

**Village of Hinsdale  
Administration and Community Affairs Committee  
Minutes of Meeting On  
October 1, 2007**

Chairman Orler called the meeting of the Administration and Community Affairs Committee to order in Board Room of the Memorial Building on October 1, 2007 at 7:31 P.M.

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

**Members Absent:** None

**Staff Present:** David Cook, Village Manager; Doug Cooper, Assistant Village Manager/Director of Administration; Carrie Haupert, Director of Parks and Recreation; Tim Scott, Community Development Strategist;

**Others Present:** Trustee Jean Follett, Sandy Usher—Park and Recreation Commissioner, Kevin Kane and Steve Wagner-Finance Commission, and Carol Smith

Chairman Orler announced that this was the first live broadcast of a public meeting on Channel 6. He then discussed the Hinsdale business environment. Although Village sales tax receipts are up 3.2%, there continues to be a general frustration on the part Hinsdale Business owners with the lack of retail activity. Chairman Orler then summarized the measures the Village has initiated to help local business owners, including the new parking permit system, and the Shopper Only Washington Parking Lot. He also discussed the Power Shopper Passport Promotion, a new marketing campaign organized with Jacobs Auto Group and DirectAdvantage, as well as the holiday gift card promotion. He stressed the need for the Village to continue to work proactively with business owners. He also stated that local rental fees were an issue between the landlord and tenant, and the Village has little control over this issue. It is hoped that market forces will help the landowners in deciding the base rent fees. Lastly, Chairman Orler discussed growing frustration with Flag Creek.

Trustee Williams commented on the possibility of exit interviews, suggested by Tom Zimmerman, in order to determine why businesses leave Hinsdale. Also, parking enforcement should be relaxed somewhat. Trustee Schultz asked that consideration be given to the use of warnings for illegal parkers. He also complimented Ms. Carrie Haupert and the Parks & Recreation staff for a successful concert outside of the Memorial Building the previous Friday evening. Trustee Williams concurred on the concert and then commented on the possibility of issuing warning tickets as opposed to citations for out-of-town shoppers who are unfamiliar with Hinsdale

**Village of Hinsdale  
Administration and Community Affairs Committee  
Minutes of Meeting On  
October 1, 2007**

parking. Mr. Dave Cook stated that banners are being put up to help make the system more comprehensible.

**Approval of Minutes**

Trustee Orler stated that the minutes were being presented for approval and asked if there were any questions or comments. None being heard, Trustee Schultz motioned to approve the minutes from the September 4, 2007 meeting and Trustee Williams seconded. The motion was passed unanimously.

**Treasurer's Report**

Doug Cooper stated that the audit report will be received some time this month and will be discussed with the Finance Commission. The reserve balance for the General Fund is 18% according to the audit. The recommendation is 25%. The discrepancy is based partly on timing. Also, Mr. Cooper stated that Police Chief Bloom said that there were few complaints regarding the new parking system. Sales tax is currently at 31% of budget and is about \$50,000 below where it should be, but this will pick up during back-to-school and holiday purchases.

Trustee Smith asked what the ending reserve level was for the fiscal year ended 2006. Mr. Cooper replied that it was slightly above 21%. He noted revenues for fiscal year 2007 were not at the level anticipated, and that professional service expenditures continue to be a strain on the budget. Currently, the estimated month end reserves are around 20%, but this amount fluctuates based on the timing of certain revenue receipts—mainly property taxes. The estimated Corporate Fund Reserve at the end of fiscal year 2008 is 22% of anticipated expenditures.

**Parks and Recreation Report**

Ms. Carrie Hauptert spoke about the Bicycle Plan, which will be discussed on October 16 at the Village Board meeting. ThorGuard Lightning Protection System is now live; to date, the system has set of a warning. Also, the frist parade meeting went well.

**Communications Report/Channel 6 Update**

Mr. Cooper noted that MIS Coordinator Amy Hicks was in the back room working on the live production. A part-time employee, Erica Jones, was hired to conduct scheduling and programming on Channel 6. A PSA is being worked on to advertise the Chestnut St. parking lot. Upgrades are being made to E-Hinsdale as well.

