

**MINUTES  
VILLAGE OF HINSDALE  
ADMINISTRATION & COMMUNITY AFFAIRS COMMITTEE  
FEBRUARY 5, 2007**

Chairman Johnson called the meeting of the Administration and Community Affairs Committee to order in the Old Board Room of Memorial Hall at 7:33 p.m.

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

Members Absent: Trustee Michael Smith

Staff Present: Dave Cook, Doug Cooper, Carrie Hauptert, Tim Scott and Sandy Smuszkiewicz

Others Present: Park and Recreation Commissioner Keith Medick and Mary Williams, Hinsdale Humane Society

**APPROVAL OF MINUTES**

Chairman Johnson stated that she had discussed revisions to the minutes with staff regarding the Park and Recreation Revenue Enhancements—were the revised minutes ready for approval? Staff responded that the changes had not yet been made. Chairman Johnson held approval of the January 16, 2007 minutes to the next meeting so that staff could make the necessary change.

**TREASURER'S REPORT**

Doug Cooper, Assistant Village Manager/Director of Administration, reported that Sales Tax receipts for the month of February are down from last year, but it is hoped that the upcoming receipts will be improved as these will be the 2006 holiday shopping month receipts and the good weather may have encouraged more shopping. Mr. Cooper stated that it appears a though the Village will still be in line to meet budget on both sales tax and income tax receipts. Trustee Orler stated that by his estimation it appears as though there is approximately 18% available retail space in the CBD. Mr. Scott commented that two new businesses have opened. Trustee Orler commented that he did not see food and beverage tax revenue listed in the Treasurer's Report. Mr. Cooper indicated that the Food and Beverage Tax was a separate revenue line item and was not included in the sales tax amounts. Mr. Cooper estimated that the food and beverage tax is about \$18 to \$19,000 per month. Trustee Orler asked how the Village collected the tax. Mr. Cooper stated that the collection was all handled internally-Village staff collects, monitors and enforces collection. These funds are received directly by the Village of Hinsdale, not the IL Dept of Revenue. Trustee Orler requested that a separate paragraph be prepared within the monthly Treasurer's Report which would address the Food and Beverage Tax.

**PARK AND RECREATION ACTIVITY REPORT**

Ms. Hauptert went through the monthly Park and Recreation Activity Report. She discussed her work on a KLM Business Plan which includes a study on KLM Fees and promotions. She stated that she had attended the Annual IAPD/IPRA Conference as had two of the Park and Recreation Commissioners.

### **COMMUNICATIONS/MIS COORDINATOR REPORT**

Mr. Cooper reported that the Village website had 11,760 hits, an average of 374 per day. Mr. Cooper also reported that staff is currently addressing website updates suggested by Village Departments. Mr. Cooper reported on Channel 6 and the schedule of video productions, number of times aired and slides currently running. Trustee Tuggle asked if there would be any new productions. Mr. Cooper stated that staff was going to have a meeting with Rob Russo, the Film Club advisor and discuss the Village's overall plan for programming on Cable 6 so that the Film Club and the Village were on the same page.

### **COMMUNITY DEVELOPMENT STRATEGIST**

Mr. Scott stated that the town hall meeting regarding the Electrical Utility Task Force is currently being aired on Cable 6, and there is also a link to the Village web-site from the "Hinsdale Talks" website regarding the Utility Task Force. Mr. Scott then discussed the EDC and how the Commission would like to develop a website specific to the EDC. Mr. Scott then reported on the Ogden Avenue corridor project and the direction Houseal Lavigne was taking. This led to a general discussion of the Hinsdale Club Project. Chairman Johnson asked if there had been any definitive information on a potential Hotel Chain for the location. Mr. Scott stated as far as the Village knows no hotel has yet committed to the project; however, there has been a strong consideration by the developer for a specific Hotel Class (Upper Upscale). Chairman Johnson feels that the Village cannot move forward without a hotel commitment. Mr. Cook stated that the Village needs to see the concept site plan and the project needs to be scaled down before the plan is presented to the Planning Commission and that the focus should be the architecture.

There was then some discussion about banners and how they are regulated by the Village. There are concerns from the Trustees that in certain areas of the Village, there appears to be a concentration of Banners which tends to be unsightly and distracting. Chairman Johnson questioned staff on the banner displays on private property. Mr. Cook stated that the banner could be considered temporary signage within the Code. Staff stated that they would summarize the Municipal Code related to Banner Displays and present to the ACA at the next meeting for discussion. Trustee Orler suggested limiting the regulation to zoning district IB. Mr. Cooper suggested a written letter to organizations with banner displays on their property be sent informing them of the Village's policy on Banners. Chairman Johnson asked staff to wait on the letters until the ACA had a chance to review the code.

### **EMPLOYEE ASSISTANCE PROGRAM**

Ms. Smuszkiewicz stated that the Village was in the process of reviewing an Employee Assistance Program for Village Employees. Ms. Smuszkiewicz stated that the West Central Municipal Conference sponsors an EAP plan and she feels that this is the most cost effective method for the Village to implement this program. The annual cost is estimated to be approximately \$3,000 annually which would cover all Village Participants. It was hoped that this program can be rolled out to the employees in the near future, as the program can be a great benefit and helpful tool for employees who may be in need of guidance.

