

**Village of Hinsdale
Administration and Community Affairs Committee
Minutes of the Meeting On
October 6, 2008**

Chairman Orler called the meeting of the Administration and Community Affairs Committee to order in the Board Room of the Memorial Building on October 6, 2008 at 7:33 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; Amy Pisciotto, MIS Administrator and Communication Coordinator

Others Present: Finance Commission Members Kevin Kane and Adam Waldo, EDC Commissioner Brad Summers, and Roger Herring of the Hinsdale Rotary.

Approval of Minutes

Chairman Orler stated the minutes from the September 2, 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 Smith moved to approve the minutes from September 2, 2008. Trustee Williams seconded. The motion passed unanimously.

Monthly Reports

Treasurer's Report

Mr. Cooper presented the Treasurer's Report ending August 31, 2008. Sales tax receipts were down 0.4% from the previous August and down 0.7% for the year. Income tax receipts through September 2008 are 7.4% higher over the previous year's receipts. Food and beverage tax revenue are still estimated to be \$256,000 while the Village budgeted for \$264,000 but Mr. Cooper noted this number will be revised as gains are being seen each month. Utility taxes have continued to be on line while permit revenues have continued to be lower than budget. Mr. Cooper stated the month of September was the best month for permit revenue for the current fiscal year. Mr. Cook stated mortgage rates have dropped in the last month, which may have sparked the construction of new homes. Mr. Cooper stated

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permit revenues through August 2008 are down roughly 35% from budget. Discussion took place over the permit fee budget and the effect the Hinsdale Club and Hamptons developments would have on the permit fee revenue budget. Mr. Cook stated staff has been working on a worst-case scenario option in addition to the normal forecast to try and predict the most accurate estimates for the permit budget. Kevin Kane stated the current estimated budget reflects the use of the \$430,000 contingency that was built into the budget. The additional capital budgeted expenditures of \$297,000 may need to remain deferred for the remainder of the fiscal year based on the current revenue projections in order to maintain the budget projections. Chairman Orlor stated that this is one of the issues the ACA Committee will be discussing once the October figures have been finalized. Mr. Cook stated staff would be continually looking very carefully at expenditures in each department in an effort to cut costs. He noted with a changing economy and lack of revenue this process is very important and must be monitored constantly.

Kevin Kane then discussed Village options regarding investment of excess funds. He gave a brief overview of how the Village could invest excess funds. He stated by law the Village is limited to where they could allocate funds and with the market the way it is, he suggested a conservative strategy. He noted outsourcing this process to an investment manager as the Committee discussed would not be in the best interest of the Village and would produce minimal if zero gains because of the limited opportunities the Village has by law. Adam Waldo stated that during this current environment the Village needs to manage risk and liquidity by which bank funds are being invested in even though the funds are insured by the FDIC. He also requested a model looking at the next several years needs to be constructed to ensure liquidity and the risk/response is maintained by the Village.

Kevin Kane then discussed how much the infrastructure master plan has changed over the past year from the original presentation back in August 2007. He stated there was a misunderstanding of how much of the roads and sewers would actually be constructed over the next 20 years and gave a detailed overview of percentages that will actually be fixed. He used a diagram of a road condition curve as an example and stressed failed roads are 8 to 10 times more expensive to reconstruct than if these roads were maintained when they were in a fair condition. This trend will continue if the Village focuses on failed roads and has zero funds to maintain the roads that will start to deteriorate in the coming years. The Committee discussed the options of using Motor Fuel Taxes and where the Village is located on the curve discussed earlier. Kevin Kane noted with the new plan, the Village will stay roughly in the same place over time and continue to suffer from a deteriorating infrastructure. He stressed any remaining dollars should be allocated towards the repairing and maintaining of roads that are not in the current project.

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Kevin Kane then discussed the issue of street cuts and how they are repaired by contractors. Currently the Village is investigating a new “fill” material which will help alleviate the settling issues. There was also discussion over the hiring of a contractor to fill the rest of the street cuts with this new material.

Recommendation of a Resolution Accepting a Gift from the Hinsdale Rotary.

Trustee Orler asked that item number six on the agenda be discussed at this time. Tim Scott gave a detailed presentation of the specifications of the clock and described the site plan and items that will accompany the clock. Trustee Orler questioned where the brick pavers would be located. Mr. Scott stated the inscribed pavers would surround the clock and ultimately fund the project. Trustee Orler thanked the Rotary Club and questioned if members of the Club had any additional input. Roger Herring of the Rotary offered his opinion and stated he would like to see the inscribed bricks walked on as little as possible in an effort to preserve them.

Dr. Joseph Ryne of the Hinsdale Beatification Task Force addressed the Committee. He thanked the Rotary for the gift, and stated that the task force requested only a few minor modifications including a metal base at the bottom of the clock. Discussion took place between the Rotary Club, Dr. Ryne and the ACA Committee over the design of the clock and surrounding landscaping. Chairman Orler suggested that the Beautification Task Force remain involved with the installation of this clock. Trustee Shultz motioned to approve a recommendation of a resolution accepting a gift from the Hinsdale Rotary. Trustee Williams seconded. The motion passed unanimously.

