

**Village of Hinsdale
Administration and Community Affairs Committee
Minutes of the Meeting On
September 2, 2008**

Chairman Orler called the meeting of the Administration and Community Affairs Committee to order in the Board Room of the Memorial Building on September 12, 2008 at 6:37 P.M.

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

Members Absent: None

Staff Present: Dave Cook, Village Manager; Doug Cooper, Director of Finance; Gina Hassett, Director of Parks and Recreation; Tim Scott, Community Development Strategist

Others Present: None

Approval of Minutes

Chairman Orler stated that the minutes from the August 12, 2008 ACA meeting were being presented for approval and asked the Committee if there were any questions or comments. Hearing none from the other Committee Members, Trustee Schultz moved to approve the minutes from August 12, 2008. Trustee Williams seconded. The motion passed unanimously.

Treasurer's Report

Mr. Cooper presented the Treasurer's Report ending July 31, 2008. Base sales tax receipts for July and August are slightly down from previous years, however with the local use tax, Hinsdale is currently at 1.1% above the previous year's receipts. Sales tax receipts were still on budget overall and roughly the same as the previous year. Income tax through August 2008 is about 8.6% higher over the previous year. He noted the Village budgeted both of these items to be relatively flat so we are currently above budget. He also stated property taxes were on budget for the year.

Mr. Cooper reported information on utility taxes and noted that the Village was above budget on these as well. He stated this was due to the higher cost of certain utilities such as gas. He also looked at revenue from parking tickets as well as other fines and noted they have been falling each month. He reported certain revenue enhancements currently being considered by the Police Department to try and offset this loss of revenue such as enacting an impound fee for vehicles confiscated by the Department during certain enforcement procedures. These fees

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would be used to offset overtime and other administrative costs incurred in the follow-up of these charges.

Building permit revenue is currently below budget on a straight-line basis by 36%. Mr. Cooper stated that he reduced the estimated amount of budgeted revenues by another 10% to a total reduction of \$292,000—or a 20% reduction over the original budget. Mr. Cooper noted that certain developments, mainly the Hinsdale Club and The Hamptons of Hinsdale, are planned to be constructed in the coming months so hopefully that will off set the loss of permit revenues. Operating expenditures have been maintained and watched very closely. He stated staff has been working very hard to maintain these expenditures and are looking for ways to increase revenue. Legal fees are much lower than the previous year and are expected to continue as such assuming no unexpected litigation arises.

Mr. Cook gave an update on the first salt bids that have come in for this upcoming winter. He stated they are almost triple than in the previous year. Staff is reviewing the possibility of delaying or reducing expenditures in other areas of the Public Services budget, and will have this discussion at the next EPS Committee Meeting.

Trustee Smith questioned why capital spending was up almost 20% this year. Mr. Cooper stated a majority of this money was due to the Fire Truck payments. Trustee Orler questioned if the increase of utility taxes has been appropriately allocated to the infrastructure fund. Mr. Cooper stated that the allocation of taxes has been properly accounted for—the additional 1.50% has been recorded as revenue within the Infrastructure Fund.

Trustee Orler commented on the first ticket warning program for parkers; the first ticket issued will not be a fine, but a warning ticket. He stated this loss of revenue will only be temporary as violators use their one time waiver up and than receive another ticket which carries the fine. Mr. Cook stated revenues have increased each month since the program started. Trustee Williams requested an overview of the impounding program and related fees. Mr. Cook stated that the Village is required to impound vehicles under state law if the violation requires it. The new fee the Village has implemented is a normal procedure in many surrounding communities which have charged fees for many years. He noted in most cases cars are impounded for suspended licenses and drunk driving cases.

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Park and Recreation Activity Report

Ms. Hasset gave a financial summary of both the 4th of July Parade and the 80th year Anniversary of the Memorial Building. She noted that these events were within budget. She discussed ways to increase revenue such as sponsorship opportunities for these events and other events in the future. She also gave an update on the construction of the Brook Park building.

Ms. Hasset gave a financial update of the “End of Summer Bash” that will be taking place at Burlington Park. She stated the concert was slightly over budget but staff was making efforts to cut down any additional costs.

Ms. Hasset was looking to revamp her monthly report for future meetings and one of her ongoing plans was to look for ways to increase participation and revenue in the Recreation programs. She gave the financial report for KLM Park and noted revenue was up for the month of August but still down from the total revenue in the previous year. She stated she has been meeting with local vendors and potential sponsors for the upcoming fall events. Trustee Schultz asked if the Brook Park building would be ready for water/sewer service soon. Ms. Hasset stated that this should be completed within a few days. Chairman Orler asked if Ms. Hasset had a chance to meet with other Hinsdale area groups including the HCA and Community House. Ms. Hasset said that she had been making the rounds, and the Fall Event was a great starting point.

Communications/MIS Coordinator Report

Mr. Cooper asked if there were any questions regarding the report, or if there were any other questions. There were none.

Community Development Strategist Report

Mr. Scott stated he is focusing a lot of time on the website that will showcase the retail market in Hinsdale. He gave a detailed summary of the steps that are being taken and noted he has contacted several retailers in Downtown Hinsdale who are excited about the project. He discussed certain strategies of how to market the site using an example of inserting brochures into the upcoming water bill mailing which would be an efficient and cost effective way to start building buzz about the site.

Mr. Scott gave an update on marketing materials that should be ready to be distributed to the Hinsdale Oasis and other high foot traffic areas and events. He

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stated they would cost much less than the recent media kit but will still contain a large amount of information about Hinsdale. Mr. Scott stated he would be attending a few retail conventions in the coming months, which would provide some opportunities to raise awareness to possible retailers to expand into Hinsdale.

