

**Village of Hinsdale
Administration and Community Affairs Committee
Minutes of Meeting On
April 5, 2007**

Chairman Johnson called the meeting of the Administration and Community Affairs Committee to order in Board Room of the Memorial Building on April 5, 2007 at 7:30 P.M.

Members Present: Chairman Laura Johnson and Trustees A. Coleman Tuggle, Michael Smith and Vic Orler

Members Absent: None

Staff Present: David Cook, Village Manager; Doug Cooper, Assistant Village Manager/Director of Administration, Carrie Haupert, Director of Parks and Recreation, Amy Hicks, MIS Administrator-Communications Coordinator

Others Present: Trustee Jean Follett, Park and Recreation Commissioners Sigfusson and Usher, Greg DiDomenico, Hinsdale Center for the Arts

Approval of Minutes

Chairman Johnson asked if there were any comments on the minutes. None being heard, Trustee Smith motioned for approval of the minutes as presented. Trustee Tuggle seconded and the motion passed.

Treasurer's Report

Mr. Cooper went through the Treasurer's report. Currently sales tax receipts for the Village are 6% over the previous year's receipts. Mr. Cooper stated that the Village is expecting the year-end sales tax figures to be approximately 6% greater than the previous year. Trustee Smith asked if the Village was still anticipating receipt of \$1.4 million in the Other Income category. Mr. Cooper stated that the majority of the uncollected receipt was related to cash in lieu of land donation from the developer at County Line and 55th Streets. Trustee Smith then asked how the Village was accommodating the 4.9% overage in operating expenses with in the general fund. Mr. Cooper stated that there were some unbudgeted expenditures for the current year, but there was also an anticipated reduction in capital expenditures which would offset this somewhat.

**Village of Hinsdale
Administration and Community Affairs Committee
Minutes of Meeting On
April 5, 2007**

Park and Recreation Report

Ms. Haupt provided a summary of the Park and Recreation Report. She noted that the Village had received a \$10,000 donation from Harris Bank to underwrite the costs of the Summer Bash starring David Jones. She noted that the new and improved Parks and Recreation Brochure had been sent out and the Village had begun taking registrations.

Communications Report/Channel 6 Update

Ms. Amy Hicks went through the web site statistics and discussed the schedule for Cable Channel 6. Chairman Johnson asked about the signal strength on the Cable 6 channel. Ms. Hicks felt this may be a result of the way certain airings were edited, but she would investigate. Trustee Orler opined that the signal strength problem was a Comcast issue, related to digital TV. Ms. Hicks said she would discuss this with Comcast also.

Community Development Strategist Report

Mr. Scott was out of town for the meeting. Mr. Cooper went over his report with the Committee. There was discussion on temporary signage for the Village which would be placed along major roadways. These would be temporary in nature until the complete signage package was completed. These signs would direct commuters to the Hinsdale Central Business District off of streets such as Ogden and 55th.

Approval of an Audit Engagement Letter

Chairman Johnson asked for a motion to approve the authorization of the 2007 Annual Audit from the firm of Sikich Group. The fees are \$19,725. Trustee Orler moved and Trustee Tuggle seconded and the motion passed.

Consideration of Support for the Hinsdale Center for the Arts

Mr. DiDomenico was present and asked for consideration by the Village of Hinsdale of a \$60,000 donation. Chairman Johnson asked what percentage of participants were Hinsdale residents. Mr. DiDomenico stated that approximately 80% were Hinsdaleans. Chairman Johnson asked for a motion to approve the request. Trustee Smith motioned and Trustee Tuggle seconded and the motion passed.

**Village of Hinsdale
Administration and Community Affairs Committee
Minutes of Meeting On
April 5, 2007**

Consideration of Personnel Issues

“Compliance Program”—Chairman Johnson stated that she had not received this document in time for a proper review and would like to move this to the next ACA meeting for review.

“Sick Leave Bank”—Chairman Johnson stated that she had not received this document in time for a proper review and would like to move this to the next ACA meeting for review.

Approval of an Intergovernmental Agreement

Chairman Johnson reviewed the Agreement between the Village of Hinsdale and the Hinsdale Public Library with the Committee and asked if there were any questions. None being heard, Chairman Johnson asked for a motion to approve the intergovernmental agreement between the Village of Hinsdale and the Hinsdale Public Library. Trustee Orler moved and Trustee Smith seconded and the motion passed.

Consideration of Park and Recreation Capital Outlays

Ms. Hauptert discussed the memo from the Park and Recreation Commission which was recommending additional capital outlay funding for Peirce Park Improvements as well as a lightning guard system. Trustee Tuggle inquired as to whether these projects could be completed by the fiscal year-end. Ms. Hauptert stated that there was an immediacy required, but there should be no problem getting these accomplished by April 30. Trustee Johnson stated that some of these items are being requested for approval through the bid process later in the agenda. Trustee Smith asked if they had been included within the 2007/2008 budget process. Mr. Cooper stated that he had estimated approximately \$80,000 in additional costs for these projects in fiscal year 2007. After some additional discussion as to the timing of the projects, Trustee Smith made a motion to approve the Park and Recreation Commissions recommendation for the use of FY 2007 funds for capital items related to Peirce Park Improvements and the acquisition of a lightning protection system. Trustee Orler seconded and the motion passed.

