CSO, one part-time CSO, and two part-time Parking Enforcement Officers (PEO); and**
c) **Approve changes to the Village Pay Plan for 40-hour per week Police Department employees and the reclassification of the Parks & Recreation Administrative Assistant position**

Environment & Public Services (Chair Byrnes)

- d) **Approve a Resolution approving the 2018 South Infrastructure project construction observation contract Change Order #1, in an amount not to exceed \$30,000 to GSG Consultants, Inc. (First Reading – September 18, 2018)**

Trustee Byrnes moved to **approve the Consent Agenda, as presented.** Trustee Elder seconded the motion.

AYES: Trustees Elder, Ripani, Stifflear, Hughes, Posthuma and Byrnes

NAYS: None

ABSTAIN: None

ABSENT: None

Motion carried.

SECOND READINGS / NON-CONSENT AGENDA – ADOPTION

Administration & Community Affairs (Chair Hughes)

- a) **Approve an Ordinance Establishing Village of Hinsdale Special Service Area Number 14 (Downtown Parking Deck) (First Reading – September 18, 2018)**

Trustee Hughes introduced the item to approve the establishment of Special Service Area Number 14. There are two more meetings before the matter is done; October 16 will be a first reading for the levy of the tax, November 6th will be the final approval and adoption.

Trustee Hughes moved to **Approve an Ordinance Establishing Village of Hinsdale Special Service Area Number 14 (Downtown Parking Deck)**. Trustee Elder seconded the motion.

AYES: Trustees Elder, Ripani, Stifflear, Hughes, Posthuma and Byrnes

NAYS: None

ABSTAIN: None

ABSENT: None

Motion carried.

- b) **Approve a three-year agreement with Tyler Technologies for an enterprise resource planning (ERP) system in the amount of \$294,868, and three years of annual maintenance costs totaling \$247,011, for a total amount not to exceed \$541,879; and**
- c) **Approve a two-year contract with Baecore Consulting Group for enterprise resource planning implementation services in the amount of \$175,808, and for business process, desktop procedures, contract negotiation, data integration, support and contingency totaling \$107,625, for a total amount not to exceed \$283,433 (First Reading – August 14, 2018)**

Trustee Hughes introduced these items related to the ERP software and consulting services. These were discussed in August at the Committee of the Whole (COW) meeting, and subsequent work has been done to find funding in the budget, and to get comfortable with price and that the services are competitive.

Administration Manager Emily Wagner addressed the Board stating she had been working with Finance Director Darrell Langlois and Ms. Gargano to find funding for the unbudgeted consultant. She explained there is carry over money from the Capital Improvement Plan (CIP), a library contribution, and fuel tank savings. These funds, including possible unused contingency dollars in the Baecore contract will cover the cost of the contract. Following the August 14 Committee of the Whole, staff sent out a Request for Qualifications (RFQ) to eight consultant firms on September 5, with a response due date of September 11. The only response was from Baecore. Staff followed up with the firms that didn't respond, and found

they either didn't have the bandwidth for the project, or the time to take on the project, or they had no Munis experience. President Cauley stated he is troubled by the consulting cost being equal to the software cost, but is convinced we need the service. Trustee Elder pointed out there is some time sensitivity with respect to starting this project. President Cauley suggested waiting for Trustees to get comfortable and to provide other competitive bids; Trustee Ripani agrees. He thinks the bidding process takes more time based on his experience with a \$400,000 school maintenance contract. Mr. Langlois confirmed the time concerns if the intention is to change the fiscal year to the calendar year, and convert the general ledger and payroll. Even if these elements are postponed, the reality is the current software is supported by one person; any delay could result in a problem with current software support. He explained there is a lot of prep work before an actual change, not to mention training and such. We are running out of time for a May 1st conversion. Ms. Mary Smith, Baecore, addressed the scheduling, and said it is not realistic to push this project out any further, as the standard time for a project plan out is 60 days. Mr. Langlois reported his Oak Brook experience, and described their staffs' heroic, stressful undertaking to finish the conversion in six months. Trustee Elder said there will be a cost to implement the ERP; either the cost to hire a staff person or another firm. Trustee Hughes commented the big miss was that the implementation consulting costs were not in the budget, but he believes it would be a big mistake to install the software without support. The question is whether this is a reasonable cost. He explained there is no incremental cost with software. So, the basis for pricing is very often different for consulting support which is based on people cost. Rates and time are allocated for the different buckets of consulting services. Lower costs are either due to lower rates or less time. He believes this is an aggressive time line and low rates and numbers of hours. Either Ms. Smith is missing something, or she is an expert with enough experience to work through the modules expeditiously. He added the fit between firm and staff is hugely important, and staff is comfortable with this consultant. Trustee Elder agreed with this analysis and confirmed, based on his experience, that the time allotted for the project and the cost for that time are reasonable.

Ms. Smith responded to Trustee Stifflear's question about an appropriate percentage of consulting cost relative to cost of software. She explained that whether it is a community the size of Naperville with a \$1M software package or Hinsdale with a \$250,000 project, Baecore's cost is the same. It is the same amount of work for her team to convert a chart of accounts, set up payroll or implement customer services; and requires the same conversations with the Finance Director and training of key staff irrespective of the size of the community.

