

**VILLAGE OF HINSDALE**  
**Administration and Community Affairs Committee**  
**Minutes of the Meeting February 3, 2014**

Chairman Hughes called the meeting of the Administration and Community Affairs Committee to order in the Board Room of the Memorial Building on February 3, 2014 at 7:33 PM.

**Members Present:** Chairman Hughes, Trustees Angelo and Elder

**Members Absent:** Trustee LaPlaca

**Staff Present:** Darrell Langlois, Assistant Village Manager/Director of Finance; Gina Hassett, Director of Parks and Recreation; Amy Pisciotto, Information Technology Coordinator; Tim Scott, Economic Development Director; George Franco, Director of Public Services; Tom Bueser, Assistant Director of Public Services; Mark Pelkowski, Water Department Supervisor and Chris Webber, Assistant Finance Director

**Also Present:** Representatives from Sensus and HD Supply Waterworks, Ltd. Jerry Plotke, Dave Wieggers, Chad Caps and Tim Rey

**Approval of Minutes – January 13, 2014**

Trustee Elder moved approval of the January 13, 2014 minutes. Trustee Angelo seconded and the motion passed unanimously with changes requested by Chairman Hughes.

**Monthly Reports**

**Treasurers Report**

Mr. Langlois presented the report. Base Sales Tax receipts for the month of December increased by 0.9% and increased 14.7% for January. Year-to-date base sales tax receipts for the first nine months of FY 2013-14 totals \$2,077,759, an increase of 6.8%. Total Sales Tax receipts (including local use taxes) for the first nine months of the fiscal year total \$2,282,800, an increase of 6.9%.

Mr. Langlois reported that Income Tax revenue for the month of December decreased 4.3% and increased 14.3% for January. Total Income Tax receipts for the first nine months of FY 2013-14 total \$1,217,269, an increase of 9.6%. The State is still \$188,000 or two months behind the normal payment schedule.

Mr. Langlois reported that property tax collections through November amount to \$5,836,240, which is approximately 95.0% of the Village's \$6.14 million tax levy. The next receipts will come in February.

Combined Gas, Electric, Telecommunications, and Water Utility Taxes for November were \$155,220, which is 7.3% above previous year's receipts. Year to date Utility Tax receipts amount to \$1,377,568, a decrease of 2.9%. Receipts from telecommunications, electric, and

water utility taxes have declined, and based on current projections the end of year results for utility tax revenue are expected to be \$74,000 below budget.

Building Permit revenues for December were \$115,915, an increase of 18.1%. For the first eight months of the year, total Building Permit revenue stands at \$1,037,112 an increase of 28.7% over the prior year. Based on current projections, the end of year results for permit fee revenue is projected to be \$135,000 above budget.

Mr. Langlois reported that total legal billings through of December amount to \$189,246, which is tracking well above budget for the first eight months of the year due to over \$28,000 in reimbursable legal fees being incurred so far this year as well as \$65,000 of costs related to the MIH litigation.

Mr. Langlois reported that the unusually large number of snow and ice events that have occurred in December and January will result in several negative budget variances. Public Services overtime will be over budget as through January 31, 2014 total overtime costs are approximately \$83,000 of which approximately \$72,000 of this amount is attributable to snow and ice removal. The budget amount for this account is \$60,000, so it is likely that this account will end the year \$30,000 to \$50,000 over budget. Likewise, the budget amount of \$30,000 for chemicals will likely be exceeded by \$50,000 to \$75,000 due to the need to purchase additional salt beyond the budgeted amount. Mr. Langlois stated that the village has spent \$83,000 so far on salt.

Mr. Langlois stated that as we are now through the first six months of the year, staff has updated the estimated end of year amounts for most major revenue accounts. On the expenditure side, we have updated our estimates on most personnel accounts, major operating accounts, and known savings on capital projects that have already been bid/awarded or will be deferred. On a net basis, the end of year results project to an end of year surplus in the General Corporate Fund of \$580,257 which is greater than the amount of \$58,349 assumed in the FY 2013-14 Budget.

### **Park and Recreation Activity Report**

Ms. Hassett presented the report. The extreme weather has affected programming and those classes will be made up at the end of the session. The men's basketball league has missed several games due to the Middle School closures. Keeping the ice rink operational has been a challenge due to the snow events.

