

**VILLAGE OF HINSDALE**  
**Administration and Community Affairs Committee**  
**Minutes of the Meeting November 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 November 3, 2014 at 7:31 p.m.

**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; Tim Scott, Economic Development Director; Rob McGinnis, Director of Community Development; and Dan Deeter, Village Engineer

**Also Present:** Jeff Coyner, 310 S Park, Hinsdale

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

Trustee Elder moved approval of the October 13, 2014 minutes. Trustee La Placa seconded. Trustee LaPlaca and Chairman Hughes each noted minor changes. The motion passed unanimously.

**Approval of the Construction of an Ice Rink at Melin Park by Hinsdale Residents**

Chairman Hughes stated that this is the sixth year for the request. Ms. Hassett stated that nothing has changed and noted that the village provides water for the rink and checks the construction to be sure that it is safe. The rink would be the same size as in the past. Ms. Hassett explained the total cost to the Village is approximately \$450, which includes signs stating when the rink is closed. Chairman Hughes asked if new signs are made each year. Ms. Hassett stated that the signs at Burns Field have disappeared, but this usually does not occur at Melin Park.

Trustee LaPlaca approved the construction of an ice rink at Melin Park. Trustee Angelo seconded and the motion passed unanimously. Trustee Angelo asked if there is a need for multiple ice rinks in the Village and how many are necessary.

**Approval of the Construction of an Ice Rink at 4<sup>th</sup> Street and Park Avenue by Hinsdale Residents**

Ms. Hassett gave the background on the request, which is similar to the rink at Melin Park and includes a request that the village provides the water. The rink would be 44 x 80 feet and there is a hydrant close to that location to fill the rink. The police have been informed about the potential for increased on-street parking, and there will not be additional lighting.

Mr. Coyner explained the request and the strong interest with the neighbors. He has talked to residents adjacent to the park and they are in favor of it. Trustee LaPlaca stated that there will be a rink at Burlington Park and is concerned about the other residents on the south side of Fourth Street. She is concerned about the parking because it is a fairly

closed in area. Ms. Hassett stated that there could be signs posted similar to the hours of the parks in the village. Trustee LaPlaca stated that all residents in the area should be in favor of the request. Trustee Angelo is concerned about safety and feels that it is a bad location. Chairman Hughes commented on Trustee Saigh's email regarding the request. Trustee Saigh's concern is that the rink is not in a park, which is the traditional site for activities like this and would have amenities such as parking, lights etc. Trustee Saigh is concerned that if a rink is approved for this non-park location, other green public spaces might also be requested.

Chairman Hughes stated there are no parks in this area on the south side of town. Residents are familiar with the parcel and this would create a recreational opportunity for the kids and if it doesn't work, it doesn't go up the next year. He feels that the opportunity is a good one for this area of town.

Trustee LaPlaca stated that all the neighbors need to be informed and if they are okay with the request she would be in favor for a first year trial basis to see how it works. Part of the rink should be designated for regular skaters and not just hockey players. Ms. Hassett noted that at Melin Park they have always made it work for both kinds of skaters.

Trustee LaPlace moved approval of the request to construct an ice rink for a one year trial period at 4<sup>th</sup> and Park by residents of the village. The village will supply the water for the 2014-15 winter season and said recommendation is conditioned upon notification of residents within 250' range of the ice rink.

The motion passed with a 3 to 1 vote. Trustee Angelo opposed the request.

**Approval of an Ordinance Amending Various Sections of the Village Code of Hinsdale Relative to Class A1 Supermarkets and Limited Retail Licenses to Allow the Sale of Premium Spirits and Limited Tasting of Beer, Wine and Premium Spirits**

Chairman Hughes commented on the new Ordinance and asked Mr. Scott to explain the changes. Based upon the comments from the last meeting, the attorney referenced Bassett training and qualifications for special events. Chairman Hughes commented that Whole Foods has reviewed the Ordinance and are happy with the proposed Ordinance.

Trustee LaPlaca asked how much liquor was in the gift boxes and if they were under 750 ml. Chairman Hughes stated that he did recall talking about the gift box sizes.

Trustee Elder moved approval of the request. Trustee LaPlaca seconded and the motion passed unanimously. Ms. Gargano commented that this item would be on the Consent Agenda for the Board meeting on the 18<sup>th</sup>.

**Approval of a Resolution Determining Amounts of Money to be Raised through Ad Valorem Property Taxes**

Mr. Langlois commented on this annual request. The total \$9,186,902 includes the library which is required by law. The village levy is an increase of \$158,718. \$86,000 comes from 1.5% tax cap and the remainder is from new growth. Mr. Langlois reported that \$55 million

is new construction value, but there are tax exempt properties like the hospital that would not be included. The county will reduce the levy if the number is too high. Mr. Langlois reported that of the \$158,718 increase in tax revenue, \$143,000 goes to funding pensions and \$131,000 of that will go specifically to police and fire.