**Village of Hinsdale  
Administration and Community Affairs Committee  
Minutes of Meeting On  
October 1, 2007**

**Presentation from the Finance Commission Regarding Financing of the Infrastructure Master Plan**

Kevin Kane discussed the Infrastructure Master Plan developed by the Finance Commission. The costs of the suggested improvements came to \$58 million over the next 17 years, or \$3.4 million annually. A non-home rule 1% sales tax increase in the Village would allow for \$1.4 million of the annual \$3.4 million. A survey was commissioned to see potential support for the referendum. The survey indicates that there is more support than there was last November, however support is still only at 45-50%. There are high levels of support for infrastructure improvements. Better communication needs to be made that emphasizes the tax would be mainly for out-of-town shoppers. Rod Wright from Unicom, which conducted the survey, suggested putting the referendum on the November 2008 ballot as opposed to February 2008, in order to have time to drum up more support. The Finance Commission has discussed this, and recommends the February 2008 election instead.

Trustee Smith asked if the referendum fails, does another year or two need to pass before putting it up again for a vote. Mr. Cook and Mr. Kane stated in unison that this is not the case. Chairman Orler inquired as to why Rod Wright suggested not putting the referendum on the February ballot, and Mr. Kane replied that his decision was based almost entirely on the limited available time to adequately educate the public on this measure. Trustee Smith referred to the results, which showed that 73% of residents believe Hinsdale currently has the resources to improve the infrastructure without the need of a 1% sales tax increase. Mr. Kane pointed out that 45%-50% of residents still supported the idea of a sales tax regardless of this. Chairman Orler wanted to clarify that tonight was not actually voting on approval of the measure, but rather on recommending the drafting of the ordinance. Mr. Cook stated that there are three additional board meetings remaining to adopt the ordinance.

Trustee Smith asked how the other \$2 million annually will be financed. Mr. Kane said that raising utility rates is one way, raising water taxes is another. Three existing notes of annual debt service are being paid until 2014. After that, \$960,000 will become available every year. Trustee Smith then asked what kind of incremental debt could be taken on if the Village was willing to be a AA credit instead of a AAA credit. Mr. Kane stated that he was unable to give a specific answer to this question. Trustee Smith then asked what percent increase on utility taxes would be needed, and Mr. Kane and Mr. Cooper said that each utility would be charged an extra 1% from the current 3.5% as Mr. Cook noted. Chairman Orler mentioned that much of the revenue from a utility tax increase would come from commercial, as opposed to just residential.

**Village of Hinsdale  
Administration and Community Affairs Committee  
Minutes of Meeting On  
October 1, 2007**

By Chairman Orler's request, the potential Electric Utility Referendum was discussed. Trustee Williams and Mr. Kane both stated that the survey reflects support among residents for such a ballot measure. Trustee Schultz stated his concern that an Electric Utility referendum had already just passed, and wanted to know why another one was required, when the ability to purchase won't be asked. Trustee Williams clarified that three referendums need to be passed. One already has and two more need to pass. Trustee Schultz wanted to know if the second Electric Utility referendum could wait to the next election, at the risk of the Sales Tax referendum and the Electric Utility referendum conflicting with each other. Mr. Kane mentioned that survey results show this would likely not be the case. Trustee Williams explained the need for the Electric Utility referendum being in February due to momentum and that it wouldn't conflict with the Sales Tax referendum. Mr. Cook emphasized that by passing the second Electric Utility referendum, negotiations could finally begin with ComEd. The negotiations cannot begin until the second measure is passed.

Trustee Smith inquired about the Finance Commission's recommendation on when the Sales Tax ballot measure should happen and Mr. Kane noted there were mixed feelings, but that it was ultimately agreed upon by the Commission that February 2008 would be the best time to do it. There were no other questions or comments from the Committee.

**Recommendation for Board Approval to direct Village Attorney to Draft Two Ordinances related to the Sales Tax Referendum and the Electrical Utility**

Based upon the discussion with the Finance Commission Chairman, Trustee Smith made a motion to recommend Board Approval allowing the Village attorney to begin drafting the language for the Sales Tax Referendum and the Referendum allowing the Village to Negotiate with ComEd for the acquisition of the Village's Utility System. Trustee Williams seconded. The motion passed unanimously.