The next item was to recommend approval of awarding a bid to Fence Connection for \$ 43,572 for Peirce Park Backstops. Trustee Tuggle moved and Trustee Orler seconded and the recommendation was approved.

**Village of Hinsdale
Administration and Community Affairs Committee
Minutes of Meeting On
April 5, 2007**

Consideration of Park and Recreation Capital Outlays

The next item was to recommend rejection of Bid # 1410, Burns Field Lighting, as recommended by the Park and Recreation Commission. Trustee Tuggle recommended Board Approval to reject Bid # 1410, Trustee Orler seconded and the recommendation was approved.

The next item was to recommend Board approval of waiving competitive bidding for a lightning protection system and award to Thorguard Lightning Warning Systems a contract for the installation of a lightning protection system in an amount not to exceed \$ 30,450. Trustee Tuggle moved and Trustee Orler seconded and the motion passed.

The next item was to recommend Board approval of waiving competitive bidding for the purchase of a new lining for the Community Pool filters and award to Chicago Tank Lining the purchase of the liners in an amount not to exceed \$56,216.

Consideration of a new FTE for Park and Recreation

Ms. Hauptert explained the reasoning behind the additional staff person, and how she had eliminated four part-time positions to accommodate the additional cost for the one full-time position. There was some discussion of the potential new adult programming that would be offered and how this position would help implement these changes. Chairman Johnson asked for a motion to approve a new FTE for the position of Recreation Programmer. Trustee Tuggle moved and Trustee Orler seconded and the motion passed.

Ordinance authorizing the sale of personal property owned by the Village of Hinsdale

Ms. Hauptert stated that there was surplus china and related items at KLM that were no longer necessary for the Village to maintain as all caterers were required to supply their own items. Chairman Johnson asked for a motion to recommend Village Board approval of the Ordinance. Trustee Tuggle made the motion which was seconded by Trustee Smith, and the motion passed.

**Village of Hinsdale
Administration and Community Affairs Committee
Minutes of Meeting On
April 5, 2007**

Two-Year agreement for Concession Operations

Trustee Johnson reviewed the two-year agreement with C & W Concessions. She asked for a motion recommending Board approval of the agreement. Trustee Orler moved for recommendation and Trustee Smith seconded and the motion was approved.

Request for Use of KLM Parking Lot

Ms. Hauptert stated that the Collector's Club had requested the use of the KLM Parking Lot for some of its members as a spot to park their vehicles while they went on a field trip. Chairman Johnson asked for a motion recommending approval of use of the KLM Parking Lot by the Hinsdale Collector's Club. Trustee Tuggle moved and Trustee Orler seconded and the motion passed.

Banner Requests for:

**Immanuel Hall Auxiliary
Hinsdale Public Library
Hawks Soccer Club
Village of Hinsdale Electric Utility Task Force**

Chairman Johnson asked to approve all banner requests under one motion. She had a question in regards to the Hawks Soccer Club however, because she thought that Banner's announcing try-outs were not allowed. She remembered in the past denying a try-out banner for the Hurricane Soccer Club. Based upon this discussion, Chairman Johnson asked for a recommendation for Board approval of the banner requests excluding the Hawks Soccer Club. Trustee Orler motioned for Board approval, Trustee Tuggle seconded and the motion passed.

Request from the Hinsdale American Legion

Chairman Johnson reviewed the request by the American Legion regarding their annual Memorial Day Activities and related banner requests. She asked for a motion for Board approval. Trustee Tuggle moved and Trustee Smith seconded and the motion passed.

Request from the Chicagoland Bicycle Federation

**Village of Hinsdale
Administration and Community Affairs Committee
Minutes of Meeting On
April 5, 2007**

Chairman Johnson stated that the Chicagoland Bicycle Federation would like to hold an event at the Downtown Train Station. After some discussion about the Federation and what the intention of the event was, Trustee Tuggle moved to recommend approval of the request from the Federation to hold an event at the Downtown Train Station. Trustee Smith seconded and the motion passed.

Request from Art Odegard for the use of two Downtown Parking Spaces

Chairman Johnson reviewed the request with the Committee. There were no questions and Trustee Tuggle moved to recommend Board approval of the request. Trustee Smith seconded and the motion passed.

Request from the Hinsdale Rotary Club to hold a Turtle Race

Chairman Johnson explained the request by the Rotary Club to block off a portion of the Washington Parking Lot to hold an event on the Fourth of July. After some further discussion, Trustee Orlor moved to recommend Board approval which was seconded by Trustee Tuggle and the motion passed.

A motion made by Trustee Tuggle to recommend Board approval of the banner requests from the Hinsdale Humane Society, the Hinsdale Hospital Foundation and the Hinsdale Central Football Club. Trustee Smith seconded and the motion was passed.

Adjournment

Since there was no further business to come before the Committee, Trustee Smith moved to adjourn. Trustee Tuggle seconded, and the motion passed unanimously. The meeting of the ACA meeting was declared adjourned at 8:30 p.m.

Respectfully Submitted:

Douglas E. Cooper
Assistant Village Manager