There are some increases due to complying with the state mandates and the contributions for police and fire pensions are going up by more than the rate of inflation. At the December meeting it will need to be decided if the tax levy needs to be adjusted but the total levy is limited to the amount of the tax cap increase

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

**Waive the Competitive Bid Process and Ratify Payments Made in the Amount of \$79,118 to Zenith Landscaping for Landscape Maintenance**

Ms. Hassett commented on the request. In 2013 the Village went out for bid for a three year contract, but since Zenith Landscaping did not have previous experience with the Village, a one year contract was given pending satisfactory performance. Although there work has been satisfactory, due to a staff oversight the contract for 2014 was not brought before the board. Due to weather conditions, the parks have encountered record setting rain fall and grass and weeds were growing at a fast pace. Additional costs could result in a total of \$114,000 being spent which would result in the amount being \$35,000 over budget. Staff is attempting to reduce the cost. To offset the additional costs, staff would reallocate funds and decrease supplies for tree pruning etc. and additional spending would be only as necessary. The Village manager has requested that all contracts going forward will be recorded in the manager's office and going forward staff will report on a monthly basis.

Trustee LaPlaca commented that going back in time that the Board would have approved the contract for the second year and the mowing and weed control overage would have been approved. She does not like having to eliminate things like tree pruning in order to make up for more mowing. Would like to just approve the overage and not do the cutbacks. The other Trustees agreed with Trustee LaPlaca.

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

Chairman Hughes commented on the process for contracts going forward. Ms. Gargano commented that she has asked for all the contracts from the department heads in order to compile a central contract database. Ms. Gargano commented that what was most troublesome was spending money without board approval. Ms. Gargano suggested attaching the RBA to the purchase order request. Chairman Hughes stated that we can fix it and there will a process going forward. He commented that we probably knew that more money would be needed for mowing and there is a general staff view that Trustees don't want to go over the budget. Many times that isn't true because priorities can change during the year and due to unforeseen circumstances. There might be some contingencies to do things that matter and the earlier to have discussion the better.

Trustee LaPlaca asked about the company and why they didn't ask for a contract. Ms. Hassett stated that she will provide where we are with fall cleanup at the next meeting.

### **Waive the Competitive Bid Process and Authorize the Issuance of a Purchase Order in the Amount of \$35,382 to Zenith Landscaping for Landscape Maintenance**

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

### **Discussion of Recommended Staffing Changes in the Engineering and Public Services Departments**

Ms. Gargano explained the request about the opportunity to make changes because of the top salary of the Construction Inspector position that recently retired. A Civil Engineer could be hired for that salary level. The assistant engineer would concentrate on the drainage complaints and the engineer has to concentrate on the Oak Street bridge project. A part-time inspector could be hired for surveys and help with the overflow with permits and Code enforcement. Ms. Gargano also stated that there is no administrative support for the Public Services Dept. Staff will spend hours on the phone getting quotes and answering voice mails. A part time person could be hired to answer phones and do those types of projects. The hours would be less than 30 hours per week and those hours could be adjusted for the work load.

Mr. McGinnis explained that there will be help needed for inspections, site management, sump pump discharge complaints etc. Mr. Deeter commented that in most engineering firms the young engineers are at the same pay level as the engineering tech was. Trustee LaPlaca asked if the outside code enforcement payments could be reduced with the new person. Mr. McGinnis stated that it is possible but doesn't know how much time they will have for code enforcement.

The Trustees were in full agreement with the changes to be made. Ms. Gargano explained that the part-time engineer resigned in August and an engineering firm has provided a person on a temporary basis.

Trustee LaPlaca made a motion to recommend staffing changes in the Engineering and Public Services departments as outlined in the October 31, 2014 memo from the Village Manager to the ACA Committee. Trustee Elder seconded and the motion passed unanimously.

### **Monthly Reports**

**Treasurers Report** – Nothing to highlight and no questions from the Trustees.

**Parks and Recreation** – Ms. Hassett stated that the Peirce Park playground should be done by mid-November.

**Economic Development** – Mr. Scott met with ITS group about individual meters to see if that would be an option. Mr. Scott will meet with Chief Bloom regarding the concept. The holiday lights are being put up to take advantage of the good weather.

**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 8:35 p.m.

Respectfully Submitted:

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Darrell Langlois  
Assistant Village Manager/Director of Finance

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