

**Village of Hinsdale
Administration and Community Affairs Committee
Minutes of Meeting On
June 2, 2008**

Chairman Orler called the meeting of the Administration and Community Affairs Committee to order in the Board Room of the Memorial Building on June 2, 2008 at 7:47 P.M.

Members Present: Chairman Vic Orler, Trustee Bob Schultz and Trustee Michael Smith

Members Absent: Trustee Cindy Williams

Staff Present: Dave Cook, Village Manager; Doug Cooper, Assistant Village Manager/Director of Administration; Carrie Hauptert, Director of Parks and Recreation; Tim Scott, Community Development Strategist; Sandy Mikel, Human Resources Director

Others Present: Tish Lubenow, Park and Recreation Commission, Jean Follett, Trustee

Approval of Minutes

Chairman Orler stated that the minutes from the May 5, 2008 ACA meeting were being presented for approval and asked if there were any questions or comments. Hearing none from the other Committee Members, Trustee Schultz moved to approve, and Trustee Smith seconded. The motion passed unanimously.

Treasurer's Report

Doug Cooper stated that the Treasurer's Report is for the fiscal year ending on April 30, 2008. He stated that the figures are pre-audit. He then discussed the Corporate Fund Summary on Page II, indicating that the Corporate Fund ended the year with a surplus of \$13,021. Trustee Smith asked for clarification on "transfers out". Mr. Cooper stated that this represents the funding transfer to the debt service fund to pay principle and interest on the 2004 G.O. debt issue.

Mr. Cooper said the Finance Commission will be reviewing the April Treasurer's Report report at their meeting on June 12th, as well as the report from March. Chairman Orler noted that with the minor surplus, Hinsdale is at 17.5% and the objective for the 2008/09 budget year is to get to 19%.

Mr. Cooper then discussed the 2007 Calendar Year sales tax receipts from the State of Illinois. The report indicates that 26.6% of sales tax revenue came from the

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Central Business District, 27% came from Ogden/York Corridor, and 16% came from the Hinsdale Oasis. The remainder came from the other taxing entities, such as businesses in Gateway Square. Dave Cook further explained that there was an increase in revenue from the Oasis of \$158,000. Last year the Oasis only contributed 10% of sales tax revenues. The top 10 sales tax contributors to Hinsdale are (in no particular order): Exxon Mobil, Walgreen's, The Drapery Connection, BP/Amoco, Kramer Foods, Shell Mini-Mart, Hirhager Enterprises, Inc. (Mobil), Continental Classics Motors, Wild Oats, and Land Rover. These 10 made up over 50% of sales tax revenue in Hinsdale.

Mr. Cooper said that sales tax receipts for the month of May came in at \$182,000 of revenue, which is \$19,548 greater than last year's receipts, or a 12% increase. Income taxes came in at 16.4% higher than previous year's receipts.

Trustee Smith inquired about the legal expense summary schedule. He asked about the total costs showing for the caption "Baldwin Case", and Mr. Cooper clarified the total amounts as indicated in the report. Trustee Smith then asked for better clarification on the item "personnel matters" in case of future reference or FOIA requests. Staff responded that they would provide documents which would clarify the amounts.

Park and Recreation Activity Report

Ms. Carrie Hauptert stated that the pool opened the previous weekend. Attendance has been very good. The parade is moving along well. Thor Guard has been down, but the company is ordering a new unit for Hinsdale. She also noted that KLM activity has been increased over the previous year's figures—the revenues generated this year have improved.

Communications/MIS Coordinator Report

Mr. Cooper drew attention to the second page of Amy Pisciotto's memo—Alternate viewing currently available on Channel 6, a series of items from the broadcast club, some items which are still waiting on approval by the Channel 6 Editorial Board. The "Distinctly Hinsdale" video is now airing as well.

Community Development Strategist Report

Timothy Scott said that the final cut of "Distinctly Hinsdale" is completed and airing. Thank you letters will be sent out to participants. CBD/Northtown Parking

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Task Force is nearing completion of its work with a June 26th scheduled Town Hall Meeting to discuss its findings and recommendations.

Chairman Orler asked about window graphics, businesses that are approaching the 60-day timeframe to put up the required signage. Mr. Cook stated that letters are going out to applicable businesses.

Consideration and Approval of an Agreement with the Hinsdale Tennis Association

Chairman Orler said this is similar to agreements done in the past. Ms. Hauptert said this will enable the agreement to automatically renew on an annual basis, instead of being brought back for a vote annually. Trustee Schultz motioned to approve, and Trustee Smith seconded. The motion passed unanimously.

