

**Village of Hinsdale  
Administration and Community Affairs Committee  
Minutes of Meeting On  
January 7, 2008**

Chairman Orler called the meeting of the Administration and Community Affairs Committee to order in the Board Room of the Memorial Building on January 7, 2008 at 7:30 P.M.

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

**Members Absent:** None

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

**Others Present:** Bridget Quast, Park and Recreation Commissioner

**Approval of Minutes**

Chairman Orler stated that the minutes were being presented for approval and asked if there were any questions or comments. As there were no comments, Trustee Schultz motioned to approve the minutes and Trustee Williams seconded. The motion was passed unanimously.

**Treasurer's Report**

Doug Cooper reviewed the sales tax receipts for the months of November and December; the Village received \$194,437 and \$211,464 respectively, while the previous year's amounts were \$202,294 and \$197,114. For the first eight months of the Fiscal Year, through December, sales tax receipts have totaled \$1,750,988 compared to the previous year's total of \$1,711,450, an increase of 2.3%. Income taxes have brought in \$1,059,648 to date, versus \$983,811 last year, an increase of 7.7%. Food and Beverage taxes are in-line with estimates, with an anticipated annual total of \$260,000.

Regarding the Corporate Fund budget summary, staff has been working with the department in preparing the 2009 budget, and has revised the estimated year to date figures for FY 2008. There is currently a budget variance of \$1.6 million, with the year end expected to be break even, or a surplus of \$50,000. The reserve balance is estimated to be approximately 17% at the end of FY 2008.

**Village of Hinsdale  
Administration and Community Affairs Committee  
Minutes of Meeting On  
January 7, 2008**

**Parks and Recreation Report**

Ms. Hauptert began by discussing the End of Summer Concert. Chairman Orler stated that Harris Bank will be donating \$10,000 towards the cost of the concert. Ms. Hauptert stated that the staff will be meeting with the new athletic director of the HCHS to discuss field usage, and that there is a walk through of the new Brook Park facility scheduled for January 9. She then discussed the upcoming Parks IAPD/IPRA Conference and that Commissioner Curran has been appointed to the IAPD Programming Committee. Ms. Hauptert has completed her first round of Adult Cooperative Programming and is awaiting initial review of the plan. The Sports Summit is Wednesday, Jan. 30<sup>th</sup>. Chairman Orler asked about field usage and the ability to accommodate the requests. Ms. Hauptert stated that the Village works with the individual groups to accommodate every request without harming the fields. She does not expect any issues this year. There was discussion regarding the comparison of pricing with the Oak Brook field fees. Trustee Williams asked about KLM usage and how the Village could increase rentals. Ms. Hauptert then discussed the KLM business plan that is being developed. She stated that there is more promotional spending in the 2009 budget to market the facility as well. There was then a general discussion of the financial statements presented in the monthly report and how the department is performing financially better in the current year than the previous year.

**Communications Report/Channel 6 Update**

Trustee Schultz commented that the E-Hinsdale letter is much more visually attractive. There was discussion regarding measures that could be taken to increase subscriptions to the service. Several suggestions were made that staff will work with. Ms. Hicks then reviewed the changes to Channel 6 programming which are being contemplated.

Trustee Smith then inquired about the Village's Editorial Review Board, as well as scheduling questions. He suggested that the re-airing of the Village meetings should be scheduled at a time more convenient to Hinsdale residents who work during the day and cannot watch the re-airings of the Board Meetings as they are currently scheduled. There was discussion on the "Village Vibe" and what this programming was about. Trustee Williams stated that the time lag was a problem as far as getting the programming up on Channel 6 for the Board Meetings as well as any other high interest meetings. Chairman Orler stated that Channel 6 is still a work in progress and that adjustments can be made as the Village continues to monitor the Channel 6 schedule. He stated that the Village was working towards a scenario where the Village would air a Committee or Commission meeting live and

**Village of Hinsdale  
Administration and Community Affairs Committee  
Minutes of Meeting On  
January 7, 2008**

then program it for one rebroadcast. The Village Board Meetings would be broadcast multiple times. Trustee Smith said that the re-airing of the Board Meetings should be rescheduled to a more favorable time. Chairman Orler stated that currently we are attempting to set up a schedule for all the taped meetings.

Trustee Schultz then talked about the conversion process and the amount of time it takes to get the meeting on Channel 6 from the time it is aired live. Staff will look at possible resolutions to the timing problems between the actual meeting and the airing of the recorded meeting in order to provide a timelier schedule. Chairman Orler stated that the overall attempt was to get some structure to the programming of Channel 6.

The discussion then turned towards the Village Vibe, and what the content would be and how the material would be presented. Trustee Smith felt that the Village needed to recognize the responsibility involved in this particular segment, especially as far as content goes in order to keep this programming from getting stale, and that the Editorial Board needed to be very careful in this area of programming. Chairman Orler stated that the intention of the Village Vibe was not to editorialize, but to provide specific information on topics that are currently facing the Village of Hinsdale. Trustee Schultz stated that he felt that the Village Vibe was going to be a factual type of programming.

**Community Development Strategist Report**

Tim Scott stated that the Washington Street Parking Lot is complete, except for the graphical inserts for the shopper directory. Trustee Smith thought that the Shopper Parking Lot turned out incredibly well and the photo presented at tonight's meeting of the parking lot and signage should be somehow be integrated into the Village Web-site as promotional piece. Mr. Scott then discussed the way finding signage and the discussions he has had with the vendor. He hopes to have a report discussing the holiday promotional program and its effect on the Village Business District and merchant responses. Trustee Williams asked if the Electrical Task Force Town Hall Meeting will be aired. Ms. Hicks stated that the meeting will be aired lived and taped for airing at a later date.

