

**Village of Hinsdale
Administration and Community Affairs Committee
Minutes of Meeting On
September 4, 2007**

Chairman Orlor called the meeting of the Administration and Community Affairs Committee to order in Board Room of the Memorial Building on September, 2007 at 6:09 P.M.

Members Present: Chairman Vic Orlor and Trustees Cindy Williams, Michael Smith, and Bob Schultz

Members Absent: None

Staff Present: David Cook, Village Manager; Doug Cooper, Assistant Village Manager/Director of Administration; Carrie Hauptert, Director of Parks and Recreation; Amy Hicks, MIS Administrator-Communications Coordinator; Tim Scott, Community Development Strategist

Others Present: John Karstrand, Hinsdale Chamber of Commerce President; Jeff Curran, Department of Parks & Recreation; Keith Medic; Jean Follett, Village Trustee

Approval of Minutes

Chairman Orlor asked if there were any comments on the minutes. None being heard, Trustee Schultz motioned for approval of the minutes as presented. Trustee Williams seconded and the motion passed unanimously. Committee reports were then postponed until after the discussion of primary agenda items.

Consideration of the Hinsdale Chamber of Commerce Annual Holiday Requests

The Hinsdale Chamber requested a Village contribution in the amount of \$7,500 for the Annual Holiday Festival. This is consistent with previous years' requests, and is included in the EDC Budget. They are also making a banner request for Burlington Park, as well as other areas outside the normal places where banners are hung. Trustee Williams feels this is justified. Mr. Doug Cooper pointed out there are two separate banner requests, one for the Christmas Walk (2 weeks) and one for the Gingerbread Fest (6 weeks). Trustee Schultz then motioned for recommendation of Board approval and Trustee Williams seconded. The motion passed unanimously.

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Consideration of Chamber Request Regarding Holiday Gift Cards Related to Hinsdale Merchants

Mr. John Karstrand discussed the program, which would involve customers purchasing pre-paid gift cards that are designed to only work at participating Hinsdale stores. The Chamber of Commerce is requesting \$6,500 from the Village which will be used to promote the program. Participating merchants will have cards on-hand and will have the ability to accept any monetary amount requested by the customer. The Chamber would hire the firm to design, install and train the merchants on the program. The \$6,500 requested would be used only to promote the program. Mr. Cooper stated that the \$6,500 would be financed through the Food and Beverage Tax receipts. Trustee Smith asked what the Chamber's total budget is. Mr. Karstrand couldn't say, off the top of his head. Trustee Smith then asked if the program was open to all Hinsdale businesses, and Mr. Karstrand stated that it will be, but there is no obligation to participate.

Trustee Williams motioned for recommendation of Board approval, and Trustee Smith seconded. The motion passed unanimously.

Award of Bid #1417 – in the Amount of \$57,218 to M.I.C., Inc. for the Reconstruction of the Washington Street Parking Lot Plaza

Mr. Timothy Scott explained the reconstruction project and what the changes to the Washington Parking Lot Plaza would include. Chairman Orler verified that the \$57,218 would be financed with the available Food and Beverage Tax receipts. Trustee Schultz inquired as to why there was a large variance between some of the bid amounts. Mr. Scott stated that the reason was due to the cost of the stone work involved, and that he had discussed this with the architect and they agreed with the cost as submitted by the low bidder.

Trustee Schultz then motioned to recommend Board approval and Trustee Williams seconded. The measure passed unanimously.

Award of Bid #1419 – in the Amount of \$228,197 to Tessler Construction for the Brook Park Phase II Project - Building Only

Mr. Jeff Curran discussed the project. The project will include a permanent facility with a shelter for severe weather, as well as a concessions area, in-season storage, and restrooms. Trustee Schultz asked about water retention. Mr. Curran replied that retention would be needed, but specifications have been received from DuPage County. This would cost an estimated \$140,000 at the high end. Ms. Carrie

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Hauptert received a more recent estimate that has water retention at \$111,000 at the high end. Trustee Williams asked what was required, that the \$111,000 would go towards. Mr. Curran replied that there is a 5-acre threshold that determines the estimated price.

Ms. Hauptert stated that there is \$300,000 in the budget for this project, \$228,000 for non-water, and \$111,000 for water reclamation. Originally this project was budgeted at \$457,195 according to Mr. Dave Cook. Ms. Hauptert also stated that there is a commitment of \$60,000 from outside donations. Trustee Schultz motioned to recommend Board approval and Trustee Williams seconded. The measure passed unanimously.

Recommendation of Approval of a Purchase Order for Upgrades to the Village's Water Meter Reading System to Sensus Technologies in the amount of \$11,160

Trustee Williams motioned to recommend Board approval for the purchase of upgrades to the current meter reading system in the amount of \$11,160 from Sensus Technologies, and Trustee Smith seconded. The motion passed unanimously.

Consideration of a Request from the Hinsdale Collector's Club to Utilize KLM Parking Lot for Drop-Off Point for Field Trip

Ms. Hauptert noted that this request was accommodated last year. Trustee Schultz motioned for recommendation of Board approval and Trustee Schultz seconded. The motion passed unanimously.

Consideration of a Request from The Community House to Utilize the Community Swimming Pool Parking Lot for Exhibitor Parking Related to the Annual Antiques Show from Tuesday, September 17th Through Sunday, September 23rd

Chairman Orler stated that they also requested banners at numerous locations. The request was amended so that the banners would be on display from 10/16-10/23. Trustee Williams motioned for recommendation of Board approval and Trustee Smith seconded. The motion passed unanimously.

