

VILLAGE OF HINSDALE
Administration and Community Affairs Committee
Minutes of the Meeting August 5, 2013

Chairman Hughes called the meeting of the Administration and Community Affairs Committee to order in the Board Room of the Memorial Building on August 5, 2013 at 7:02 PM.

Members Present: Chairman Hughes, Trustees Angelo, LaPlaca

Members Absent: Trustee Elder

Staff Present: Darrell Langlois, Assistant Village Manager/Director of Finance; George Franco, Director of Public Services; Gina Hassett, Director of Parks and Recreation, Amy Pisciotto, Information Technology Coordinator; and Timothy Scott, Economic Development Director

Approval of Minutes – July 16, 2013

Chairman Hughes suggested moving the approval of the minutes to the next meeting since Trustee Elder was not present.

Authorization to Waive the Bid Process and Approve the Issuance of a Purchase Order to Reilly Green Mountain in the Amount of \$11,665 for Repairs to the KLM Platform Tennis Courts

Ms. Hassett explained the request and that only one vendor submitted a quote. The paddle membership renewals have been mailed and HPTA is going to push for more lifetime memberships. Trustee LaPlaca asked if this was normal maintenance item.

Chairman Hughes asked Ms. Hassett to explain the screen repairs. The screens will not be replaced at Burns this year. These screens will be on the four original courts at KLM. Trustee LaPlaca asked if there have been additional costs due to the new courts being installed. Ms. Hassett stated that they get a lot of use, so the costs to maintain them will increase.

Trustee Angelo approved the request. Trustee LaPlaca seconded and the motion passed unanimously.

Authorization to Waive the Bid Process and Approve the Issuance of a Purchase Order to Janik Custom Millwork in the Amount of \$10,800 for the Replacement of 3 Windows at the Burns Field Warming House

Trustee LaPlaca asked Ms. Hassett what the budgeted amount was. Ms. Hassett stated that the budgeted amount is \$15,000. Trustee Angelo asked about security at the park. Ms. Hassett stated that plexiglass has been used over the windows that were replaced and that has reduced damage.

Trustee LaPlaca approved the request. Trustee Angelo seconded and the motion passed unanimously.

Approval of the Issuance of a Purchase Order to Insituform Technologies in the Amount of \$23,885 for Sewer Lining Repairs at Chicago Avenue and Garfield Street and the 800 Block of S. Vine Street

Mr. Franco explained the request and staff noticed that there were separated sewer joints at a number of locations. Trustee LaPlaca stated that items underground need to be taken care of before the work above ground is done. Mr. Langlois stated that there is enough money in the budget due to infrastructure projects coming in under budget.

Trustee Angelo approved the request. Trustee LaPlaca seconded and the motion passed unanimously.

Monthly Reports

Treasurers Report

Mr. Langlois presented his report. The report covers the second month of the 2013-14 fiscal year. Mr. Langlois reported that Base Sales Tax receipts for the month of June decreased by \$22,700 and increased by \$15,300 for July.

Mr. Langlois reported that Income Tax revenue for the month of June decreased by \$13,600 and increased by \$6,637 for July. Total Income Tax receipts for the first three months of FY 2013-14 totals \$533,700, an increase of \$68,600. This variance is favorable when compared to budget as no increase was assumed in the FY 2013-14 Budget.

Mr. Langlois reported that property tax collections through June amount to \$2,591,037, which is approximately 42% of the Village's \$6.14 million tax levy. Combined Gas, Electric, Telecommunications, and Water Utility Taxes for June were \$164,900, which is \$22,000 below previous year's receipts. Year to date Utility Tax receipts amount to \$331,657, a decrease of \$14,481. Building Permit revenues for June were strong at \$94,246. For the first two months of the year, total Building Permit revenue stands at \$192,898, an increase of \$44,711.

Trustee Angelo asked Mr. Langlois about the legal charges. Mr. Langlois stated that these are related to zoning and development issues and are reimbursable charges.

Park and Recreation Activity Report

Ms. Hassett presented her report. The July 4th financial recap showed an increase in donations from the residents. KLM staff is pushing for business meetings and the Lodge Manager is working on developing relationships with business clients in the local area. Platform tennis memberships are beginning to come in. Pool revenue is down due to the cool and wet weather.

Trustee Angelo asked Ms. Hassett about the parade donation buck slips. Ms. Hassett explained that last year it was an insert in the newspaper. Ms. Hassett explained that there were only 2 t-shirt designs presented this year so staff decided not to use them.

Economic Development Report

Mr. Scott presented his report. The new ad campaign is being worked on. The liquor code needs to be revised and he will present a plan at the next meeting. The existing standard is that liquor service must accompany a meal, which is difficult to enforce. Trustee LaPlaca stated her opinion of wording that could be changed. The Trustees discussed how the wine boutique situation could be handled.

Mr. Scott stated that Grant Square Restaurant is closed and he is working on a bistro for the old Zak's place. A ZBA hearing will be held this month for the Chestnut Street development. Mr. Scott noted that the draft parking report had been received and he will start working on parking alternatives. Chairman Hughes asked about a time line that suggests August as a wrap up to the development. Mr. Scott stated that it will a few months yet before the plan is done.

Information Technology Coordinator Report

Ms. Pisciotto presented her report. Statistics were not available at the time of the report. The E-Hinsdale list has been cleaned up. In order to add content to Channel 6, some of the school district meetings will be added to the schedule but the content will still need to be edited by Village staff. The Village meetings are aired on Channel 6 the week after the meeting is held and is available on the Village website generally within 3 business days.

Adjournment

As there was no further business to come before the Committee, Trustee Angelo motioned to adjourn. Trustee LaPlaca seconded and the motion passed unanimously. The meeting was adjourned at 7:37 P.M.

Respectfully Submitted:

Darrell Langlois
Assistant Village Manager/Director of Finance