KLM January revenue was up \$3,101 over the prior year and total revenue is up over the prior year for the same period. The new assistant manager has been hired and staff is focusing on booking events for the quiet months, including social events and business meetings.

Ms. Hassett reported that pool memberships went on sale today and that the Super Passes are already almost sold out. Clarendon Hills has limited the amount to 100 this year because they feel that their pool will be too crowded.

Ms. Hassett reported that platform tennis has had problems with some of the heaters because of the extreme cold. Staff will look at alternatives for next year. Ruth Lake Country Club will be constructing four new platform tennis courts. Paddle tennis memberships have increased over last year by about \$4,000.

### **Economic Development**

Mr. Scott presented his report. Mr. Scott is in the final design stage for the sign display units in Burlington Park and the second phase of the wall project, which is for the installation of landscaping. Downtown parking recommendations are in draft form and will be presented to the public after the feedback from the Trustees. Mr. Scott is working on streamlining the liquor code to simplify it and to be more consistent.

There is an area along the Ogden corridor that is in the talking stage for a potential user. Chestnut property hopes to present a plan at the February Plan Commission meeting. It is a small building and has had some variances granted.

Chairman Hughes asked what suburb is being used for a model for the liquor ordinance changes. Mr. Scott stated that he is using River Forest. Chairman Hughes asked Mr. Scott about the timing for the changes. Mr. Scott stated that he would like to have it by the next ACA meeting. Chairman Hughes commented that he believes there should be discussion with the other Trustees regarding the parking study to get their feedback.

### **Information Technology Coordinator Report**

Ms. Pisciotto presented her report. Website visits are trending higher than the past year. E-Hinsdale is trending with new subscriptions each month.

Chairman Hughes asked Ms. Pisciotto asked why there are drop-offs. Ms. Pisciotto explained that there are residents that subscribe and then forget they subscribe so she will unsubscribe them to get accurate numbers.

### **Accept a Proposal from HD Supply Waterworks, Ltd. To Provide Water Meters, Automated Water Meter Reading Systems and Installation Services in the Amount of \$1,994,885 based on Estimated Quantities**

Mr. Langlois commented on the history of the request for meter replacement and changing to an automated meter reading system. The RFP was mailed to twelve different vendors and there was a pre-bid meeting. Five prices were received and staff used a scoring sheet for the criteria from each company. Three demonstrations were presented and at the conclusion of the process the consensus was that the proposal of HD Supply best met the needs of the village.

Mr. Langlois explained that the water meters would be manufactured by Sensus, the meter would have no moving parts, and it would be battery operated so that the meters would be accurate for a longer period of time. The proposal from HD Supply was not the lowest but from the cost perspective the cost of the smart meter would better fit the Village.

Mr. Langlois stated that the proposed reading system would read from one antenna mounted on top of the village hall. Should one antenna not be sufficient, it would be the cost of the vendor to install another antenna. In order to use current wiring, the transmitter would be installed over the current touchpad reading device.

A number of vendors sell water meters but all don't do the installation. The subcontractor to install the new meters is United Meters and has extensive experience with HD Supply. The warranty is a full warranty for 10 years with a prorated warranty in years 11 through 20. The project is scheduled to be done in 18 months, but it depends on fast we can keep up.

The technology is different vendor to vendor. There are two proposals for the servers. The first was being hosted by the vendor which would cost about \$20,000 per year. The other is that we buy and house our own hardware. There would have to be three different servers. In working from the IT side, virtual technology would hopefully result in needing fewer servers to run applications. HD Supply will run on a virtualized network and that would save \$16,000 up front and \$10,000 - \$20,000 of annual costs.

Mr. Langlois reported that the initial price was \$2,000,000 and there will be some credit for servers that won't be needed and the scrap value for the old water meters being replaced. In 5 – 10% of the installations, some valves will need to be changed due to the age of the homes.

Jerry Plotke from HD Supply presented the meter technology. He explained the current meters and how they wear out and over time have a tendency to under report water usage. The life expectancy on a typical water meter is 25 years. The new smart meters have a 20 year warranty. The first year it must meet a quarter gallon flow rate at 95% accuracy and the next 14 years would have to meet a 90% accuracy rate at the quarter gallon flow rate.

