

**Village of Hinsdale  
Administration and Community Affairs Committee  
Minutes of the Meeting On  
May 3, 2010**

Chairman Geoga called the meeting of the Administration and Community Affairs Committee to order in the Board Room of the Memorial Building on May 3, 2010 at 7:32 P.M.

**Members Present:** Chairman Doug Geoga, Trustee Bob Saigh, and Trustee Williams

**Members Absent:** Trustee Bob Schultz

**Staff Present:** Darrell Langlois, Assistant Village Manager; Gina Hassett, Director of Parks and Recreation; Tim Scott, Community Development Strategist; Amy Pisciotto, IT Coordinator

**Approval of Minutes – April 5, 2010**

Chairman Geoga stated that the minutes from the April 5, 2010 ACA meeting were being presented for approval and asked the Committee if there were any questions or comments. Trustee Williams moved to approve the minutes, Trustee Saigh seconded. The motion passed unanimously.

**Monthly Reports**

**Treasurer's Report – March 2010**

Mr. Langlois presented information from the March 2010 Treasurer's report and noted that sales tax revenue continues to improve and that March was up 3.6% over the prior year and April has increased by 5.1%. End of the year sales tax revenue is \$2,376,889 which is 8% below the prior year but 5.6% or \$126,889 over budget. Income tax receipts will end the year \$43,604 or 3.16% over budget. Food and beverage tax revenue is tracking above the prior year amount. Property tax revenue is tracking at 101% of the budget amount due to a 5% increase in the required first installment of Cook County taxes. Permit revenue was up 15.3% in March. Police fines for March have increased, and the final numbers for the amnesty program indicate that the program generated \$35,500 of additional collections.

Legal fees are over the year end estimate but much of this variance is due to reimbursable legal fees. Overtime costs have been reduced significantly throughout this year and should be below estimates on the budget. The General Fund projections indicate a year end excess of revenues over expenses of \$129,000.

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Trustee Williams questioned the status of the State revenue payments and Mr. Langlois indicated they were still four months or \$435,000 behind. Trustee Saigh questioned the water rate increase recently passed and Mr. Langlois indicated that of the 31% increase approved by the Board, 19% was needed solely to pass-through Du Page Water Commission increases.

**Park and Recreation Activity Report**

Ms. Hassett noted that preparations are underway for the summer programs and they have been working on an OSLAD grant proposal with assistance of Design Perspectives. This grant will hopefully allow the Village to double the \$150,000 grant awarded by Lyons Township for KLM with this grant providing our 50% local share. Summer pool memberships are up year to date and pool preparation is underway.

**IT Coordinator Report**

Ms Pisciotto noted that there are 166 new E-Hinsdale subscribers due to the Village phasing out the paper newsletter. Trustee Saigh inquired as to the ability of Comcast to stop broadcasting Channel 6. Mr. Langlois indicated he would check the franchise agreement and report back.

**Community Development Strategist Report**

Mr. Scott provided information regarding the “Who What Where” program and stated that advertisements will run in the newspaper until the end of the fiscal year, after which this program will be discussed at an EDC Committee meeting to determine if it will be used again or modified. EDC is working on next year’s budget. He noted they are utilizing outdoor advertising on a test basis, and EDC has started a business outreach program. They are finalizing the kiosk behind the GAP and working on the 3/50 program. Business license renewal is now at 82%.

Trustee Geoga noted that the trustees had had a number of inquiries regarding outdoor dining and it will be coming to a future EPS meeting. Trustee Williams noted that she had received a number of positive comments regarding the EDC and Village staff.

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**Request for Board Action**

**Approval of Fiscal Year 2010-2011 Blanket Purchase Orders in the amount of \$1,184,250**

Mr. Langlois provided information regarding this agenda item and noted that this listing consists mainly of vendors with whom we make multiple purchases and sole source items that exceed the Village Manager's spending authority. All purchases are still subject to Village purchasing policies. The listing is comparable to the prior year with the exception of \$162,000 new item for Southwest Central Dispatch. Mr. Langlois reviewed other items that had increased over the prior years. Trustee Williams and Trustee Geoga questioned a number of items on the list and requested clarification as to how this list related to purchasing procedures and competitive bidding requirements. Trustee Saigh motioned for the approval of Fiscal Year 2010-2011 Blanket Purchase Orders in the amount of \$1,184,250. Trustee Williams seconded. The motion passed unanimously.

**Consideration of a request from the Hinsdale American Legion Post #250 to conduct the Annual Memorial Day Parade with Village services provided**

Trustee Saigh questioned whether the sale of poppies as noted in the agenda memo was a usual request, which Mr. Langlois indicated it had been requested in previous years. Trustee Williams motioned to recommend the approval of the request, Trustee Saigh seconded. The motion passed unanimously.

**Approval of the Village of Hinsdale Social Media Policy**

Ms. Pisciotto provided background information on the issue. A request has been made by the Park and Recreation Commission to utilize Face book and Twitter to distribute information. The Village's website does not really work for these types of communications, and a policy is needed to determine what types of communications are allowed and what the rules and standards are regarding its use. EDC has also expressed interest in these types of communications. Trustee Geoga questioned who the Social Media Administrator would be and Ms. Pisciotto indicated it would likely be her, the Village Manager, or Assistant Village Manager. Trustee Geoga questioned the laws surrounding its use. He also noted that these websites are two-way types of communications and issues surrounding this such as the expectation

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that the village will respond to resident postings. It needs to be clear that the Village will not be monitoring these postings. Trustee Geoga suggested making this a six month trial period and have it come back and review its use and the burden it has been. Trustee Williams moved to recommend approval of the Social Media Policy for a six month trial period, seconded by Trustee Saigh. The motion passed unanimously.

**Approval of an Agreement with AYSO for Special Use of Robbins Park on June 12, 2010**

Trustee Geoga questioned the adequacy of parking as 2,500 participants are expected. Ms. Hassett indicated this was still being worked on in conjunction with the Police Department, and approval would be subject to adequate parking being obtained. Trustee Williams moved to recommend approval of this request subject to obtaining adequate parking, Trustee Saigh seconded. The motion passed unanimously

**Adjournment**

As there was no further business to come before the Committee, Trustee Saigh motioned to adjourn. Trustee Williams seconded. The motion passed unanimously and the meeting was adjourned at 8:33 P.M.

Respectfully Submitted:

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Darrell Langlois  
Assistant Village Manager/Director of Finance