President Cauley said if a Trustee wants to pull this off the agenda, there needs to be a reason to do it. Trustee Posthuma said the RFQ was too hurried, but two more weeks won't fix that. He suggested 30 days. Trustee Ripani said he is not comfortable with a month; more time should be allowed. Trustee Stifflear also agreed with Trustee Hughes, and said the Village still might not get new proposals even with more time, and would be surprised if Baecore isn't the best choice.

The Board postponed taking action on these items.

Zoning and Public Safety (Chair Stifflear)

- d) **Approve an Ordinance Approving a Special Use Permit to Operate a Physical Fitness Facility (Martial Arts Studio) in the B-2 Central Business Zoning District at 5 W. Second Street – Prevail Jiu Jitsu Academy**

Trustee Stifflear introduced the item noting the classes will have a maximum of 10 people. The Plan Commission held two public hearings, there was no public comment, and they recommended Board approval by a vote of 9-0.

Trustee Stifflear moved to **Approve an Ordinance Approving a Special Use Permit to Operate a Physical Fitness Facility (Martial Arts Studio) in the B-2 Central Business Zoning District at 5 W. Second Street – Prevail Jiu Jitsu Academy.** Trustee Elder seconded the motion.

AYES: Trustees Elder, Ripani, Stifflear, Hughes, Posthuma and Byrnes

NAYS: None

ABSTAIN: None

ABSENT: None

Motion carried.

- e) **Approve a Referral to the Plan Commission for Review and Consideration of an Ordinance amending the Hinsdale Zoning Code, Section 9-106(J)(7)(b), signage illumination, to prohibit internally illuminated signage in the B-2 Central Business District**

Trustee Stifflear introduced the item and explained there is no First Reading on this matter because it is a referral to another body. Certain Historic Preservation Commissioners, and other elected officials including himself, feel this change would go a long way in preserving the historic character of the downtown. These types of signs are not consistent with the character of this historic district. The Plan Commission will vet the details, and come back to the Board for approval. Any existing signs, Trustee Stifflear added, would be grandfathered.

Trustee Stifflear moved to **Approve a Referral to the Plan Commission for Review and Consideration of an Ordinance amending the Hinsdale Zoning Code, Section 9-106(J)(7)(b), signage illumination, to prohibit internally illuminated signage in the B-2 Central Business District.** Trustee Elder seconded the motion.

AYES: Trustees Elder, Ripani, Stifflear, Hughes, Posthuma and Byrnes

NAYS: None

ABSTAIN: None

ABSENT: None

Motion carried.

DISCUSSION ITEMS

- a) Road construction update
President Cauley addressed this item earlier in the meeting.

DEPARTMENT AND STAFF REPORTS

- a) Treasurer's Report
- b) Economic Development
- c) Parks & Recreation
- d) Community Development
- e) Police

The report(s) listed above were provided to the Board. There were no additional questions regarding the content of the department and staff reports.

REPORTS FROM ADVISORY BOARDS AND COMMISSIONS

No reports.

OTHER BUSINESS

None.

NEW BUSINESS

None.

CITIZENS' PETITIONS

None.

TRUSTEE COMMENTS

Trustee Hughes commented with respect to the roads, the Village is in a better place. He recognizes it was a hard summer on many residents; we need to learn from experience about how to better manage these projects as there are still eight miles of roads left to do. He raised the issue of commercial film shoots. He believes staff views their job as balancing the varied interests of residents, but sometimes this can't be done, and staff should be encouraged to really just say no. He spoke with Assistant Village Manager/Director of Public Safety Brad Bloom about what parameters are in place to minimize disruption, but he doesn't think commercial shoots are worth the trouble, and would recommend eliminating the ordinance that provides for them.

With respect to the road work, developing a better metric to gauge what the Village is taking on would help anticipate the impact. There might be other ways to help traffic flow, for example, restricting trucks. He is going to take some time to frame up some ideas of his own and from residents on this issue.

President Cauley said this year was the anomaly, but there are lessons to learn; the concrete streets in a prime thoroughfare took more time, and the Village had no control over the work done on Ogden Avenue. President Cauley noted the goal is to make life easier for residents, and if the commercial filming is an inconvenience for residents, the Board is on the side of the residents. Mr. Bloom said staff will look into what other communities do, and added the Village usually doesn't get complaints. He will report his findings to the Board.

ADJOURNMENT

There being no further business before the Board, President Cauley asked for a motion to adjourn. Trustee Elder moved to **adjourn the regularly scheduled meeting of the Hinsdale Village Board of Trustees of October 2, 2018.** Trustee Stifflear seconded the motion.

AYES: Trustees Elder, Ripani, Stifflear, Hughes, Posthuma and Byrnes

NAYS: None

ABSTAIN: None

ABSENT: None

Motion carried.

Meeting adjourned at 8:43 p.m.

ATTEST: _____
Christine M. Bruton, Village Clerk