Monthly Reports (Cont.)

Parks and Recreation Activity Report

Gina Hassett stated the Brook Park Project was complete including surrounding landscaping. She discussed how the Parks and Recreation Commission has been in contact with Lyons Township about the Bond Money being offered to all municipalities and park districts located within the Township. Ms. Hassett stated that the Park and Recreation Commission was looking at various potential projects to be funded with these funds, including KLM Projects. Ms. Hassett stated the requirements of the grant program and noted that grant funding is on a case by case basis which the Township will decide what organizations qualify based on the reports submitted. Ms. Hassett is planning to make a presentation directly to the Township regarding the Village’s needs, as opposed to working with a consultant.

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Monthly Reports (Cont.)

Parks and Recreation Activity Report(Cont.)

Ms. Hassett gave a brief overview of the upcoming Parks and Recreation events. She stated the Fall Festival is October 18 and will be held in Burlington Park.

Ms. Hasset stated paddle tennis courts memberships are beginning to be received and leagues would be starting in the coming weeks. She noted Ryan Miller, Parks and Recreation Program Coordinator, would be submitting a detailed aquatic report from this summer in the coming weeks as well.

Ms. Hassett gave an update on the Polar Express and stated that the program has been reduced from previous years. Metra was able to grant a seating on one round trip for only 135 spots. As a result, there would be only one Express Trip this year. She stated the lottery would take place later this week.

Ms. Hassett gave a detailed report from the End of the Summer Bash. VIP tickets were sold out and presale tickets were very strong. The vendors however faired poorly mainly due to the weather conditions. She noted the budget for this project was \$36,000 and the actual expenditures amount to \$44,000. She questioned if this is an event that will be a part of the 2009 event list due to budgeting concerns. Trustee Orler questioned what timing is needed in order to secure entertainment. Ms. Hassett responded stating it depends on the entertainment but a decision should probably be made in February or March of 2009.

Ms. Hassett updated the ACA Committee on rental revenues for KLM Park for the month of August. The Parks and Recreation department is continually looking for opportunities to rent out KLM's facility. Mr. Cook gave a brief update on the Cook County negotiations with Duncan Field. He stated it is a long process and will keep the ACA Committee updated on the status of this project.

Communications/MIS Coordinator Report

Ms. Pisciotto stated traffic on the website remains steady and that subscriptions for E Hinsdale have also been increasing. She also reported the quality issue with Comcast and Channel 6 has been fixed. With the aid of the Village Manager, Comcast staff made an on-site visit to the Village to determine what the actual problem was. Trustee Orler confirmed he has had several discussions with residents who have commented on the increased quality of Channel Six since the repairs were made.

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Monthly Reports (Cont.)

Community Development Strategist Report

Mr. Scott gave a brief overview of the progress of the website construction. He stated he is still contacting Hinsdale retail stores in an effort to get as much information for the website as possible before the expected launch date. He briefed the ACA Committee about the upcoming holiday promotions that will be developed in the coming weeks. He updated the ACA on prospective retailer development within Hinsdale and what Village Staff is doing to help new retailers set up shop in Hinsdale, including meeting with the Community Development Department to determine permit fees, costs, and meetings that may be needed for requests such as a sign approval or building alterations.

Mr. Scott stated the Hinsdale Way Finding Signs would be placed in designated areas in the next few weeks. He also discussed the educational pieces related to the sales tax referendum and the IMP, which will educate residents on storm water, drainage, streets, and other infrastructure improvements. He also confirmed the Village Attorney is reviewing these pieces to ensure compliance with state law.

Mr. Scott briefed the ACA Committee on an RTA Community Grants Program. The Grant Program would focus on planning for the continued efforts of a downtown master plan.

Approval of a Request from the Hinsdale Garden Club Regarding Waiver of Fees at KLM for its Christmas Workshop

Trustee Orler introduced the request. Trustee Williams requested a motion to approve a request from the Hinsdale Garden Club regarding waiver of fees at KLM for its Christmas Workshop. Trustee Shultz seconded. The motion passed unanimously. Trustee Shultz questioned if Mr. Cook could approve this process in an effort to save staff time and to speed up the process for future applicants. Mr. Cook stated a text amendment would need to be approved in order to change this procedure. Trustee Orler requested staff to review the issue and bring something back to the Board.

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Request from the Hinsdale Platform Tennis Association regarding Waiver of Court Fees for its annual “Fall Tune Up” event.

Trustee Orler introduced the request. Ms. Hassett stated a majority of the users for this event would not have to pay a fee because they are already annual dues paying Hinsdale Platform Tennis Association Members. Trustee Williams requested a motion to approve a request from the Hinsdale Platform Tennis Association regarding waiver of Court Fees for its annual “Fall Tune Up” event. Trustee Shultz seconded. The motion passed unanimously.