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Consideration of Rescheduling the “End of Summer Bash” to a Future Date

Ms. Hauptert stated she would like to bring the Davy Jones concert back to Hinsdale, after the originally planned date was cancelled due to weather. The options she suggested were Friday 9/28 and Friday 10/5. Mr. Cook mentioned that 9/28 was a “Live & Local Flavor” night. There was a discussion of the preferred location, between KLM Lodge and the Municipal Building. The date of September 28 was selected, and Chairman Orlor recommended exploring the possibility of staging the concert at Burlington Park with seating at the Memorial Building Grounds. Village staff would close Chicago Avenue from Garfield to Washington and determine the best way to handle admission fees.

The trustees unanimously agreed to hold the “End of Summer Bash” on September 28 and directed staff to authorize a revised contract and plan the event appropriately.

Consideration of the Village Manager to Enter into an Agreement with Urquhart Media, LLC for an amount not to exceed \$10,000 for Services Related to Development of a Comprehensive Communications Strategy for the Village of Hinsdale

Trustee Orlor stated that the Village is experiencing a communications problem with residents. There are several areas which need to be examined and in order to improve communications it may be beneficial for the Village to enlist the services of an civic affairs specialist. There will be a 3-month pilot period, with expenses not to exceed \$10,000. Trustee Schultz stated his support of the program, noting that communications have been an issue in Hinsdale. Trustee Williams motioned for recommendation of Board approval and Trustee Schultz seconded. The motion passed unanimously.

Treasurer’s Report

Mr. Cooper discussed the Treasurer’s Report for the 3-month period ending July 31st. Through first 4 months of Fiscal Year, Village has collected \$783,382 in base sales tax receipts, as compared to \$762,558 collected during the same time period last year. Total sales tax receipts, including local use taxes, through August 31 have been \$856,496 compared to \$835,154 over same period last year, an increase of \$21,342. Income tax receipts collected through August 31 amounted to \$621,761 as compared with previous year collections for the same time period of \$561,168. This represents an increase of \$60,593. Food and Beverage Taxes are bringing in

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\$21,700 per month, estimating \$260,000 for the year. There were no questions or comments on the Treasurer's Report.

Parks and Recreation Report

Ms. Hauptert gave the Parks & Recreation Report. The pool closed yesterday, with no major safety incidents this year. The new fall brochure is out, with great response. ThorGuard is fully installed as well. The operating hours for the system will be 7:00 a.m. to 10:00 p.m. for Pierce Park and 7:00 a.m. to 7:00 p.m. for Robbins Park, as there are no lights at that location. The lightning siren will be tested at a 15-second horn blast. When there is lightning in the area, the siren system will blast a 15 second warning. The Village will be communicating through flyers, banners and web-site announcements.

Communications Report/Channel 6 Update

Ms. Amy Hicks gave the Communications Report. There are three job opportunities now listed on the website. Chairman Orler mentioned getting the Board Meetings on Channel 6, hopefully starting next week. Once an intern and the appropriate equipment are in place, meetings will start at a uniform time (7:30pm). Trustee Schultz asked about pod casts, and Ms. Hicks replied that streaming audio is currently available on the Village's web site, and streaming video will be. There were no further questions or comments.

Community Development Strategist Report

Mr. Timothy Scott discussed the Power Shopper Passport Promotion and the materials that come with it. The program runs from Sept. 6-Oct. 26. Each store has an individually marked stamp to show which stores have been visited. Approximately 170 businesses are eligible to run the promotion, but some may decide not to participate. Also discussed was the location of the cars that will be displayed, one of which will be won (a one-year paid lease specifically) by a participating customer in the promotion.

Mr. Scott also mentioned that work will be continued on the promotional video. Trustee Orler asked for people to recommend anyone (couples especially) to be interviewed for the video. There were no further questions or comments.

Discussion of Security System for the Veeck Park Skate Park

Trustee Orler spoke about the possibility of acquiring remote viewing cameras by the police department in order to monitor Veeck Park Skate Park. Police Chief

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Brad Bloom would like to expand the program, but funding for the program would be withheld until next year's budget. Trustee Smith inquired about the kinds of damages that have occurred at the park. Some of the problems have been bench damage, ramp damage, and graffiti. There were no further questions or comments.

Discussion on Memorial Building 80th Anniversary

Trustee Jean Follett spoke about planning a celebration for the 80th Anniversary of the Memorial Building. She will be chairing the committee for this celebration. The bulk of activities will be occurring on Thursday, July 3, 2008.

The library is already onboard, as is the Parks & Recreation department. Musical groups and possibly a speaker will participate. She is trying to get a group together to brainstorm for the celebration. Expected costs are minimal, just a lot of work time is expected. In 1928, virtually every resident had contributed financially to the construction of the Village Hall. Also, she would like to rename the Board Room, the Clarke Memorial Board Room.

Adjournment

Since there was no further business to come before the Committee, Trustee Schultz moved to adjourn. Trustee Smith seconded, and the motion passed unanimously. The meeting of the ACA meeting was declared adjourned at 7:18 p.m.

Respectfully Submitted:

Douglas E. Cooper
Assistant Village Manager