Mr. Scott gave an update on the Strategic Plan and the CBD Northtown Parking Task Force. He stated he has applied for a few matching grants and has received a few phone calls. He stated these grants would help fund awareness and future planning projects.

Mr. Scott stated an informational Village Views newsletter regarding the non-home rule sales tax would be going out shortly. The newsletter offers a question and answer format to address common questions residents may have about the referendum. He stated post card type mailers with similar questions would be mailed in the coming months addressing issues residents may have with this referendum.

Trustee Smith questioned how much money would be involved in the planning grant Mr. Scott was looking to acquire for the CBD Northtown Task Force. Mr. Scott stated typically grants are given in \$100,000 increments with a match required from the Village of usually 10% to 20%. He noted that this percentage was flexible and a clear number was not yet released.

Trustee Smith noted the Beautification Task Force had concerns about the location of the new clock. Mr. Scott gave a description of the proposed layout of the clock and cleared up a misunderstanding between the Task Force and himself about tree cover issues and where the commemorative bricks would be placed. Discussion ensued between the Committee over the process of approving the design and site plan of the clock and when it was approved. Mr. Cook stated that he would investigate this and then inform the Committee.

Approval of a resolution authorizing the Contract Execution of the 2008 Road Program

Mr. Cook stated the Village had received two bids for the 2008 road program. He stated the low bid was from Martram Construction for a cost of \$2,590,939.91. He also discussed the previous award of the Eighth Street underground utility work in the amount of \$344,000 for sewer work on Eighth St. and noted the total projected cost of the street projects would be over budget by \$313,700. He stated the street portion was over budget by \$26,000 with the larger portion of the overage related to the water and sewer portion of the project. He stated the Village has a \$490,000

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sewer and water reserve for unallocated projects, which will keep the project within the Village's budget and still maintain a \$100,000 in the sewer and water reserve account for future projects.

Mr. Cook stated that staff's recommendation was for approval of a bid award to Martram Construction in the amount of \$2,590,939.91 with the work taking place from September 15 and a completion by November 22. Trustee Shultz moved to approve staff's recommendation. Trustee Williams seconded.

Trustee Smith questioned if Mr. Cook was confident this bid was in the best interest of the Village and the project would not run over budget. Mr. Cook stated this is a full reconstruction and there shouldn't be any surprises or possible cost over runs. He stated there is always a chance to go over budget with potential soil problems that could require more excavation than planned. He listed the parties who have reviewed this plan including the Village engineering consultants and professionals from IDOT as well as our own Village engineers. Trustee Smith questioned in the event of a cost overrun where would the additional funds come from. Mr. Cook stated the \$100,000 reserve fund for sewer and water could be used to fund any additional costs to this project or funding from future projects could be taken to cover the costs of this project.

Trustee Williams questioned what duties the engineers will have overseeing this project. Mr. Cook stated the engineers recently hired by the Village have also reviewed this plan, and will oversee this project, but he would have to check the contract to confirm what the duties will be for future projects. Trustee Williams commended Mr. Cook and his staff for the work they have put in on in the past few months working on this project. Without any further discussion Trustee Orler stated a motion was on the table. The motion passed unanimously.

Approval of a resolution authorizing the Contract Execution of the 2008 Road Program by the Village Manager

Mr. Cook stated this resolution would improve efficiency with the process of signing contracts and to make sure that work could begin on the approved start dates so a delay would be less likely to happen. Trustee Schultz requested a motion for an approval. Trustee Williams seconded. The resolution was passed unanimously.

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Approval of a resolution authorizing certain special time for work related to the 2008 Road Program

Mr. Cook listed the requests made by Village Staff and stated the early start time will be needed in order to comply with deadlines and the excavation process. Trustee Shultz motioned for approval. Trustee Williams seconded.

Trustee Smith noted some concerns with the early start time and the lack of available daylight in the later months of this contract. Mr. Cook stated that the early start time could be limited to the first two months of the contract as the removal of street spoils is what is causing the necessity of the early start time. Trustee Smith stated that there may be some unhappy residents with this early start time.

Hearing no further discussion, Chairman Orler called for a vote. The motion passed with Trustees Williams and Schultz voting aye, and Trustee Smith voting nay.

Approval of a resolution approving certain Contract Change Order in the amount of \$22,610 to BSL Group, LTD for the Brook Park Renovation Project Phase II

Mr. Cook gave a detailed background on the history of this project. He stated even with this additional cost, the project would still be under the budgeted amount, and the Water and Sewer fund would still have a balance of around \$100,000 in reserve amounts as mentioned previously. Trustee Williams questioned what items were originally planned for the funds from the water and sewer contingency discussed at tonight's meeting. Mr. Cook stated the reserve was planned for general drainage issues and there was a not a set plan of where the money would be allocated. Trustee Williams moved to approve the resolution. Trustee Schultz seconded. The motion passed unanimously.

Approval of a request from the Hinsdale Humane Society-Street Closure for the 2nd Annual "Ladies Night Out" event

Trustee Orler gave a brief description of the request and noted the request also included the closure of Washington Street from Hinsdale Ave. to First Street. Trustee Shultz motioned for approval. Trustee Williams seconded. The motion passed unanimously.

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Adjournment

As there was no further business to come before the Committee, Trustee Smith motioned to adjourn. Trustee Shultz seconded. The motion passed unanimously and the meeting was adjourned at 7:23 P.M.

Respectfully Submitted:

Douglas E. Cooper
Director of Finance