

**City of Darien**  
**Minutes of the Administrative Finance Committee**  
**December 14, 2009**

The meeting was called to order by Chairman Poteraske at 6:30 p.m. and a quorum was declared. Committee Members in attendance: Aldermen Halil Avci and Carolyn Gattuso. The following were also present: City Administrator Bryon Vana, Assistant City Administrator Scott Coren, Police Chief Pavelchik, City Treasurer Mike Coren

**Sale of Surplus Property – Police Department**

Staff is requested that the following property be declared as surplus property and auctioned on E-Bay or disposed of:

1. 1997 Chevrolet Blazer, VIN #1GNDDT1W1V2104076, 119,941 Miles
2. 1995 Chevrolet Astro Van, VIN #1GBDM19W4SB100665, 193,783 Miles
3. 1992 Toyota Previa, VIN #JT3AC12R1N1023208, 179,959 Miles
4. Seven (7) Medronic Physio-Control LifePak 500 AEDs
5. Three (3) Medronic Physio-Control LifePak 500 AED Training Units (Non-Functioning)

Staff advised items 1, 2 & 3 are DUI seizure vehicles that were forfeited to the City of Darien by the Circuit Court of DuPage County. The vehicles have no use in City service. Items 4 & 5 are automated external defibrillators (AED), which were originally purchased in 2001 and are obsolete. These AED units have been replaced.

Motion to recommend surplus property ordinance was approved by unanimous vote.

**Sale of Surplus Property – Municipal Services Department**

Staff requested that the following property be declared as surplus property and auctioned on E-Bay or disposed of:

YEAR	MODEL	VIN #	MILEAGE / HOURS
2000	Chevrolet Impala	2G1WF55K0Y9292968	112,423 Miles
1999	Ford Taurus	1FAFP53U3XG300172	100,739 Miles
1996	Ford Taurus	1FALP52U9TG259187	104,141 Miles
1992	Haulmark Trailer	16229	

Motion to recommend surplus property ordinance was approved by unanimous vote

### **Hornets Sports Club Walk Request**

The Hinsdale South Athletic Club will be hosting its 1<sup>st</sup> Annual Hornet Run, 5k Run / 1 Mile Walk on Sunday, April 18, 2010 beginning at 8:30 a.m. The Club requested use of the right half of the following streets for the Annual Hornet Run, which begins at the northwest corner of Darien Community Park and proceeds as follows:

5K Run - 71<sup>st</sup> Street to Richmond Avenue; south on Richmond Avenue and following Cherokee Drive to Darien Lane; north on Darien Lane and following Timber Lane to Seminole Drive; north on Seminole Drive to 71<sup>st</sup> Street; west on 71<sup>st</sup> Street to Beechnut Lane to Hinsbrook Avenue; east on Hinsbrook Avenue to Wilmette Avenue; north on Wilmette Avenue to 69<sup>th</sup> Street; east on 69<sup>th</sup> Street to Bentley Avenue; south on Bentley Avenue to 71<sup>st</sup> Street; east on 71<sup>st</sup> Street to northwest corner of Darien Community Park with access for emergency vehicle and local traffic at all times; AND

1 Mile Walk – 71<sup>st</sup> Street to Richmond Avenue; north on Richmond Avenue to Maple Lane; east on Maple Lane to Bentley Avenue; south on Bentley Avenue to 71<sup>st</sup> Street; east on 71<sup>st</sup> Street to northwest corner of Darien Community Park with access for emergency vehicles and local traffic at all times.

Motion to recommend partial closure of certain streets to facilitate the safety and efficient operation of the 1<sup>st</sup> Annual Hornet Run, 4k Run / 1 Mile Walk approved by unanimous vote.

### **DAPA Utility Tax Waiver Request**

Staff provided the Council with the request from the local taxing districts asking for the City to waive the utility taxes they pay based on the City's utility tax ordinance. Staff advised the Council did discuss this item at a previous Council workshop but no formal action was taken.

The Committee focused on the following questions for:

- 1. Should the City reimburse local taxing bodies for any utility tax increase they have to pay during their current fiscal years?*
2. Should the City exempt/reimburse local taxing bodies for all or a portion of future utility taxes they pay based on the City's utility tax ordinance?

Regarding question #1, two of the committee members, Poteraske and Gattuso, supported rebating the districts for the increased tax amount for their current fiscal years. One committee member, Avci, supported rebating the entire tax amount based on a formula. Therefore, by a 2 to 1 vote the Committee **recommended rebating the districts for the increased tax amount for their current fiscal years.**

Regarding question #2, no majority consensus was reached and therefore **no recommendation from the committee was approved.** Each committee member had a different opinion including:

- Poteraske, no rebate
- Gattuso, rebate only the increased amount
- Avci, rebate the entire amount based on a formula to be approved.

### **Cingular Wireless lease agreement -1220 Plainfield Road to lease space for antennas**

Staff advised that there is one remaining space within the building at 1220 Plainfield Road for a cellular antenna vendor. Cingular has expressed interest in the site with an antenna agreement similar to the existing contracts on the site. This contract grants an option to use the site for \$1,000. Once Cingular exercises this option they will pay \$152,000 in lump sum to the City to help compensate for the construction costs of the building and tower. They are required to get building permits through the Community Development Department to complete their work. Once they have occupied the space they will begin paying \$2,000 per month rent to Darien.

Motion to recommend approval of the lease was approved by unanimous vote.

### **IMRF Authorized Agent**

Staff advised that the City of Darien is required to participate in the Illinois Municipal Retirement Fund, which provides for public employees upon retirement. An agent representing the City of Darien is necessary to run the program and vote on the City's behalf. Rosanna Furman had previously filled this role; however she recently left employment with the City of Darien. Paul Nosek, the City Accountant, has agreed to take on these duties.

Motion appointing Paul Nosek, City Accountant as the authorized agent for the Illinois Municipal Retirement Fund was approved by unanimous vote

### **Sale of Surplus Property – Administration**

Staff requested that the following property be declared as surplus property and auctioned on E-Bay or disposed of:

1. Six Audio Technica Microphones, One Shure Microphone, One Shure Feedback Reducer, and One Rapco 8 plug box
2. One Canon MP25D Calculator, One Telex Caramate 4000 slide projector, One Canon electric typewriter, four miscellaneous keyboards and one set of computer speakers
3. One Gateway 2000 Computer, Three Gateway 2000 Computer Monitors, One Dell 16" Monitor, One Deskjet 842C
4. Four Panasonic VCRs, one video cassette player

Motion to recommend surplus property ordinance was approved by unanimous vote

**Appointment of Freedom of Information Officer**

Staff advised that the State of Illinois recently passed updates to the Freedom of Information Act, which must be followed by all local units of government. Some of the changes include reducing the timeframes required for responses, designating preferred methods of response, and appointing a Freedom of Information Officer to review requests and compliance for the City of Darien. Scott Coren, the Assistant City Administrator, is recommended to fill this role on staff for City Hall and Deputy Police Chief John Cooper for the Police Department.

A resolution appointing Scott Coren as the Freedom of Information Act Officer for administration and John Cooper for the police department was approved by unanimous vote.

**Y-T-D Revenue Review**

Staff reviewed a spreadsheet showing the approved FYE10 General Fund Revenue budget and the revised estimate for the FYE 4-30-10. Alderman Poteraske asked to review this information with the Committee.

The meeting was adjourned at 8.01 p.m. Next scheduled meeting date is Monday, January 11th, 2010.

Approved:

John Poteraske, Chairman \_\_\_\_\_

Halil Avci, Member \_\_\_\_\_

Carolyn Gattuso, Member \_\_\_\_\_