Jerry Plotke explained how the current system works with the reader box and explained the wiring system that will be used on the new system. The smart meter system reads the odometer on the meter itself. Trustee Angelo asked what happens after the 20 years, how would we know when the battery will run out. Mr. Plotke explained that there is a low voltage reading on the meters so there would be a warning that the meter needed to be changed. The functions gained by the smart meter technology will include a series of alarms that keeps 45 days of hourly reads in the memory, tamper alarms if the tube goes dry, reverse flow alarm that water is running backwards and a burst pipe alarm if there is a quick influx of water.

Mr. Plotke also explained that the water meters will meet the new standards from the EPA. Brass type meters with lead can no longer be sold. There are also inch and half meters for businesses. They can be tested and would be read for whatever the dials are set to. All are built with strainers. It is a one moving part meter so the benefit is a better low flow with a single moving part.

Chairman Hughes asked how we will know if the water usage is accurate that are guaranteed. Mr. Plotke explained that you have the homeowner history so something will be flagged if something changes. This is all set through the software.

Mr. Langlois stated that there are 700 installed so far, but the software has not been set up for reading them. Mr. Plotke noted that the radio box will transmit with 2 watts of power, which is the most powerful in the industry. The village will have its own FCC license in order to minimize interference. He explained how it can be done with one tower antenna. There will be one hourly reading 24 hours a day, 7 days a week and there will be four transmissions daily. There is memory in the water meter and the actual smart point and the logic software.

Chairman Hughes asked about ongoing support for the system. Mr. Plotke noted there will be support throughout the life of the system and there will be hardware and software maintenance fees annually.

Mr. Langlois asked Mr. Plotke to describe what the experience will be like for the residents. United Metering will be the installer. A letter will be sent by the Village to the general public and will concentrate in specific geographical areas. An area will be canvassed and will be done through letters and appointments with an 800 number for weekdays and weekends. It will take approximately 30 minutes to install a meter and transmitting unit, and all employees will have uniforms and company identification. Signatures will be required and there must be an adult present for the installation.

If there is a ball valve, the village will pay for that change. Mr. Langlois explained what could happen when the installer is there to replace the meter and decided to pay for the change in order to keep the project moving. Mr. Plotke believes that the project could be done in nine months.

Appointments will be scheduled six days per week, no holidays or Sundays. If there are specialty requests HD Supply will work to address these requests. All employees are licensed plumbers and are responsible for anything that needs to be done related to the installation.

Trustee Angelo asked how many crews would be working. There will probably be 2 or 3 at a time. They like to schedule 15 meters changes per employee per day. Chairman Hughes asked if the project in LaGrange was the same. They have one antenna and the connection was made through the attic. The difference is we will have a virtual server. LaGrange had about 5600 households and it was done in six months.

The reading system will be a two-way system so that the billing department can read meters from a central location within a one minute time period. There is the ability to reprogram the system through the central system. Trustee Angelo asked about the high bill complaints. Mr. Langlois stated that they will be able to show the daily reads to demonstrate that it is an ongoing problem. There will be a lot of data to show a resident. As the system grows, the residents can go on-line to view their water usage.

Chairman Hughes asked if there is any local user group that uses it. There are about 10 systems that are in place currently and a local user group is being organized.

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

**Approval of the Engagement Letter from Chapman and Cutler LLP in the Amount of \$10,000 to Provide Bond Counsel Services for the Proposed General Obligation Bonds (Waterworks and Sewerage System Alternate Revenue Source), Series 2014**

Mr. Langlois explained the request. Bonds will be sold to finance the water meter replacement project. The fee was lowered due to two bond issues that will be done this year.

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

**Authorization to Proceed with Replacement of the Village's File and Print Server, Domain Controller, Back-up Solution, and Network Switches in an Amount not to exceed \$59,134.78**

Mr. Langlois explained the request. The 2014 budget has \$60,000 to replace three servers and implement a virtualized network. There is partial payback from this technology which is demonstrated by the fact that the new water meter reading system will run on the virtualized servers as opposed to having to purchase three additional servers to run the reading software. Staff will be able to manage the system remotely and over time more applications will be able to be added without adding additional hardware.

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

**Adjournment**

As there was no further business to come before the Committee, Trustee Angelo motioned to adjourn. Trustee Elder seconded and the motion passed unanimously. The meeting was adjourned at 8:56 P.M.

Respectfully Submitted:

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Darrell Langlois  
Assistant Village Manager/Director of Finance  
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