**HINSDALE HUMANE SOCIETY – WOMEN’S NIGHT OUT FUNDRAISER**

Mary Williams from the Hinsdale Humane Society was present to discuss the Societies’ “Ladies Night Out” Fundraiser. The Humane Society is requesting partial closure of Washington Street as well as Banner Placement on streetlights and at Burlington Park to promote the event on Wednesday, April 18. Trustee Tuggle moved approval of the Humane Society request. Trustee Orler seconded, and the motion passed unanimously.

**CHANGE ORDER-BOARD ROOM RENOVATION PROJECT**

Staff presented a request for approval of a change order for the Board Room Renovation Project. The change order amounting to \$3,636.30, is for additional work to the dais portion of the project. Staff stated that with the change order the project was still under the estimated total amount of the project. Trustee Tuggle moved approval of the Change Order. Trustee Orler seconded, and the motion passed unanimously.

**APPROVAL OF CHAMBER OF COMMERCE EVENTS**

Staff presented the Chamber of Commerce schedule of events for the year 2007. Trustee Orler moved approval of the schedule. Trustee Tuggle seconded, and the motion passed unanimously.

**BANNER REQUESTS-HINSDALE COMMUNITY SERVICE AUXILIARY**

The Hinsdale Community Service Auxiliary is requesting Banner Placement at Burlington Park for the period beginning May 6 through May 19 to promote its annual scavenger hunt. They are also requesting Banner Placement at Burlington Park for the period of June 20 through July 4 to promote their annual food and donation drive that will occur during the Fourth of July Parade. Trustee Tuggle moved approval of the requests. Trustee Orler seconded and the motion passed unanimously.

**REQUEST TO WAIVE FEES AT KLM-WGN RADIO EVENT**

Trustee Tuggle moved approval of a request to waive fees at KLM for the WGN event. Trustee Orler seconded and the motion passed unanimously.

**HINSDALE FINANCE COMMISSION REPORT**

Mr. Cooper presented the memo prepared by the Finance Commission related to the AAA rating. The memo discusses the history of the AAA rating and the items which are utilized by the rating agencies in determining the rating. The Finance Commission informed the Board that the AAA rating is an indication of the Village’s diligence in its financial recording and reporting methods and these strengths need to be maintained regardless of whether the ratings drops due to other factors. Chairman Johnson asked that there be a formal recommendation regarding the rating from the Commission on whether the Village should maintain the rating. Trustee Orler concurred, but also felt that the Village could be handcuffing itself to maintain 25% reserves. Mr. Cooper stated he would bring the memo back to the Finance Commission for revision. Mr. Cooper also stated that the Finance Commission has set itself a September deadline for development of the infrastructure plan.

**SPORTS SUMMIT**

Commissioner Medick reported on the Sports Summit and that some organizations would have in-kind donations instead of cash. **There was also a discussion of field use fees for user organizations. There appeared to be no disagreement with the attendees.**

### **BUDGET REVIEW**

Chairman Johnson commented on the budget being up for personnel services. Mr. Cook explained that the increases are 3.5% Cola and 2% merit as well as a slight increase in the PPO/HMO insurance rates. Mr. Cook stated that the current increase in insurance rates is estimated at 7% for the HMO and 2% for the PPO.

Chairman Johnson asked about the building fee permit surcharge that was implemented. Mr. Cooper explained that the surcharge will show up in the water/sewer fund to finance drainage issues. Trustee Tuggle asked about level of activity in permits. Mr. Cooper talked to Building Commissioner McGinnis and Mr. McGinnis anticipates Ogden Avenue and major projects would drive the numbers up from the previous year. The numbers reflected in the budget are a conservative estimate.

Chairman Johnson asked about parking permit fees and the surcharge. Mr. Cooper explained that the surcharge was a separate revenue line item and all resulting revenues will be placed in a reserve account. Chairman Johnson asked about field fees. Mr. Cooper commented that fines are up due to solid enforcement.

Chairman Johnson commented that she is looking for a decrease in salaries and wages because they are up 6%. Mr. Cook commented about the amortization over five years of retirement payouts. Chairman Johnson commented on the 24.6% increase on health insurance. Mr. Cooper stated there will be a 10% adjustment and he's not sure what the Village's new plan will be. Mr. Cook commented that the plan will be revised before March. Trustee Tuggle requests a schedule for salaries and benefits for all of Village of Hinsdale. Mr. Cooper will do this and email Chairman Johnson before the next meeting.

Chairman Johnson asked about employee relations. Mr. Cooper explained that these are costs related to the holiday parties and Employee Recognition Dinner in April every other year. Chairman Johnson commented that the Finance Committee has no dollars budgeted. Mr. Cooper commented that consulting fees may be needed, and that he would work with the Finance Commission to develop an appropriate budget amount for ACA review.

Chairman Johnson asked about the \$27,834 professional services for Boards and Commissions. Mr. Cooper stated the fees were for Film Club, special projects, and other media projects.

### **ADJOURNMENT**

There being no further business to come before the Committee, Trustee Orler moved to adjourn. Trustee Tuggle seconded and the motion passed unanimously. The meeting was declared adjourned at 9:11 p.m.

Respectfully submitted,

Carrie A. Hauptert, CPRP  
Director of Parks and Recreation