**Community Development Strategist Report**

Mr. Tim Scott discussed the meeting which will be held at KLM between the EDC and Direct Advantage regarding the marketing of Hinsdale. Mr. Scott reviewed the progress of the Washington Street Parking Lot Plaza, as well as the Power Shopper Passport promotion. The November 7<sup>th</sup> Board Meeting might be the best date to have the drawing for the winner. Chairman Orler noted October 19-20 will be used to interview residents for the promo video. Recommendations are welcome.

**Village of Hinsdale  
Administration and Community Affairs Committee  
Minutes of Meeting On  
October 1, 2007**

**Recommendation of Approval of Recreational License Agreement between the Village of Hinsdale and the Hinsdale Platform Tennis Association**

Ms. Hauptert referred to the drafted agreement between the Village and the Hinsdale Platform Tennis Association. Trustee Smith asked how many license agreements like this one exist. There are two others: Hinsdale Swim Club and Hinsdale Tennis Association. Trustee Smith motioned to recommend Board approval for the agreement and Trustee Schultz seconded. The motion passed unanimously.

**Consideration of a Request from Cub Scout Pack #52 and Boy Scout Troop #52 to Utilize the Community Swimming Pool Parking Lot on Friday, November 16, 2007, to Distribute Wreaths**

Trustee Williams motioned to recommend Board approval and Trustee Smith seconded. The motion passed unanimously.

**Consideration of a Request from the Hinsdale Community Services to Perform a Photo Shoot at Burlington Park on October 4th**

Trustee Williams motioned to recommend Board approval and Trustee Smith seconded. The motion passed unanimously.

**Approval of a Request from the Hinsdale Community Services for a Waiver of KLM Lodge Rental Fee in the Amount of \$200**

Trustee Williams motioned to recommend Board approval and Trustee Smith seconded. The motion passed unanimously.

**Recommendation of Approval of Purchase of a Plaque to be Placed on the Veeck Park Concession Building Commemorating Jim Thome's 500<sup>th</sup> Home Run**

Trustee Schultz spoke with Keith Medick, Chairman of the Park and Recreation Commission, who recommended sending this item back to the Park & Recreation Commission for further consideration. Chairman Orlor agreed. It was recommended that the Board refer this back to the Park & Recreation Commission for their October 15<sup>th</sup> meeting.

**Award of Bid # 1418-Washington Street Parking Plaza Signage in the Amount of \$16,835 to Design Group Signage for the Washington Street Parking Lot Directional Sign and the Shopper Directory**

**Village of Hinsdale  
Administration and Community Affairs Committee  
Minutes of Meeting On  
October 1, 2007**

Mr. Scott discussed Bid # 1418. The bid was based on 25 way-finding signs, 20 Historical District signs, 1 parking lot sign and 1 shopping directory sign. Design Group Signage was the low bidder for all elements. However, the way finding and historical marker signs came in at a cost of over \$200,000. The bidder, Design Group Signage is willing to provide the Parking Lot Locator Sign and the Directory Sign for \$16,835, as bid, and would be willing to work with the Village to determine an appropriate amount of way finding and historical register signs based on the Village's available funds. Mr. Scott has determined that between now and the end of the Fiscal Year, the Village could spend \$85,000 on this signage while maintaining a balance in the Food and Beverage Tax Reserve of \$100,000. Mr. Scott will develop a strategy for the next ACA meeting for the remaining signage. Trustee Smith asked about what happens with other directional signs that are currently being utilized by the Village. Mr. Scott replied that most won't be replaced; the Village will continue to use these signs. He also emphasized that the prices being paid for the signs are comparable to what other towns have paid for comparable signage.

Trustee Williams motioned to recommend Board approval of Bid # 1418 in the partial bid amount of \$16,835 to Design Group Signage. Trustee Smith seconded. The motion passed unanimously.