Approval of an Ordinance amending Section 7-4B-5 (B) increasing the charge for renewal of Service from \$20.00 to \$50.00 and \$50.00 to \$100.00

Chairman Orler clarified that this relates to the reconnection of water service once the Village has disconnected service for non-payment. He had a concern that the Village was not increasing the fee to cover the entire cost of \$61.00 and \$134.00 as shown in the memo. Mr. Cooper stated that he was attempting to increase the fee to a level that would not be too high, but would still cover the majority of the costs of the turn offs and turn ons. Trustee Smith said that many who require this service can barely afford it, and that it shouldn't be increased by a large amount; however, if the Committee chose to increase the fees to a higher level he would agree. Trustee Smith stated that the \$61/\$134 costs were estimates only. Mr. Cooper then discussed the component costs related to the turn on/off. Trustee Schultz asked how often water service is shut down. Mr. Cooper estimated that there are about 25-30 turn-offs per month. Trustee Smith motioned to approve, and Trustee Schultz seconded. The motion passed unanimously.

Consideration and Approval of Changes to the Village of Hinsdale Personnel Policy

Ms. Sandy Mikel discussed benefit changes for non-union employees. These include comp-time increases, personnel leave changes, an increase in the amount of longevity pay, and increase in sick leave upon termination for retirement. The revisions also incorporate changes due to federal legislation affecting the FMLA (Family Medical Leave Act) policy. Chairman Orler noted this brings non-union

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employees in line with union employees. Trustee Smith motioned to approve, and Trustee Schultz seconded. The motion passed unanimously.

Approval of the Village's Pay Scale for the Fiscal Year 2009

Chairman Orlor asked if the wage increase of 3.75% is consistent with changes in the FOP contract, and Mr. Cook replied that it is. Trustee Smith motioned to approve, and Trustee Schultz seconded. The motion passed unanimously.

Approval of a Purchase Order to the DuPage Mayors and Managers in the amount of \$16,359.17 for the Village's annual Dues and proportionate share of debt assessment

Mr. Cook said the Conference provides a legislative liaison in Springfield to support relevant legislation. Also, it works to resolve issues that affect municipalities in DuPage. Trustee Smith inquired about the \$23,222 building loan. Mr. Cook said eight years ago the Conference purchased and renovated a facility in Oak Brook. Each member municipality was prorated its share of the debt on this project. Trustee Smith asked what would happen if the Board voted against this. Mr. Cook replied the amount must be paid off prior to a member leaving the DuPage Mayors and Managers, as required in the by-laws. Trustee Smith motioned to approve, and Trustee Schultz seconded. The motion passed unanimously.

Consideration of financing for the Purchase of an Aerial Ladder Truck

Mr. Cooper said requests for proposal were sent to every bank in the Hinsdale vicinity. The truck would be financed with a loan over 10 years. Proposals were received from seven banks. Chase Bank and Fifth-Third bank offered the lowest rates at 3.68%, while MB Financial offered the highest at 4.5%. The Chase Bank and Fifth-Third rates are tied to indices. Chase has tied its rate to the U.S. Treasury securities constant monetary series 10-year rate index. Fifth-Third tied its rate to the 6-year Bloomberg Swap rate report. Mr. Cooper looked at the rates and is recommending Chase Bank, which is at a 3.8% rate today (also for Fifth-Third Bank).

Chairman Orlor asked if it's a floating rate. Mr. Cooper clarified that it is a floating rate which becomes fixed once the documents are signed. Trustee Smith asked if the Harris bank proposed rate of 3.79% would be fixed for 10 years, and Mr. Cooper verified that it would be. Trustee Smith asked for how long the Harris Bank 3.79% rate would last. Mr. Cooper said it would be guaranteed through 30 days. It is hoped that the documents would be signed by June 18th. The 3.8% rate would likely

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fluctuate. Staff was seeking approval of a lender in order to work with Bond Counsel to provide an opinion as to tax exempt status of the note.

Trustee Smith recommended negotiating with Harris Bank as well as Chase and that staff should continue to monitor the 10 Year Treasury Index. If the Chase rate continues to be lower than the Harris fixed rate, he recommends moving forward with Chase Bank. There was a question as to how the loan was budgeted. Mr. Cooper stated that the interest has been budgeted for the next fiscal year, but the first payment on principal isn't due until July 2009, which would fall into the following fiscal year.

After some discussion, Chairman Orler asked that the approval of the financier be pulled off of the next day's Board of Trustee's consent agenda, and placed on the ACA section of the agenda for the Board to discuss. If Chase Bank won't lock into the rate, an alternate bank will be selected. Mr. Cooper stated that he would contact Chase Bank the following morning and request that they lock in the rate as of that day. Mr. Cooper also reiterated that the Harris fixed rate of 3.79% is locked until June 27th. Once it was determined which bank would be chosen based upon the conversation with Chase, Mr. Cooper would notify the Trustees by email as to what would be staff's recommendation at the Board meeting. Trustee Smith asked who currently holds most of the Village's debt. Mr. Cook said Hinsdale Bank & Trust and Harris Bank have the majority of the Village's outstanding debt.

Adjournment

Since there was no further business to come before the Committee, Trustee Smith moved to adjourn. Trustee Schultz seconded, and the motion passed unanimously. The meeting of the ACA meeting was declared adjourned at 8:23 p.m.

Respectfully Submitted:

Douglas E. Cooper
Assistant Village Manager