

VILLAGE OF HINSDALE
Administration and Community Affairs Committee
Minutes of the Meeting August 9, 2011

Chairman Geoga called the meeting of the Administration and Community Affairs Committee to order in the Board Room of the Memorial Building on August 9 at 7:30 PM.

Members Present: Chairman Doug Geoga, Trustees Laura LaPlaca, Chris Elder and Kim Angelo

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

Approval of Minutes – July 12, 2011

Trustee Geoga mentioned some corrections to the minutes. Trustee Angelo moved approval of the minutes with the corrections. Trustee Elder seconded and the motion passed unanimously.

Monthly Reports

Mr. Langlois presented the Treasurer's report. This report covers the second month of the 2011-12 fiscal year.

Base Sales Tax receipts for June increased by 10% and 10.4% for July. Staff recently received the August number which was up 3.8%. This now marks the twentieth consecutive monthly increase since posting an average monthly decline of 13% for the previous twelve months. Year-to-date base sales tax receipts for the first four months FY 2011-12 totals \$792,963, which is over the budget assumption of 4%.

Income Tax revenue for the month of June increased by 6.2% and for July declined by 2.1%. Total Income Tax receipts for the first three months of FY 2011-12 total \$397,317, a decrease of 1.82%. This variance is unfavorable when compared to budget as an increase of 2% was assumed in the FY 2011-12 Budget.

Mr. Langlois reported that the State made two income tax payments in July, reducing the delay from four months back to three months. The State remains \$397,317 in arrears on payments owed to Hinsdale.

Food and Beverage tax revenue year-to-date amounts to \$48,604 as compared to the prior year amount of \$43,396. This variance is favorable when compared to budget as an increase of 2% was assumed in the FY 2011-12 Budget.

Property tax collections through June amount to \$2,557,898 which is approximately 44.4% of the Village's \$5.76 million tax levy.

Combined Gas, Electric, Telecommunications, and Water Utility Taxes for June were \$159,069, which is 4.2% below previous year's receipts. Year-to-date utility tax collections are \$328,441, which is 1.6% above the prior year.

Park and Recreation Fees totaled \$388,209, which is a decrease of \$21,270.

Mr. Langlois reported that June is only the second month of the fiscal year, so most operating expenditures for all Departments are still well within budgetary expectations. Staff will continually monitor departmental expenditures, including overtime, and the Village Manager continues to stress the need for proper fiscal management by each department.

Total legal billings through June amount to \$32,596, which is tracking below budget for the first two months of the year. The severe storms occurring in June and July will likely result in unbudgeted costs in excess of \$100,000 contained in a number of various line items in the Public Service Department. Most of the activity will be reflected in the July report.

Mr. Langlois reported that although not directly finance related, over the last 30-45 days staff has taken many, many calls related to Com Ed power issues, both storm related and not storm related. This has taken a lot of staff time. The residents have been very pleased with the Village's services and information we have been able to provide, but they are clearly upset about the length of the outages and outages not related to storms. Some residents have been without power for more than three days on multiple occasions this summer. Staff hopes to have Com Ed at a meeting in the near future to be able to hear/respond to a number of complaints by residents.

Park and Recreation Activity Report – June 2011

Ms. Hassett reported on the financial recap from the July 4th parade. At the request of the Parks and Recreation Commission, staff will review how other communities secure parade entertainment. Staff will meet with representatives from Wheaton, Downers Grove and Glen Ellyn this fall. Ms. Hassett stated that she is working with the Chamber about managing the craft fair in house to help with revenues for next year.

Ms. Hassett provided an update on the KLM South shelter. The shelter is ordered and installation will be in late August.

Ms. Hassett reported on the KLM platform tennis court project. Phase One of the electric will be completed the week of August 22. She reported that the hope is to have the new courts open in October.

Ms. Hassett reported on the Lunch on the Lawn events and that this is a partnership event with the Hinsdale Library. Party in the Park at Robbins Park had over 200 people in attendance.

Ms. Hassett reported on the dirt removal efforts at Veeck. For every day that it rains, the project is postponed two days.

Ms. Hassett reported that the Village has entered into an advertising contract with "The Knot" to promote the Lodge. Several events have been booked from the new advertisement.

Ms. Hassett reported that the 10 visit passes and the 2 for 1 coupons have been popular at the pool. This year's budget includes funds to order custom hair lint strainers and to replace the cement ramps outside the locker rooms. These recommendations were a result of the facility audit done last year. Staff is recommending that the funds allocated for the lint strainers be reallocated to shore up the pool foundation.