Consideration and Recommendation of 2008 General Obligation Alternate Revenue Source Bonds (Water and Sewer Revenues)

Trustee Orler stated the next five items on the agenda were not recommending the final approval of a bond issue, but were the formalities of what the Village needed to do in order to begin the process of the issuance of a bond.

Mr. Cooper stated that in December of 2007 the Village increased Village water rates by a 10% rate in order to finance the issuance of alternate revenue bonds which would be issued to finance the construction of a wet weather treatment facility plant.

Approval of a Purchase Order in the amount of \$15,800 to Chapman and Cutler to provide Bond Counsel Services related to the issuance of \$3.5 Million Alternate Revenue Bonds to finance the Construction of a Wet Weather Treatment Facility Plant.

Mr. Cooper stated the approval of this purchase order was before the ACA Committee as it was above the Village Manager’s authority. Trustee Williams motioned to approve the Purchase Order in the amount of \$15,800 to Chapman and Cutler to provide Bond Counsel Services related to the issuance of \$3.5 Million Alternate Revenue Bonds to finance the Construction of a Wet Weather Treatment Facility Plant. Trustee Shultz seconded. The motion passed with a vote of 3-1, with trustee Smith voting Nay.

Approval of a resolution expressing official intent regarding certain capital expenditures to be reimbursed from proceeds of an obligation to be issued by the Village of Hinsdale.

Mr. Cooper briefed the ACA Committee on the details of this request. Trustee Shultz requested a motion of the approval of a resolution expressing official intent

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regarding certain capital expenditures to be reimbursed from proceeds of an obligation to be issued by the Village of Hinsdale. Trustee Williams seconded. The motion passed with a vote of 3-1, with Trustee Smith voting Nay.

Mr. Cooper then discussed the final three items regarding the Issuance of Bonds used to finance the construction of a Wet Weather Treatment Facility Plant. The three items are as follows:

Ordinance Authorizing the Issuance of Waterworks and Sewerage Revenue Bonds of the Village of Hinsdale, DuPage and Cook Counties, Illinois, in the aggregate principal amount of \$3,500,000 for the purpose of improving the existing waterworks and sewerage system of said Village.

Ordinance Authorizing the Issuance of General Obligation Bonds (Waterworks and Sewerage System Alternate Revenue Source) of the Village of Hinsdale, DuPage and Cook Counties, Illinois, in the aggregate principal amount of \$3,500,000 for the purpose of improving the existing waterworks and sewerage system of said Village.

Resolution calling a the Public Hearing concerning the intent of the President and the Board of Trustees of the Village of Hinsdale, DuPage and Cook Counties, Illinois, to sell \$3,500,000 General Obligation Bonds (Waterworks and Sewerage System Alternate Revenue Source).

Mr. Cooper gave a brief explanation of the details on each of these topics and how they were related. By State Statute, the Village could authorize the issuance of a Waterworks and Sewerage Alternate Revenue Bond only if the Village has the authority to issue a Waterworks and Sewerage Revenue Bond. Therefore, there are two Ordinances before the Committee tonight. The first ordinance provides the authority to issue Revenue Bonds; however, the Village's intention is to only issue Alternate Revenue Bonds for a maximum amount of \$3.5 million. Mr. Cooper then discussed the legalities involved with the issuance of these bonds, including the public hearing process. Mr. Cooper also explained the process for residents to sign a petition which would require a referendum for the issuance of these bonds. Trustee Smith questioned the petition process for the alternate revenue bonds and how this could affect the process. Mr. Cooper stated 839 signatures are required to send the Alternate Revenue Bonds to referendum. Trustee Schultz motioned to approve the Ordinance Authorizing the Issuance of Waterworks and Sewerage Revenue Bonds of the Village of Hinsdale, DuPage and Cook Counties, Illinois, in the aggregate principal amount of \$3,500,000 for the purpose of improving the existing waterworks and sewerage system of said Village, the Ordinance

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Authorizing the Issuance of General Obligation Bonds (Waterworks and Sewerage System Alternate Revenue Source) of the Village of Hinsdale, DuPage and Cook Counties, Illinois, in the aggregate principal amount of \$3,500,000 for the purpose of improving the existing waterworks and sewerage system of said Village, and a Resolution calling a the Public Hearing concerning the intent of the President and the Board of Trustees of the Village of Hinsdale, DuPage and Cook Counties, Illinois, to sell \$3,500,000 General Obligation Bonds (Waterworks and Sewerage System Alternate Revenue Source). Trustee Williams seconded. The motion passed with a 3-1 vote with Trustee Smith voting Nay.

Adjournment

As there was no further business to come before the Committee, Trustee Williams motioned to adjourn. Trustee Smith seconded. The motion passed unanimously and the meeting was adjourned at 8:50 P.M.

Respectfully Submitted:

Douglas E. Cooper
Director of Finance