**Recommendation of Approval of an Ordinance Amending Title 3 (Business and License Regulations), Chapter 3 (Liquor Control), Section 3-11 (Alcoholic Liquor in Public Places and Motor Vehicles), Subsection A (Consumption and Possession of Open Containers in Public Places Prohibited) of the Village Code of Hinsdale**

Mr. Cook explained that there are buildings in KLM Park, but the Lodge is the only place where liquor is allowed to be served by license (via catering). The Zook House, Hinsdale Center for the Arts, Historical Society and the Paddle Courts would all like to hold fundraisers. The stipulation is that a lease agreement must be approved by the Village Board to allow them to serve alcohol. Trustee Smith asked if there are any covenants in place. Mr. Cook said nothing in the deeds prohibits this, but agreed to double-check on this.

Trustee Smith voiced his disagreement, saying the Paddle Tennis courts are too close to a residential area, and the issue needs to be looked at very carefully. Chairman Orler agreed that if this creates a nuisance, it needs to be examined. Trustee Schultz stated that the liquor consumption would be inside the facility, and not outdoors. Trustee Smith wanted to know the difference between serving alcohol at Platform Tennis and serving it at the Swim Club or another location. The main

**Village of Hinsdale  
Administration and Community Affairs Committee  
Minutes of Meeting On  
October 1, 2007**

difference was that the Paddle Hut was an indoor facility which would accommodate the serving of alcohol. The Burns Filed Warming House was also discussed as it relates to this Ord., but dismissed as there was determined not to be demand for a lease agreement for this facility.

Trustee Schultz motioned to recommend Board approval of an Ordinance Amending Title 3 (Business and License Regulations), Chapter 3 (Liquor Control), Section 3-11 (Alcoholic Liquor in Public Places and Motor Vehicles), Subsection A (Consumption and Possession of Open Containers in Public Places Prohibited) of the Village Code of Hinsdale. Trustee Williams seconded and the motion passed 3-1, with Trustee Smith dissenting.

**Discussion of the Hinsdale Community Preschool**

Ms. Hauptert discussed a request from the Hinsdale Community Preschool regarding its possible relocation from the Hinsdale Community House to the facility located on the south-east corner of Robbins Park. This is the Robbins Park Concession Building owned and maintained by the Village of Hinsdale. The Preschool would like to enlarge the current facility to allow more space for preschoolers. Currently, the Preschool does not have enough leased space in the Community House, and there is no more room for expansion at that facility. The Parks & Recreation Commission felt there was not enough information to formally recommend a decision, but felt it was important to bring before the ACA committee.

Trustee Jean Follett said that the Community House cannot build out any further. She inquired as to how the preschool moving out would fit with the Community House master plan. Chairman Orlor stressed the importance of knowing what the preschool would like to do at the Robbins Park Concession Building. Chairman Orlor said that the committee would give the matter more consideration after learning more about their possible plans from the Hinsdale Preschool organization.

**Discussion of Village Hall Space Needs Due to Expanding Staff Needs**

Mr. Cook discussed the current conditions of staff space within Village Hall. Between staff expansion in the building department and administration, and a potential need for an in-house attorney, the Village has run out of space. Mr. Cook stated that it may be time for the Village to review its space requirements with existing tenants in the Memorial Building. Trustee Smith asked how much space Community Services occupies. Mr. Cook stated that at least three offices would fit in their space. He has discussed this with Community Services, and they had tentative plans to move, which did not end up happening. Trustee Smith asked how

**Village of Hinsdale  
Administration and Community Affairs Committee  
Minutes of Meeting On  
October 1, 2007**

long they have been in Village Hall, and Mr. Cook replied since the 1930s. They also take some of the boy scouts' space on certain days.

Trustee Williams commended Community Services, including the clothes and food pantry, and she strongly urged that a location be found for Community Services prior to moving them. Chairman Orler said this could work as the boy scouts may be looking to move as well. He asked the staff to be creative and come up with ideas for the Committee to review. Mr. Cook agreed.

**Adjournment**

Since there was no further business to come before the Committee, Trustee Smith moved to adjourn. Trustee Williams seconded, and the motion passed unanimously. The meeting of the ACA meeting was declared adjourned at 9:00 p.m.

Respectfully Submitted:

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Douglas E. Cooper  
Assistant Village Manager