Trustee LaPlaca agreed that the foundation should be repaired. Trustee Elder asked if the hair/lint strainer would save on manpower. Ms. Hassett explained and discussed the exterior fence conditions.

Chairman Geoga asked Ms. Hassett why the revenue for KLM was down. Ms. Hassett stated that it is still too early in the season.

Trustee LaPlaca asked about the card that was just sent out with the water bills asking for donations for the July 4th parade that has already taken place. Ms. Hassett stated that the vendor was unable to provide a proof because of power issues.

Community Development Strategist Report

Mr. Scott presented his report. He reported that Doggie Diner is in the final approval process and a couple of other retail prospects have formally committed in the business district.

Mr. Scott reported that a working version of the Tribute Tree website is going live at hinsdaletributetrees.com. He is awaiting an estimate for reprinting the program's color brochure.

Mr. Scott reported that field work to update the retail map and directory of the EDC website has been completed. This is being translated to a master inventory spreadsheet of the Village's retail business areas.

The Trustees discussed "Bring Your own Bottle". The Trustees were open for Mr. Scott asking the businesses what they would want.

Information Technology Coordinator Report

Ms. Pisciotto presented her report. She reported that website visits were up for July mainly due to individuals looking at the July 4th celebration information. E-Hinsdale subscriptions continue to increase. A special e-Hinsdale was sent out in June to update subscribers on the storm clean-up activity. This special e-Hinsdale had an open rate of 52% compared to the normal 35-40% for the weekly e-Hinsdale.

Authorize Staff to Begin the Process that will Ultimately Result in the Issuance of Alternate Revenue Bonds in an Amount Estimated at \$1,435,000 in Order to Refinance the Village's Early Retirement Liability with IMRF

Mr. Langlois explained the request. In January, 2006 the Village of Hinsdale adopted an Early Retirement Incentive Program (ERI) for IMRF employees as a budget reduction measure. As an inducement to retiree, employees over age 50 were given the option to retire under IMRF's "5+5" program whereby they would receive five years of age and an additional five years of service credit to what they had already earned at that time. In 2006 and 2007 there were 14 employees who elected to retire under this program.

The Village cost of this program is being funded over ten years and at the end of 2011 is expected to have a balance of \$1,376,000 remaining. In May Mr. Langlois was approached by Dan Kaplan of Kaplan Financial Consulting, Inc. with the suggestion that the Village consider selling bonds in order to pay off the remaining ERI liability. Mr. Kaplan correctly pointed out to me that at the beginning of each year, the Village's IMRF account is assessed a charge of 7.5% on the beginning balance in its ERI liability reserve account; on January 1, 2012 we are schedule to be charged \$121,609 in interest for them carrying the ERI liability.

In the refinancing proposal, the Village would issue taxable pension obligation bonds (tax exempt financing is not available for this purpose), and at today's rates we would expect the average interest rate to be around 2.25%, which would result in an interest rate savings of 5.25%. In addition, if bonds are issued this year and the ERI liability paid prior to December 31, 2011, this Village will avoid the \$121,609 interest charge scheduled to be assessed by IMRF on January 1, 2012. Including issuance costs of approximately \$55,000, we would expect an issue size of approximately \$1,435,000, which would yield a total savings of approximately \$375,000 over the next six years, split about 80/20 between the Village and the Library (they participate in IMRF with the Village).

The Trustees asked questions about the request. Trustee Angelo moved approval of the request. Trustee Elder seconded and the motion passed unanimously.

Approval of a Contract with Kaplan Financial Consulting, Inc. to Act as Financial Advisor on the Proposed Alternate Revenue Bonds

Trustee Angelo moved approval of the request. Trustee Elder seconded and the motion passed unanimously.

Approval of a Paddle Tennis License Agreement with Mary Doten for a Period of One Year at the Rate of \$5,700

Ms. Hassett explained the request. She explained that with this Agreement, the office will no longer take the registrations for the platform tennis classes but will have a page in the brochure to show the class times. Chairman Geoga had some suggestions for the actual contract language and will review with Ms. Hassett.

Trustee Angelo moved approval of the request. Trustee Elder seconded and the motion passed unanimously.

