

**Village of Hinsdale
Administration and Community Affairs Committee
Minutes of the Meeting On
January 5, 2009**

Chairman Orler called the meeting of the Administration and Community Affairs Committee to order in the Board Room of the Memorial Building on January 5, 2009 at 6:30 P.M.

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

Members Absent: None

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

Others Present: None

MIS Administration and Communications Report

Mr. Cook gave a brief report and updated the Committee on the number of new E-Hinsdale Newsletter subscribers for the month of December and also the number website hits per month for the Village Website. He discussed as more information is put on the website the more hits the website should see over the next three months. Chairman Orler questioned if it was possible to arrange a slide show on channel 6 displaying what day and time each meeting would be shown for each month. Mr. Cook stated he would work with Ms. Pisciotto on this matter and report back at the next scheduled meeting.

Mr. Orler questioned if the financial software the Village currently uses was in need of an update or replacement soon. Mr. Cook stated the Village has a contract with a software provider that provides any updates or changes the Village needs. He stated he would check on the current contract and when renegotiations would be taking place. The ACA Committie discussed budget items related to IT and Communications in an effort to find out if any major purchases were planned for in the 2009-10 budget. Mr. Cook stated the only budget items included were general maintenance expenses and an emergency fund in the case of a server going down or other large scale problem that could arise.

Community Development Update

Mr. Scott briefed the ACA Committee on the new recently launched “Distinctly Hinsdale” website. He stated the site offered holiday promotions and a spotlight on business in Hinsdale. He mentioned the site would be refined slightly in the next

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few months to work out any remaining bugs that were surfacing. Chairman Orler questioned if any products were currently being sold on the website. Mr. Scott stated zero products were sold on the site but it provides links to websites located in Hinsdale that sell products online.

Mr. Scott also briefed the ACA Committee on the holiday promotions taking place such as the Burlington Park holiday festivities, which saw a growth in number from the previous year considering it was accomplished in one less weekend.

Mr. Scott provided an update on business license registration to ACA Committee and noted the Village has received around 250 payments from Hinsdale businesses. He also discussed a sponsorship packet that will be sent to certain businesses in Hinsdale to offer an opportunity for sponsorships for upcoming Hinsdale events such as Parks and Recreation related events. An update on the project would be given in February.

Mr. Scott gave an update on Village signage that will be linked to way finding signage that was installed earlier this year. He stated stores located on Village Place would be placed on this signage to draw more attention to this area of the downtown. Harrison Place would be the next area for signage but no timetable is set for installation of signage in this area.

Park and Recreation Monthly Report

Ms. Hassett briefed the ACA Committee on upcoming events and programs that the Parks and Recreation Department is currently working on. She stated as of this meeting the Burns Field ice rink was not completed due to varying temperatures and erratic snowfall that has taken a lot of Public Services time. She hoped in the next few weeks the rink would be up and running. General discussion took place over the cost and efficiency of using a liner and if the Fire Department should get involved in the construction of the ice rink.

Mike Smith and Cindy Williams arrived at the meeting.

The ACA Committee discussed opportunities to sponsor the ice rink and the status of the warming house repairs and other park areas and buildings. Ms. Hassett also stated there has been zero new news regarding the Duncan Field grant and that new RecTrac software should be installed in the next few weeks and training dates will be scheduled. This new software will be able to generate data and report much easier than the previous software installed in the Village.

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Ms. Hassett also discussed the opportunity to use Hinsdale Central High School baseball fields this upcoming spring to accommodate all of the baseball leagues because of the potential loss of Veeck Park for the summer. She would provide updates on the status of the proposal at the next meeting.

Ms. Hassett gave an update on the concession bid for the Hinsdale Swimming Pool. She stated this was one of the main concerns and complaints several pool users had last season and the bidding process should provide the best service for the upcoming season. She also discussed the bidding update for the Peirce Park pavilion, which will be rebuilt this upcoming season. She stated the builder recommended to replace the center beam that was deemed very weak and would only last a few more years until it will need to be replaced. The beam however will cost roughly \$5,000 and will not be covered under insurance because it was not damaged in the accident that destroyed the other parts of the pavilion.

Ms. Hassett stated Parks and Recreation is hosting a meeting at KLM Lodge, which is a public meeting that will focus on usage of KLM Lodge and the park itself. She also discussed the preliminary 2009-10 budget of Parks and Recreation and what changes could possibly be made such as the cancellation of certain programs or cutting of hours at the Hinsdale Swimming Pool. General discussion took place over certain details of cutting programs or limiting services in Parks and Recreation. Mr. Finlay, Parks and Recreation Committee Member, stated he was concerned with maintenance issues at park fields and facilities and that postponing these issues could pile up in the next few years.

