

City of Darien

Minutes of the Administrative Finance Committee
September 3, 2013

The Meeting was called to order by Alderman Ted Schauer at 6:00 pm. Committee members Alderman Tina Beilke, Alderman Joe Kenny, Mayor Kathleen Weaver and Treasurer Michael Coren were also present. Staff members included City Administrator Bryon Vana, Assistant City Administrator Scott Coren, and Accounting Manager Paul Nosek. Others present included Daniel Fischer and Tom Wallace from Dotty's, Bhavana Zaveri from Veet Tobacco, Dominic Barraco from Zazzo's Pizzeria, Tim Gavin from Sikich, and resident Matt Goodwin.

Discussion – Draft FYE April 30, 2013 Audit

Tim Gavin from Sikich, the auditor hired by the City of Darien, gave a presentation on the draft audit for FYE 2013. The auditor discussed the process of completing the audit and discussed the depth in which they review Darien's financial documents. He discussed the management comments, which Paul Nosek has already been addressed and satisfied.

The auditor also discussed upcoming changes in 2016 to the reporting of pension liabilities and unfunded pension liability reporting on the entity balance sheet. This will be a future requirement within the audit, and may have an effect on bond ratings.

Resolution – Authorizing the City Administrator to construct a tower of up to 300 feet, or the most allowed by the FAA, on the property to provide rental revenues and capital projects for the City of Darien

Assistant Administrator Coren said the City of Darien executed an agreement with World Class Wireless in May to allow them use of the existing tower at Public Works for a wireless project. After conducting a structural analysis on the tower, it was determined they could not put up their projects because the tower is at capacity. They have already paid to Darien a capital contribution and first year rent, a total of \$73,000. These monies would need to be returned if an agreement could not be made.

Staff worked with the company to investigate alternatives. They have agreed to construct a new tower next to the salt storage building and deed the tower to the City of Darien in exchange for a right to keep equipment on it for the term of their lease. The City of Darien would be able to market and rent other spots on the tower (estimated to be approximately eight additional projects, depending on the scope of each project). Currently the City of Darien has been getting \$25,000 as an initial buy-in on each project and \$4,000 per month in rent. Additionally, they have agreed to contribute \$63,805.20 to bring city water to the public works building, reconfigure parking in the lot, and help pay for a portion of paving a front area to make up for the lost space needed for operations due to the tower's footprint.

The timeframe on this project is tight, as the company would like to get the tower constructed by October 1, 2013. The company has been doing due diligence and filing with several unit of government for permits, including the FAA. The FAA may not allow a tower height of 300 feet, and turned down the original location next to the storage shed, but a tower of similar height near the original tower will be acceptable. A variation is also required due to the height of the tower.

Alderman Beilke made a motion, Alderman Kenny seconded, and the motion carried 3-0 to recommend approval of the agreement.

Ordinance Increasing the number of Class A liquor licenses from ten to eleven at the request of Veet Tobacco

Veet Tobacco applied for a Class A liquor license to sell alcohol in addition to selling tobacco. The owner said she would remodel a new unit in Brookhaven Plaza next to the Dunkin Donuts if approved, and she had a lease agreement contingent on the approval.

The committee voted 3-0 to recommend approval to the City Council.

Ordinance increasing the number of Class D liquor licenses from eight to nine at the request of Dotty's

Dotty's applied for a Class D liquor license to open a country kitchen in the Brookhaven Plaza. Daniel Fischer discussed the business model and plan, which limits the number of drinks a customer can consume and is a brightly lit restaurant. He said they would also be applying for a gaming license with the State of Illinois on approval.

Mayor Weaver told Mr. Fischer the City Council was still reviewing video gaming in Darien, and may pass an ordinance banning it in the future.

The committee voted 3-0 to recommend approval to the City Council.

Ordinance increasing the number of Class H liquor licenses from one to two

Dominic Barraco from Zazzo's Pizzeria discussed his desire to expand his business to add a bar and larger restaurant into the adjacent unit. He would also like to sell carryout beer along with pizza. Currently there is one similar liquor license in Darien, held by Home Run Inn Pizza. In order to begin the process of remodeling, he wanted to secure the liquor license.

The committee voted 3-0 to recommend approval to the City Council.

Minutes

The committee voted 3-0 to approve the minutes to the August 5, 2013 Administrative/Finance Committee meeting.

Adjournment

There being no further business Alderman Schauer made a motion to adjourn, with a second by Alderman Beilke. The motion carried 3-0 at 6:46 pm.

Approved:

Ted Schauer, Chairman _____

Joseph Kenny, Member _____

Tina Beilke, Member _____