Approval of a Special Use Permit and Fee Waiver of \$250 to the Hinsdale Masonic Lodge for the Use of Burlington Park on Sunday, September 24, 2011

Chairman Geoga discussed empowering the Village Manager to approve some of these requests with guidelines from the Board. Trustee LaPlaca stated that there are different types of requests and suggested creating a similar process where the Village Manager could approve and the Village President would sign off for specific amounts. She suggested that these requests be based on need. Chairman Geoga will work with staff to formulate a policy.

Trustee Elder moved approval of the request. Trustee Angelo seconded and the motion passed unanimously.

Approval of a Special Use Permit and Fee Waiver of \$250 to the Hinsdale Rotary for the Use of Robbins Park on Sunday, October 16, 2011

Trustee Elder moved approval of the request. Trustee Angelo seconded and the motion passed unanimously.


Adjournment

As there was no further business to come before the Committee, Trustee Elder motioned to adjourn. Trustee Angelo seconded and the motion passed unanimously. The meeting was adjourned at 8:29 P.M.

Respectfully Submitted:

Darrell Langlois
Assistant Village Manager/Director of Finance

MEMORANDUM

To: Chairman Geoga and Members of the ACA Committee
FROM: Gina Hassett, Director of Parks and Recreation 
DATE: September 1, 2011
SUBJECT: August Parks & Recreation Report

The following is a summary of activities completed by the Parks and Recreation Department during the month of August 2011.

RECREATION SERVICES

- The fall seasonal brochure was distributed in the Hinsdalean on Thursday, September 1st. Flyers and press release have been sent out to promote fall programs.
- Footings for the KLM shelter will be poured next week. Arrival of the shelter and installation is scheduled for the week of September 19th. Once the project is complete paperwork will be submitted to the Township for reimbursement. We also review fees to see if we would like to increase the shelter rental fee for the 2012 season.
- The Platform Tennis court project is moving along. Members of HPTA, Wingren Landscaping and Village staff had an on site meeting at the end of June. Excavation of the site was done by Wingren as a donation. The Village staff has removed the trees and has redirected the stream. Phase one of the electric will be completed the week of August 22. Public Services and Engineering are working to construct the berm as part of the MWRD Permit requirements. The Village has issued a permit for the project. Staff are reviewing phase 2 of the electric to see if work can be completed in house. The court installation was schedule to begin August 9th, which will likely be pushed back until the end of the month.
- The hauling of the dirt from Veeck Park has been completed. The funds budgeted removed the majority of the spoils. Village staff are working to find locations to utilize materials left on the site within the Village.
- Staff is coordinating a meeting with members of the AYSO Board and Village Board to discuss the Veeck Park Fields.
- The bid for the Brook Park Tennis Court repairs has come in under budget. The request for approval is submitted this month.
- Fall field usage is underway. The limited soccer fields at Veeck have made the possibility of travel teams rentals limited for this season. Staff continues to work with athletic organizations to use lacrosse and football fields for rentals to increase rental revenue.

- Falcon Football has requested to install a new score board at Brook Park. They would pay the cost for the score board and installation. The existing board is old and they no longer sell replacement parts. The score board will be similar in size. They are requesting to move the scoreboard a foot farther from the field for safety.
- Letters have gone out to Residents living near Brook to inform them of the Falcon Football Schedule. We do this annually as the parking and noise is a challenge for the residents.
- The department is offering a 15 & under fall ball league this season. The program was offered for the first time and is generating additional surplus revenue.
- Fall Festival is scheduled for Saturday, October 15th at Burlington Park. This event is coordinated by Village and supported by the Chamber, Community House, Library, Hinsdalean and Hinsdale Center for the Arts.
- Holiday events include Breakfast with Santa and Polar Express will be held in December. A registration lottery is held for Residents for the Polar Express to ensure equal opportunities to all that interested.

Katherine Legge Memorial Lodge

Repairs to the gutters are needed before we can tuck point. Staff has received one price at this time. Hopefully funds appropriated in the capital budget will cover the tuck pointing.

The August revenue has not been posted to the system. Next month will include Aug rev/exp expenses.

COMMUNITY POOL REPORT

The pool closed on Labor Day for the season. A survey was sent to users and is being posted on the web. Response level has been good and feedback is good. Staff will summarize the responses this month and report on pool information in October. Pool fees are traditionally in the winter brochure that goes to print in November. Last year we omitted this information and waited until the summer book. If we want to evaluate or change fees and included in the winter brochure we need to do so by November to hit the print deadlines.