Ms. Hassett stated a new parade route is currently under discussion because of the Garfield Road construction that will be taking place this summer. She has had talks with the Police and Fire Departments and will be making a decision in the next few weeks. The ACA Committee discussed possible routes that would be ideal for the parade from a staging and safety standpoint.

Approval of Minutes

Chairman Orler stated the minutes from the December 9, 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 December 9, 2008. Trustee Schultz seconded. The motion passed unanimously.

Treasurer's Report

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Mr. Cook provided an update to ACA Committee for the Treasurer's report. Sales tax was down for the month of November by a little over \$9,000. However, a rise by almost \$25,000 was shown in December from the previous year, which totals almost 12%. This puts the Village up slightly up on the year of around 2% when compared to totals from the previous year. Mr. Cook stated he expected to see these numbers fall dramatically over the next couple of months because of the drop in gas prices which equates to almost 20% of the Village's sale tax revenue. Income Tax receipts for the month of December dropped 13% from the previous year. This was the first month this year to see a large drop and Mr. Cook expected to see this trend continue over the course of the next few months. Mr. Cook reported a surplus with the Village insurance provider, which will help the fund balance.

Two items on the operating expenditures side were \$46,000 in legal fees in the month of November from a Zoning Board of Appeals hearing that can be redeemable in the future. The ACA Committee discussed if this expense would be classified as an accounts payable. The other expenditure item Mr. Cook focused on was Public Service overtime which totaled 784 overtime hours in December compared to roughly half of that in the previous year. He stated Village staff would keep a close eye on this number and make changes depending on the amount of snowfall in the future. Trustee Williams requested an update on salt usage. Mr. Cook stated salt usage has been monitored very carefully and every option is being looked at to conserve salt such as mixing it with sand and calcium chloride. The price of salt has not come down and due to the contract the price will remain the same for the rest of the winter.

Consideration of the 2008 Audited Financial Statements and related Management Letter.

Trustee Orler presented the topic for discussion and asked Lou Karrison for background information on the topic. Mr. Karrison discussed the document and explained each section of the document in detail. He also presented the management letter portion and offered two suggestions to operate more efficiently. The ACA Committee and Mr. Harrison discussed the best ways to implement these recommendations. Trustee Smith motioned for the approval and Consideration of the 2008 Audited Financial Statements and related Management Letter. Trustee Smith seconded. The motion passed unanimously.

Consideration of a request from "Off the Vine" to establish a new class of liquor license to include the sale of higher alcohol content spirits.

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Chairman Orler introduced a representative from Off the Vine to provide information regarding this request. Mr. Caruso briefed the ACA Committee and discussed the request from Off the Vine. He stated customers have been asking for different types of products which the current liquor laws do not allow and this would be an opportunity to expand business and generate a larger sales tax to the Village. The ACA Committee discussed the pros and cons of this issue and also looked at the resident feedback in the past during the original liquor referendum in 1994-95. After consideration Chairman Orler requested to revisit this consideration after more information was gathered and the proposal was refined.

Resolution abating the tax hereto levied for the year 2008 to pay the principal of and interest on \$3,500,000 General Obligation Bonds (Waterworks and Sewerage Alternate Revenue Source), Series 2008C, of the Village of Hinsdale, DuPage and Cook Counties, Illinois.

Mr. Cook briefed the ACA Committee regarding this issue and stated this was an ordinance that was to abate the tax levy similar to bonds discussed at the last scheduled Board meeting. Trustee Schultz motioned to approve a resolution abating the tax hereto levied for the year 2008 to pay the principal of and interest on \$3,500,000 General Obligation Bonds (Waterworks and Sewerage Alternate Revenue Source), Series 2008C, of the Village of Hinsdale, DuPage and Cook Counties, Illinois. Trustee Williams seconded. The motion passed unanimously.

An Ordinance Increasing the Municipal Telecommunications Tax as Contained in the Village Code of Hinsdale.

Trustee Orler introduced the topic and briefed the ACA Committee on the background of this ordinance. Trustee Schultz moved to approve an Ordinance increasing the Municipal Telecommunications Tax as Contained in the Village Code of Hinsdale. Trustee Williams seconded. The vote passed unanimously.

Discussion of Fiscal Year 2009-10 Performance Budget.

Mr. Cook gave a brief timeline of when the budget would be presented and also preliminary line items that have been discussed such as consultant contracts and program cuts that are expected. The Senior Leaf Program and End of the Summer Bash as well as a donation to the Hinsdale Center of the Arts. He stated every line item will be looked at to save money in an effort to try and provide the best service as possible. The ACA Committee discussed shared services and also maintenance expenses that could be pushed back to save money on the upcoming budget.

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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 7:45

P.M.

Respectfully Submitted:

David Cook
Village Manager