

**Village of Hinsdale  
Administration and Community Affairs Committee  
Minutes of the Special Meeting On  
August 12, 2008**

Chairman Orlor called the meeting of the Administration and Community Affairs Committee to order in the Board Room of the Memorial Building on August 12, 2008 at 6:35 P.M.

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

**Members Absent:** None

**Staff Present:** Dave Cook, Village Manager; Doug Cooper, Director of Finance; Nick Troy, Department of Parks and Recreation; Tim Scott, Community Development Strategist

**Others Present:** Jean Follett, Village Trustee

**Approval of Minutes**

Chairman Orlor stated that the minutes from the July 7, 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 Williams seconded. The motion passed unanimously.

**Treasurer's Report**

Mr. Cooper presented the Treasurer's Report ending June 30, 2008. Base sales tax receipts for June and July came in slightly down from previous years, however with the local use tax, Hinsdale is currently at 1.9% above the previous year's receipts. Sales tax receipts are still on budget overall. Income tax is about 9% over previous years.

Building permit revenue is below budget on a straight line basis by 36%. Mr. Cooper said that he reduced the estimated amount of budgeted revenues by 10%, and will continue to do so monthly until budget expectations are met. Chairman Orlor asked where permit revenue is, compared to previous years. Mr. Cook said that is slightly ahead of last year, due to old rates being in effect for the first three months of last year. Mr. Cooper said that estimates on building permit revenues are being decreased to reflect what may occur if building permit revenues to continue to come in the same manner as they have the past two months. Chairman Orlor clarified that if trends continue, there will be a \$146,000 shortfall in budgeted building permit revenue, and this will be continually monitored, and that there is a contingency plan in the budget.

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Trustee Schultz asked when the permit payment is made and Mr. Cook verified that it is when the permit is issued as opposed to when it's applied for.

**Park and Recreation Activity Report**

Mr. Troy gave the Parks & Recreation Report. All day camps and swim lessons have ended. The pool will close Labor Day weekend. The End of Summer bash is coming up. Chairman Orler asked for a sense of pool revenues. Mr. Troy said that they are slightly down from estimates. Mr. Cook said if daily fees continue to come in, the pool should come close to breaking even with estimates. Mr. Troy said that recreational programming is down in many cases, but the pool has done fairly well by comparison.

Mr. Cook added that Gina Hassett will begin as the new Park & Recreation Director on August 20<sup>th</sup>. Also, Nick Troy has accepted a position with the Rolling Meadows Park District and will be leaving August 26<sup>th</sup>. Trustee Schultz asked about status on the End of Summer Bash. Mr. Troy said that Parks & Recreation is on pace with it.

**Communications/MIS Coordinator Report**

Chairman Orler said there is a series of videos waiting for approval and inquired as to why they have not appeared on Channel 6. Mr. Cook said that the situation would be taken care of. Chairman Orler suggested a PSA for the End of Summer Bash. Trustee Williams asked how many tickets have been sold so far. Mr. Troy said nothing less than 2,000. Chairman Orler asked if VIP staging was going to be done the same as last year, and Mr. Cook said that it would be.

**Community Development Strategist Report**

Mr. Scott opened by saying that the brochure developed by the EDC and Direct Advantage, which includes the Village DVD, was recognized by the International Economic Development Council as its First Place winner. Also, business licenses have exceeded the Village goal of \$50,000. An ad for the Village that will appear in the September/October *West Suburban Living* has been completed. Mini-versions of the media kit are being fine-tuned as well. A greater presence for economic development on the Village website should launch before the end of the year.

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In regards to window graphics, there has been some difficulty finding a quality yet affordable material, but Mr. Scott will have a figure within the next few days on one option. Chairman Orler suggested that nylon screens with the “Distinctly Hinsdale” logo could be re-used. The box for the promotional video is done, and copies with letters will be sent to participants. Trustee Schultz noted the popularity of Uniquely Thursdays and the Farmers’ Market. Chairman Orler inquired as to the unpaid retailers, in terms of business licenses. Mr. Scott said that he would forward Chairman Orler the list after the meeting. Mr. Scott also discussed the potential locations for the clock that will be donated by the Hinsdale Rotary. Mr. Cook added that a draft of the FAQ on the Sales’ Tax Referendum has been sent to the Trustees for comment.

**Consideration of Financing for the Library HVAC System**

Mr. Cooper referred to copies of the ordinance related to the HVAC loan for approval by the Village Board. Requests for Proposal were sent out to ten local banks, six of which replied. Chase Bank put a lock on a rate of 3.94%. Recommendation is to approve the loan with Chase Bank, resulting in a total interest cost of \$110,131 over a ten-year period.

Trustee Smith asked if this is a general obligation bond. Mr. Cooper clarified that it is general obligation debt certificate which is financed through an alternate revenue source. Trustee Smith asked if taxes will increase due to this debt, and Mr. Cooper replied that it would not. There is a debt ceiling of \$10 million that the Village is allowed to issue, but Mr. Cooper stated that there is no likelihood of reaching that ceiling. Trustee Williams motioned to approve, and Trustee Smith seconded. The motion passed unanimously.

**Discussion Regarding a Three Year Contract Regarding Electric Supply to Village Facilities from June 1, 2009 Through May 31, 2012**

Mr. Cooper said this is for informational purposes only. This will give the Village a 4% savings each year for the next three years. It represents about \$4,000 to \$5,000 savings a year.

**Approval of a Purchase Order in the Amount of \$15,000 to Premier Platform Tennis for the Resurfacing of Six Platform Tennis Courts**

Mr. Cook noted that this is \$5,000 under budget. Trustee Schultz motioned to approve, and Trustee Williams seconded. The motion passed unanimously.

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**Discussion of the Fall Festival and Approval of Chicago Ave. Street Closure**

Chairman Orlor mentioned that Mr. Cook is allowed to approve this, and has done so. Mr. Troy explained that the community has multiple Halloween events. Numerous groups will get together at Burlington Park for four hours, featuring multiple events and food. It will occur in mid-October. Chairman Orlor commented that this is a wonderful idea.

**Adjournment**

As there was no further business to come before the Committee, Trustee Williams moved to adjourn. Trustee Schultz seconded, and the motion passed unanimously. The meeting of the ACA meeting was declared adjourned at 7:11 p.m.

Respectfully Submitted:

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Douglas E. Cooper  
Director of Finance