Pool Pass Sales

Below is a summary of pool pass sales and program fees. Some additional revenue has yet to post. We have outstanding invoices with community camp programs that attended the pool

Feb 28-Aug 17

Type	2010 Pass Current Revenue				2011 Pass Current Revenue				Type
	2010	2010		2010	2011	2011		2011	
	New Passes	Renew Passes	Total	Revenue	New Passes	Renew Passes	Total	Revenue	
Nanny Pass	0	0		\$0	64	11	75	\$4,305	Nanny Pass
Family Primary	134	432	566	\$143,165	101	378	479	\$139,792	Family Primary
Family Secondary	481	1457	1938	\$0	352	1268	1620	\$0	Family Secondary
Family Super	11	35	46	\$12,725	5	37	42	\$15,235	Family Super
Family Super Secondary	10	37	47	\$2,175	10	38	48	\$2,235	Family Super Secondary
Family Super Third	20	70	90	\$1,455	17	82	99	\$1,650	Family Super Third
Guest Pass Adult	6	1	7	\$500	97	5	102	\$8,084	Guest Pass Adult*
Guest Pass Child	28	1	29	\$1,500	114	7	121	\$7,394	Guest Pass Child*
Individual Pass	15	31	46	\$6,450	8	23	31	\$4,470	Individual Pass
Senior Super Pass	0	0	0	\$0	0	0	0	\$0	Senior Super Pass
Individual Super Pass	2	4	6	\$690	2	4	6	\$820	Individual Super Pass
Non Resident Family	8	12	20	\$9,675	10	8	18	\$8,930	Non Resident Family
Non Resident Family Secondary	30	37	67	\$0	33	29	62	\$0	Non Resident Family Secondary
Non Resident Individual	7	2	9	\$1,585	2	4	6	\$1,610	Non Resident Individual
Non Resident Senior	1	4	5	\$750	2	4	6	\$775	Non Resident Senior
Senior Pass	7	18	25	\$1,800	8	19	27	\$2,080	Senior Pass
				\$168,460				\$170,587	Total Resident
				\$12,010				\$11,315	Total Non-Resident
				\$2,000				\$15,478	Misc Revenue Includes Guest Pass
Total	760	2141	2901	\$182,470	825	1917	2742	\$197,380	Total

Daily Fee Revenue			
	2010	Actual 2011	
May	\$2,404	\$2,283	
June	\$13,595	\$19,754	
July	\$21,276	\$28,051	
August	\$10,574	\$9,772	2011 Annual Budget
Total	\$47,849	\$59,860	\$75,000.00

Program Revenue			
	2010	Actual 2011	2011 Annual Budget
Lessons	\$33,137	\$33,037	\$33,300
Privates	\$10,434	\$9,253	\$10,500
Town Team	\$24,377	\$22,593	\$25,200
Misc Rev*	\$11,251	\$25,018	\$12,000

*includes rentals, parties, guest

Attendance *		
	2010	2011
May	1,520	797
June	8,770	7,027
July	9,515	8,839
August	4,407	4,133
Total	24,212	20,796

<--not accurate due to power failure

25,535 2010 attendance

MEMORANDUM

To: Chairman Geoga and Members of the Administration & Community Affairs (ACA) Committee

From: Timothy J. Scott, AICP, CNU-A – Director of Economic Development



Date: September 1, 2011

Re: Staff Report – Director of Economic Development

Economic Development

The last meeting of the Economic Development Commission (EDC) was held on August 23rd.

Urban Design

First Street Walkway Wall and Railing

The project went to bid, with notice providing 12.5 days for interested parties to submit their pricing in accordance with our itemized, unit-price scope, reference photos, and scale drawing. Even though there I proactively sent it to four contractors, we received no submittals. The bid was just announced again, with proposals due by 2 p.m. on Monday, September 12th. A larger Village masonry project received interest from approximately ten contractors. To gauge interest, I sent our scope to the vendor preferred from that bid process, and they expressed a desire to submit. I will proactively send to others as well.

Advertising

Four ads for the new “Spree-cycling” campaign have run in *The Hinsdalean*. This theme of the campaign is derived by combining the notion of shopping sprees and how such local patronage recycles and reinvests dollars in the Village. We will be spending time securing participants and images of their businesses or people in order to execute the next batch of ads.

