

VILLAGE OF HINSDALE
Administration and Community Affairs Committee
Minutes of the Meeting October 13, 2014

Chairman Hughes called the meeting of the Administration and Community Affairs Committee to order in the Board Room of the Memorial Building on October 13, 2014 at 6:03 PM.

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

Staff Present: Kathleen Gargano, Village Manager; Darrell Langlois, Finance Director; Gina Hassett, Director of Parks and Recreation; and Tim Scott, Economic Development Director

Also present: Tim Gavin, Sikich & Associates
Irene Bahr, liquor attorney for Whole Foods
Mike Kowalski, Whole Foods team leader
Joel Braver, Whole Foods Regional director

Approval of Minutes – September 11, 2014

Trustee Elder moved approval of the September 11, 2014 minutes. Trustee LaPlaca seconded with a few corrections and the motion passed unanimously.

Monthly Reports

Chairman Hughes stated that staff monthly reports were available on printed reports, so the discussion will only focus on discussion regarding the staff reports.

Treasurers Report – Trustee LaPlaca asked about the food and beverage tax year to date results being below budget. Mr. Langlois stated that due to the addition of several restaurants he thinks the year will end close to budget.

Parks and Recreation – Ms. Hassett stated that the pool report is being compiled and will be presented next month. The Fall Festival will be next weekend at the Middle School. KLM revenue is down slightly but should reach budget level.

Trustee Angelo asked about the potential Arts Center tenant. Ms. Hassett stated that District 181 is considering it for administrative offices. They will know after the first of the year. Repairs will need to be done based on the tenant. Trustee Angelo also asked about the fire suppression at the pool. Ms. Hassett explained why it is being completed in two phases. The quotes so far are under the cost estimates. Trustee Angelo also asked about the KLM paddle court heaters. Ms. Hassett stated that the cost so far has been about \$6,000 to change them out. Public Services have spent a lot of time working on the electric for the courts.

Chairman Hughes asked about the tennis program revenue going down. Ms. Hassett reported that Tom Lockhart had no paperwork to support the numbers and we won't have

verifiable comparable numbers for a couple of years. Chairman Hughes asked about the lacrosse field conditions. Ms. Hassett stated that it was seeded in the fall of 2013 and some washed out and the wet spring strangled the turf.

Chairman Hughes asked about park maintenance and the weed problems. Ms. Hassett noted staffing challenges that require balancing the time spent in other areas of the Village such as the maintenance of downtown plantings. Crews will respond if there are calls from residents. Reallocation of staff is part of the answer or having a third party maintain them. Chairman Hughes asked if this has been a topic with Parks and Rec Commission. Ms. Hassett stated it has not been. Chairman Hughes stated that conditions of the fields should be a high priority and the standards here are high.

Ms. Gargano stated that when a new Public Service Superintendent is hired, that will be one of the items to evaluate. Ms. Hassett stated that previously parks maintenance staff were not under the supervision of the Public Services Department which resulted in those staff positions being solely dedicated to maintaining the parks.

Chairman Hughes asked about the urgency of repairing the tennis courts cracks. Ms. Hassett stated that the Burns Field courts were not in the five year plan and the appropriate repair would be to grind the current asphalt and put in new. She stated that the courts begin use by the high school in April so the work could not be done until the fall.

Economic Development – Mr. Scott reported that the new pay system in the Garfield lot is up and running and there have been no complaints regarding the change in fees. They will try to keep track where the cars have gone to with the change in price. Trustee Angelo stated that he has had complaints of the fee increase.

IT Coordinator Report – no comments or questions

Approval of a the Village's Comprehensive Annual Financial Report and Management Letter for the Year Ended April 30, 2014

Tim Gavin, the audit manager from Sikich, LLP, was in attendance and noted a few highlights of the report. The CAFR was awarded a Certificate of Achievement Award last year and he is confident that this year's CAFR will also comply. The unqualified auditor's opinion is the highest level of opinion that is offered.

The Management Discussion and Analysis section of the CAFR summarizes the changes in the Village and explains parts of the report in more detail. The General Fund reported an unrestricted fund balance of over \$4 million, which exceeds the 25% fund balance target that is used for AAA bond rating criteria.

Mr. Langlois explained that the library now has their own separate audited financial statements. Starting 2015 there will be major changes in the reporting regarding pensions. Chairman Hughes asked what processes will change as a consequence of the accounting change. Mr. Langois stated that the auditors will have to do more auditing, including applying testing of the actuarial data. Chairman Hughes stated that there will be some discussion regarding this in the future.

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

Discussion of a Request from Whole Foods to Sell Spirits

Mike Kowalski, Whole Foods team leader, provided a history of Whole Foods here in the Hinsdale community and noted the various ways they have given back to the community. The customers are asking for spirits and they have to go outside of the Village to purchase them. There have been no violations at the location and the management employees are all Bassett certified. Joel Braver noted Whole Foods regional policies related to liquor, and noted that cashiers must ask for an ID for anyone under 40. They are looking at the higher end liquors and not the small airplane size bottles. Mr. Kowalski explained that they would also like to do tastings of wine, beer & spirits.

Trustee LaPlaca asked if the liquor code would need to be changed in order to do the wine tasting or allowing the bigger size bottles. They are the only A1 Class license. Trustee Elder asked if there would be bottles under 750 ml. There would be gift sets that would have smaller bottles and but would not be sold individually.

The Trustees stated that they were comfortable with the proposal. Trustee LaPlaca asked if bottles that are lower in size could be located behind glass. Mr. Kowalski explained that there are security caps that would break if the bottle was opened.

Trustee Angelo asked what kind of markup there would be on the liquor items whereby it was stated the a 35-38% markup is typical and that \$1,000-\$1,200 a week in sales is expected. Ms. Gargano asked about their experience with shoplifting. There has not been any shoplifting related to liquor at this store. There have been a few at other stores but the offenders were adults, not minors.

Chairman Hughes suggested the new Ordinance state 750 ml and above unless kept under key or with a security cap and in no case fewer than 350 ml, unless it is packaged as a gift box. Mr. Langlois stated that currently the Village Code states premium spirits. The Trustees had no issues with the tastings.

Approval of the Proposed KLM Lodge Rental Fees Effective December 1, 2014

Ms. Hassett explained the request of increasing the weekend fees. This still keeps us at the lower end of the comparable properties. This could result in an increase of \$16,600 in annual revenue and the rates would be effective December 1st.

Chairman Hughes asked where the other comparable properties were located. Ms. Hassett explained the locations. Trustee Elder asked if there was a way to know where the bookings were coming from. Ms. Hassett stated that most bookings are from non-residents who live within a 50 mile radius.

Trustee LaPlaca moved approval of the proposed fees. Trustee Elder seconded and the motion passed unanimously.

Award a Contract for Bid #1578, Holiday Lighting and Decorating to Temple Display in the Amount of \$26,566

Mr. Scott explained the change to the request. The low cost bidder withdrew because of time constraints and the second lowest bidder is being recommended at a \$62 higher cost. The only addition would be someone would have to install the waterproof boxes by the Brush Hill station.

Mr. Scott reported that last year's budget was \$30,000, so this year the cost will be about the same and an additional area is added. Trustee LaPlaca asked why the fee was less. Mr. Scott explained that they will be wrapping the trees instead of the canopies which are very labor intensive.

Trustee LaPlaca moved approval of the contract to Wingren Landscaping in the amount of \$26,628. Trustee Elder seconded and the motion passed unanimously.

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 7:05 P.M.

Respectfully Submitted:

Darrell Langlois
Assistant Village Manager/Director of Finance

DL/lc