**Village of Hinsdale  
Administration and Community Affairs Committee  
Minutes of Meeting On  
January 7, 2008**

**Approval of a Purchase Order in the amount of \$18,500 for the footing and concrete pad for the Municipal Building Air Conditioning Equipment**

Chairman Orlor asked if this was part of the Library Project. Staff responded that it was not; the Beautification Task Force wanted a visually pleasing enclosure for the Memorial Building's air conditioning unit and generator. Because the Village was replacing the condenser this year, the footings and fencing were included as part of the budget. Trustee Williams moved for recommendation of approval and Trustee Schultz seconded. The motion passed unanimously.

**Approval of a Contract with MPI Talent Agency in the amount of \$25,000 for the 2008 End of Summer Bash**

Trustee Williams asked if there was a clause regarding rescheduling if the weather conditions necessitated a reschedule. Manager Cook stated that an insurance policy was going to be purchased which would cover the cancellation of an event. Trustee Williams moved for recommendation of approval and Trustee Smith seconded. The motion passed unanimously.

**Approval of an Ordinance Amending Title 5 (Police Regulations), Chapter 2, (Civil Emergency), Section 7 (Emergency Interim Succession) of the Village Code of Hinsdale**

Manager Cook stated that because the December ZPS Committee had been cancelled, this item and the next item on the agenda were being brought to the ACA Committee for approval. Trustee Smith stated that the revised Ordinance reflects what had been discussed at the ZPS meeting relevant to the changes so he moved for recommendation of the approval. Trustee Williams seconded and the motion passed unanimously.

**Approval of an Ordinance Declaring Vehicles and Miscellaneous Equipment as Surplus and that they be sold at a Public Auction on E-Bay or Disposed of because they have no value.**

Trustee Williams moved for recommending approval of this Ordinance and Trustee Smith seconded and the motion passed unanimously.

**Village of Hinsdale  
Administration and Community Affairs Committee  
Minutes of Meeting On  
January 7, 2008**

**Update on the development of an Ordinance relating to Available Retail Space**

Chairman Orler introduced the topic as a way to standardize the vacant storefront windows resulting from vacancies within the Business District. He asked that Mr. Scott provide an update. Mr. Scott stated that he was working with Direct Advantage to determine what the cost would be for the window coverings. He also said that he is working with the Village Attorney to develop an Ordinance to address the topic. The Committee felt that the owner of the building should be the person responsible for the payment of the screening. It was felt that the Village would create the standard and that the owner would provide the screening themselves. Staff was directed to get a sense of the cost, and to have the attorney draft an ordinance.

**Discussion regarding a privacy policy regarding distribution of Village residential information**

Chairman Orler asked if the Village currently had a privacy policy. Staff responded that we have a written policy regarding the distribution of residential mailing lists; basically any information released is to a not-for-profit only. Trustee Orler was concerned that if we try to promote e-Hinsdale and develop an electronic data base of email addresses, then this information could fall under the Freedom of Information Act. Staff stated that it would contact the Village attorney to verify this. Trustee Shultz wanted to clarify—are we looking at a standard policy to put in place. Chairman Orler stated that this was the idea. Staff was asked to come back with some suggestions for the next meeting.

**Discussion of the Village of Hinsdale 2007 Five Year Financial Plan**

Mr. Cooper stated that there was concern about the Corporate Fund reserve level and the overall financial situation for the Village of Hinsdale. He stated that the plan included the revenue assumption of increases in both the water rates and the Utility Tax Rate. He also stated that the Sales tax increase was also included within the plan, even though the referendum has not yet been approved. Trustee Smith asked about the Corporate Fund projections and how the increase in the sales tax would affect the Corporate Fund. Mr. Cooper stated the increased sales taxes will not be allocated the Corporate Fund. The funds from this tax will be directly funding the Infrastructure Fund. The only effect on the Corporate Fund is that there will be an elimination of infrastructure type expenditures out of the Corporate Fund including the Sidewalk programs, any downtown infrastructure

**Village of Hinsdale  
Administration and Community Affairs Committee  
Minutes of Meeting On  
January 7, 2008**

improvements, and other types of amenities for the Downtown. Trustee Smith asked where the current street program costs were being funded. Mr. Cooper stated the costs for the Road Program were being recorded within the MFT Fund. Trustee Williams then stated that the Woodlands project does not appear within the Plan. Mr. Cook stated that the street program in 2009 and 2010 include the costs for the Woodlands Project, but the costs are currently higher than we had anticipated. He suggested that the Finance Commission is going to have to review this situation to determine how this is going to affect the overall Infrastructure Master Plan. There is still work that needs to be completed on the plan in order to accommodate these additional costs. Chairman Orlor then talked about what projects the Village had needed to give up in order to address the Reserve situation within the Corporate Fund. There was some discussion regarding the need to get to the 25% reserve level and how this could be achieved. There was some discussion regarding how Bond Rating Agencies utilize this information in determining the bond rating. Mr. Cook stated that the overall agency debt load is another factor which is taken into consideration. There are probably about 10 or 12 factor the rating agencies take into account, and the Village of Hinsdale scores well on the majority of those.

Trustee Williams then asked about the Budget process and what the next steps were. Manager Cook explained the process and how the discussions would take place at the Committee level. He addressed Trustee William's concerns regarding the budget reductions which staff needed to make in order to achieve the reserve levels that the Village is addressing. Chairman Orlor then discussed the excess of revenues over expenditures amount appearing on the budget. He indicated that this current year, the Village is showing an excess which will be added to the reserve level—it is important to note that we are now adding back to the reserve—not taking away from the reserve as had been happening in the past. There were no further comments on the five year plan as presented.

**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