To reach the targeted demographic in nearby communities, the “Historic-Euphoric” campaign will run in *West Suburban Living* Magazine. The first ad will be in their upcoming dining issue (September-October). This campaign will be extended beyond print and adapted for the Internet, with a series of small micro-sites/landing pages featuring information about the

Village's offerings by category (e.g., shopping, dining, home furnishings and accessories, and spas/ relaxation). These are currently under construction.

Tenant Updates

Demolition of the interior at 42 South Washington Street has been completed. To help expedite turnaround of a building permit for new tenant Savory Spice Shop, the review was completed internally by staff. The permit has just been issued, and interior improvements are scheduled for completion in six-to-eight weeks. In addition, I have just completed working with their sign designer on code-compliant concepts, and since they're based out of state, I provided them with a few names of metro area fabricators.

Trumeau, to be located at 19 West Chicago Avenue (most recently occupied by Jensen and Feinstein), will offer home furnishings, accessories, and design services. I am working with them on their securing their occupancy as well as options for signage and potentially awnings.

A new retail tenant will be joining downtown and will be located on a prominent corner. This is especially satisfying because our conversations began four years ago, were interrupted by the recession, and then finding the right size, appropriately located, and priced space had always proven elusive. The company is based in New York, and their other Chicago area locations are in Lake Forest and Winnetka. I have provided detailed information on our processes and am now helping to identify local architecture and building talent to aid them in their build-out.

For the shopping season of October through mid-January, downtown will again have a toy store in the C Foster building downtown. This is a satellite store for Learning Express of Countryside. I will be working with the owner in the coming days to ensure a timely turnaround with respect to Village process. We of course hope that they'll be able to locate in the Village on a permanent basis someday.

EDC Website

Field work to update the retail map and directory has been completed. As noted before, this is being translated to a master inventory spreadsheet of the Village's retail business areas. This will allow us to produce an up-to-date large format print map for the information kiosk at the Washington Street Shopper Parking Lot behind the Gap and ultimately an overhaul of the interactive version of the map and directory on the EDC's website. The scale of that improvement will be a function of resources and an alternative may be pursued if needed.

Tribute Tree Program

HinsdaleTributeTrees.com is now active. Reprinting of the color brochure has just been completed. The program is also being featured in the e-Hinsdale blast to subscribers. We will also advertise the program in the free text message box atop water bills should the space become available again.

If you have any questions, comments, or suggestions, please do not hesitate to contact me at (630) 789-7005 or tscott@villageofhinsdale.org.

Thank you.

cc: Village President Cauley and Board of Trustees
David C. Cook, Village Manager

DATE August 31, 2011

REQUEST FOR BOARD ACTION

AGENDA Administration and Community SECTION NUMBER Affairs Committee	ORIGINATING DEPARTMENT Parks and Recreation
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ITEM Bid 1500 Brook Park Tennis and Basketball Repiar	APPROVED Gina Hassett, Director of P&R
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BID 1500 BROOK PARK TENNIS/BASKEBALL COURT REPAIR

The 2010/11 capital budget has \$35,000 allocated for repairs at Brook Park tennis and basketball courts and to clean the Burns Field tennis courts. The Brook Park project was bid out and 2 bids were received. The low bid was for \$20,400 from First Impressions, Inc.



Midwest Sport Surfaces has been contracted to clean the Burns Tennis courts in the amount of \$2,750. That is portion of the \$35,000 that was budgeted. The combined projects total \$23,150.

Staff recommends we award the bid to First Impressions, Inc in the amount of \$20,400.

Should the Committee concur with Staff's recommendation, the following motion would be appropriate:

MOTION: To recommend to the Board of Trustees to accept the bid from First Impression,Inc in the amount of \$20,400 for the repairs to Brook Park tennis and basketball courts.

STAFF APPROVALS

Parks & Recreation APPROVAL 	APPROVAL	APPROVAL	APPROVAL	MANAGER'S APPROVAL 
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COMMITTEE ACTION:

BOARD ACTION:

BID 1500

BROOK PARK TENNIS/BASKETBALL REPAIRS

ITEM NO.	DESCRIPTION	First Impression 1951 N Rose St Franklin Park 60131 Bid Bond		US Tennis Court 13517 Bell Rd Homer Glen 60491 Bid Bond	
		Lump Sum	Lump Sum	Lump Sum	Lump Sum
1	Pressure wash, route, clean and level cracks and level birdbaths. Apply 1 coat resurfacer and two coats color and striping to existing 4 tennis courts and 1 basketball court	20,400.00		26,400.00	
TOTAL CONTRACT PRICE		20,400.00		26,400.00	