

**Village of Hinsdale
Administration & Community Affairs Committee
Minutes of the Meeting on
June 1, 2009**

Chairman Geoga called the meeting of the Administration and Community Affairs Committee to order in the Board Room of the Memorial Building on June 1, 2009 at 7:31 P.M.

Members Present: Chairman Doug Geoga, Trustee Bob Schultz, Trustee Bob Saigh

Members Absent: Trustee Cindy Williams

Staff Present: Dave Cook, Village Manager; Darrell Langlois; Assistant Village Manager; Tim Scott, Community Development Strategist; Amy Pisciotto, MIS Administrator and Communication Coordinator; Gina Hassett, Director of Parks and Recreation

Others Present: Finance Commission Chairman Kevin Kane

Approval of Minutes

Chairman Geoga stated the minutes from the May 4th, 2009 ACA meeting were being presented for approval and asked the Committee if there were any questions or comments. Trustee Schultz noted one minor change needed in the minutes. Hearing no other questions from the other Committee Members, Trustee Schultz moved to approve the minutes from May 4th, 2009. Trustee Saigh seconded. The motion passed unanimously.

Monthly Report

Treasurer's Report – April 2009

Mr. Langlois presented the report and noted that the report was revised slightly to update data for accounting period 13. Preliminary results indicate the FY 2009 ending balance is approximately \$200,000 over projection, which will decline somewhat as the Finance Department completes the year-end closing process. Mr. Langlois estimated that the ending amount would be \$50,000 to \$100,000 over the projection. The final sales tax revenue was \$13,000 over the year end budget estimate but was down \$110,358 or 4.1% when compared to the previous year. Food and Beverage taxes ended slightly above the 2009 Budget estimate, and total revenues from the General Corporate Fund were approximately \$80,000 over the budget estimate. Investment income continues to be below budget due to very low interest rates that have reduced the rate of return for the Village. Property Tax revenue ended the year over budget by roughly \$82,000. Utility tax revenue was under budget by roughly the same amount, which was due primarily to the decline in natural gas prices. Legal fees were under budget by \$145,000.

Mr. Langlois provided the ACA Committee with an update on May 2009 receipts for a number of revenue accounts. He stated these numbers are lower when compared to the previous year, but most of the declines were accounted for in this year's budget. Sales tax revenue fell 17.1% compared to the previous year. Income Tax revenue fell 20% compared to the previous year. Replacement tax collections were 9.9% lower when compared to the previous year. Telecommunications Taxes were roughly the same compared to the previous year. The ACA Committee discussed the Treasurer's Report format and how information is reported. They discussed alternative ways to present the information in a way the residents will be able to follow more clearly.

Parks and Recreation Activity Report – April 2009

Ms. Hassett provided the ACA Committee with information regarding Parks and Recreation for the month of April. She discussed a grant the Village has received for new bike racks that will be installed in certain areas of the Village and that although the \$7,000 cost to the Village was not in the budget, funds will be available due to a decrease in costs for certain items such as custodial services to the pool. Another matching grant was acquired in the amount of \$3,000 for the assessment of the Burns Field warming house. Ms. Hassett stated a consultant has been hired and she would present the information of the report when it becomes available. The ACA Committee discussed the condition of the building and the need for remodeling as well as the information the assessment will provide. Summer registrations have been steadily coming in for programs as well as pool pass signups. Ms. Hassett mentioned Parks and Recreation recently sent out solicitations to acquire donations for the 4th of July Parade and at this point over \$2000 has been received. She also stated Lyons Township has 10 million dollars to be provided for park renovations that the Village will be trying to receive through a series of public hearings that will be taking place in the next couple of months. Mr. Cook provided the ACA Committee with an update regarding Duncan Field and a timetable when negotiations will finished.

Communications/MIS Report

Ms. Pisciotto provided the ACA Committee with a brief report regarding communication. She stated E-Hinsdale subscribers have increased to 564, which continues to be a steady increase each month. She questioned the ACA Committee if the Communications Report should provide any additional information. General discussion took place regarding requests for the Communication Report.

Community Development Strategist Report

Mr. Scott provided the ACA Committee with an update from the EDC Commission's last meeting, which focused on establishing goals for the upcoming year. Business Registrations are at almost 90% of the goal of \$50,000. Retail compliance is currently at 77% although each week the number continues to rise. He also provided an update with the status of the Hinsdale Rotary Clock, which is currently still in the design stage. Way Finding Signage designs for Village Place businesses have been finished and are now in the construction phase, but due to budget constraints the number of signs that will be constructed has not been determined. The ACA Committee discussed the possibility of offering a 2-year business license as well as 2-year vehicle and dog licenses to help improve efficiency.

Approval of a Lease Amendment granting a request from Hinsdale Burlington, LLC for a one year reduction in rent of \$9,236.21 for the lease of the Brush Hill Train Station.

Mr. Cook stated the applicant has withdrawn his request for a one-year reduction in rent from the Village.

Approval of a Resolution Appointing an Authorized Agent to the Illinois Municipal Retirement Fund

Mr. Langlois stated this resolution would appoint himself as the Authorized Agent to the Municipal Retirement Fund. Trustee Schultz motioned for the Approval of a Resolution Appointing an Authorized Agent to the Illinois Municipal Retirement Fund. Trustee Saigh seconded. The motion passed unanimously.

Approval of a Purchase Order to the DuPage Mayors & Managers Conference in the amount of \$16,566.96 for the Village's Annual dues and Proportionate Share of Debt Assessment.

Mr. Langlois provided the ACA Committee with information regarding the dues associated with this conference. This fee was higher than the Village Manager is able to approve so staff is asking for approval from the ACA Committee. Mr. Cook gave examples of how the Conference has helped the Village such as acquiring grants and other funds. Trustee Schultz motioned for the approval of a Purchase Order to the DuPage Mayors & Managers Conference in the amount of \$16,566.96 for the Village's Annual dues and Proportionate Share of Debt Assessment. Trustee Saigh seconded. The motion passed unanimously.

Approval of an Ordinance Amending Title 2 (Administration), Chapter 13 (Economic Development Commission), Section 2-13-4 (Reports) of the

Village Code of Hinsdale so that the Economic Development Commission Reports Directly to the Village Board.

Chairman Geoga provided information to the ACA Committee for this proposal. Trustee Schultz stated he understands the reasoning for this request but felt the Village should stick with the current process. Mr. Cook stated due to procedural purposes certain items must go through a Committee before they can be placed on the Board Consent Agenda. General discussion took place over this agenda item to determine possible solutions to this ordinance. The ACA Committee felt this item needed additional discussion and was forwarded to the Village Board without a recommendation.

Consideration of bond refinancing options- 2002 General Obligation Limited Tax Bonds

Mr. Langlois provided the ACA Committee with information regarding this agenda item and noted that current market interest rates are lower than what the Village is paying on this issue. If the bonds are refinanced the long-term interest savings could total \$100,000 over the remaining term.

The Committee also discussed a refinancing option that would refinance the existing bonds as well as add six more years of maturities in order to generate between \$600,000 and \$700,000 to use on capital projects. This issue will be discussed at the next Village Board meeting.

Confirmation of July 6, 2009 meeting date

The ACA Committee confirmed they would be able to have a quorum and the meeting will still be scheduled.

Adjournment

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As there was no further business to come before the Committee, Trustee Schultz motioned for adjournment. Trustee Saigh seconded. The meeting was adjourned at 8:42 P.M.

Respectfully Submitted:

Darrell Langlois
Finance Director/Assistant Village Manager